

Clubhouse Director

Competency-based Job Description

Program: Clinical
Status: Full Time Exempt

Reports to: Program Director
Supervises: N/A

- Position Summary:** Direct and implement all aspects of Clubhouse operations based on established psychosocial rehabilitation guidelines and ICCD accreditation standards.
- License/Certification:** Licensed by the state of Michigan in the Mental Health Profession.
- Minimum Qualifications:** A Bachelor's degree in counseling or related field with experience in psychosocial rehabilitation.
- Desired Qualifications:** A Master's degree in counseling with a minimum 2 years' experience in psychosocial rehabilitation with supervisory experience.
- Physical Requirements:** Must have adequate visual acuity to interact with Electronic Health Record System and accurately input data. Ability to move about for up to 50% of work shift. Must be able to remain in a stationary position for up to 50% of work shift. Occasionally must be able to move up to 20 pounds from one location to another.
- Essential Functions:**
- Promote clubhouse activities and programs with the collaboration of clubhouse members, to ensure maximum participation and clubhouse memberships among consumer population. Including fund raising activities.
 - Engages members and staff together, side by side, in the running of the clubhouse.
 - Expand and develop clubhouse programs and activities based on collaborative efforts with club membership.
 - Participate in regular committee meetings as assigned, including clubhouse board/advisory meetings as established in clubhouse by-laws.
 - Ensures members who are working independently continue to have available all clubhouse supports and opportunities including advocacy for entitlements, and assistance with housing, clinical, legal, financial and personal issues, as well as participation in evening and weekend programs.
 - Select and evaluate clubhouse staff with the direction and support of clubhouse members.
 - Oversee all budgetary aspects of the clubhouse operation, maintaining financial records using standard accounting procedures.
 - Gather and analyze program data for program evaluation and assessment.

Submit reports and findings on program outcomes as directed.

Ensure environmental safety of building and grounds at clubhouse site.

Ensure that members are assisted with furthering their vocational and educational goals by helping them take advantage of adult education opportunities in the community.

Directly supervise all clubhouse employees and maintain all clubhouse staff files.

Participate in community networks including local and state affiliations for on-going educational training and further development and clubhouse and psychosocial rehabilitation goals.

NEW HIRE ACKNOWLEDGMENT

I have read and understand my job description. My performance will be evaluated in 3, 6 and 12 months using this document.

Employee Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____