

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

CLUBHOUSE GENERALIST I 9528-1011-OC

SALARY: Range: 39.51 \$12.01 - \$13.25 Per Hour (plus 2.5% Bi-Lingual pay if certified)

EMPLOYMENT OPPORTUNITY: One (1) F/T positions w/Neighborhood House Association, Friendship Clubhouse (286 Euclid Avenue, Suite 104, San Diego, 92114)

APPLICATION SUBMITTAL INSTRUCTIONS: Position is Opened Until Filled

Application and Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. Also attach original copies of transcripts from accredited college or university showing attainment of required degree to be considered. .

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41st. Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES and RESPONSIBILITIES

Provides program information/orientation application assistance to visitors and new members; keeps up-to-date members' information on such domains as employment, education, hospitalization and residence; documents members' attendance and participation; facilitates and supervises group and individual activities and training necessary for choosing, getting and keeping employment arranges for members to receive job coaching services; facilitates and supervises classes and peer tutoring activities to help members progress towards achieving literacy and post-secondary educational goals; assists members with educational goals to obtain needed supported education resources, develop and implement educational plan; facilitates basic computer literacy training and supervises computer lab activities; provides members with assistance in finding volunteer positions and supervises in house volunteer activities; provides ongoing support to members who are working and/or attending school; assists members with self-assessment of their work related external situations and employment goals; actively participates in the planning, implementation and supervision of recreational, vocational, life skills, wellness and advocacy services and activities of the clubhouse; assists members in developing personal support networks; works in partnership with members to enhance members' social and vocational skills through active participation in the various activities of the clubhouse; oversees members' meetings, work units and other group activities; drives the program van and/or arranges for members transportation to attend Clubhouse recreational and educational activities around the County of San Diego; acts as a role model to members of the Clubhouse; continually collaborates with members and staff of the program to 1) enhance service quality and member satisfaction, 2) maintaining the orderliness and security of the program environment, 3) and to plan, organize and conduct a community outreach activity to enhance public awareness of mental health issues and to fight stigma against people with mental illness.

10/07/2011

AA/EEO/H/V/EMPLOYER

MINIMUM QUALIFICATIONS:

Education, Experience & Training: 'Lived experience' as a person recovering from a mental disorder or a family member of individuals who are recovering from a mental disorder. **Associate degree** in the field of social science and one year experience **or** high school diploma and two years' related work experience **or** equivalent combination of education, training and work experience providing supportive counseling, rehabilitation and advocacy to consumers of mental health services. **Bilingual (English/Spanish) is required (Bi-Lingual certification is required to receive bi-lingual pay).**

Knowledge of: Bio-Psychosocial Rehabilitation (BPSR) and the Recovery model; member driven clubhouse model; crisis intervention techniques; Evidence Based Practices; Wellness and Recovery Action Plan (W.R.A.P.); cultural and socio-economic factors relevant to rehabilitation services for persons with mental illness; legal and ethical standards pertinent to appropriate and effective delivery of recovery services; support services and resources available for persons with mental illness; basic computer skills and Microsoft Office applications.

Ability to: Work with minimal supervision and direction; organize, set priorities and exercise sound independent judgment; interpret, apply, explain and reach sound decisions in accordance with program regulations, policies and procedures; instruct individuals in a group setting and one-on-one; communicate effectively orally and in writing; exercise tact, objectivity and sensitivity in dealing with members, visitors, volunteers, and staff; operate computer and other standard office equipment.

Licenses & Certification: CA Class B driver's license with passenger endorsement or willingness to obtain this license within 6 months of employment. **Please Note: a) "Employment will be contingent on a criminal background check and clearance"; and b) Bi-Lingual certification is required to receive bi-lingual pay.**

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger and handle office equipment; reach with hands and arms; and lift up to ten pounds. **This job requires: close vision and the ability to adjust focus;** use math and mathematical reasoning; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple tasks with frequent interruptions.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department

FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

HOURS

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

PROBATIONARY PERIOD

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

AA/EEO/H/V/EMPLOYER

SUPPLEMENTAL QUESTIONNAIRE CLUBHOUSE GENERALIST I

IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Successful candidates may be invited to participate in other segments of the selection process.

***The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer and dates of employment will result in your application being tagged as "not qualified" for this recruitment.

Both the application form and the supplemental questionnaire must be legible. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

1. **Why are you applying for this position and why you should be considered a top candidate?**
2. **Describe your experience working with diverse cultural and ethnic groups.**
3. **Tell us about a challenging situation you encountered in the field of mental health and how you managed/overcame it.**
4. **Tell me about a time when you had to deal with conflict in the workplace. What did you do and what was the outcome?**
5. **Describe your computer application skills. List, by name, the software applications with which you have experience. Indicate your level of proficiency by software listed:**
 - a. **Highly proficient and use very frequently;**
 - b. **Competent; have basic/general knowledge; or**
 - c. **Somewhat knowledgeable but do not use very frequently.**

CERTIFICATION

I hereby certify that all statements made in this supplemental questionnaire are true and complete, and understand that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE _____ DATE _____