



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### CLUBHOUSE GENERALIST

**DATE POSTED:** APRIL 20, 2015

**APPLICATION DEADLINE:** OPEN UNTIL FILLED

**Position no. / Range:** 9528/ 39.51

**Union Status:** Non- Union

**Starting Pay:** \$12.01- \$13.25 p. hr.

**No. of Weeks:** 52

**Hours of Work:** 8:30 am- 5:30 pm

**Status/ Hours:** Part Time/ Non- Exempt

- *This position will work as a 0.8 (approx. 32 hours per week) FTE through the end of June 2015 and begin working 0.5 (approx. 20 hours per week) July 2015.*

**Location:** 286 Euclid Avenue, Ste. 104, SD, CA 92114

**Dept. Program:** Friendship Clubhouse

#### **Basic Job Assignment:**

Under the supervision of the Clubhouse Manager and based on the guiding principles of recovery, the Clubhouse Generalist provides members with supportive counseling, assistance with problem solving and crisis intervention; assists in developing and facilitating peer and staff led support groups; assists members in developing and implementing personal recovery goals; assists in developing and facilitating recovery oriented individual and group activities focusing on social and independent life skills enhancement, vocational rehabilitation, wellness, recreation and supported education; collaborates with members' personal support networks, family members and social service providers in San Diego County; performs related work as assigned by the Program Manager.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of Bio-Psychosocial Rehabilitation (BPSR) and the Recovery 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; Support services and resources available for persons with mental illness; Maintain sensitive and confidential information; communicate effectively orally and in writing with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

#### **Qualifications:**

- Associate's Degree in the field of social science or related field **AND** Four years of related experience; **OR**
- Bachelor's Degree in social work or related field **AND** One year work experience in related field; **OR**
- Equivalent combination of education, training and work experience in providing recovery oriented services including supportive counseling, rehabilitation and advocacy to consumers of mental health services;
- 'Lived experience' as a person recovering from a mental disorder, or as a family member of individuals who are recovering from a mental disorder, shall be given consideration.
- Must have CA Class B Driver's License with passenger endorsement or be able to obtain within six (6) months of employment.



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### **Example of Major Functions:**

- Provides program information/orientation to visitors and new members.
- Assists visitors and new members of the Clubhouse to fill out visitor/membership application forms.
- 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. This includes skills assessment, job readiness, resume writing, job searching methods, skills training, interviewing skills, communication and language skills, community orientation and mobility training.
- 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, and develops and implements 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 to obtain transportation to attend recreational and educational activities in and around the County of San Diego.
- Drives the program van and/or arranges for members to obtain transportation to attend the Clubhouse as necessary and when possible.
- Acts as a role model to members of the Clubhouse.
- Continually collaborates with members and staff of the program to enhance service quality and member satisfaction.
- Collaborates with members and staff in maintaining the orderliness and security of the program environment to ensure safety of members and staff.
- Collaborates with members and staff 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.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE**

- NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- Jobing.com
- Indeed.com
- Edjoin.org
- Jobs @ Head Start
- NPworks.org
- Caljobs.ca.gov
- Backpage.com
- CALSAC.org (CA School Age Consortium)
- Community College or University Website: \_\_\_\_\_
- Employee Referral: \_\_\_\_\_
- Other: \_\_\_\_\_

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.



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### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. 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. 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.

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