



The Key Clubhouse of South Florida Job Description

Clubhouse Program Staff Member

The newly organized Key Clubhouse of South Florida, located in Miami-Dade County, Florida, is seeking qualified candidates for the full-time position of Clubhouse Staff Member.

The Key Clubhouse of South Florida, Inc. is a not-for-profit organization whose mission is to afford people whose lives have been disrupted by mental illness the opportunity to recover meaningful and productive lives through reintegration in the workplace and the community. It was founded by family members and mental health consumers seeking better psychosocial rehabilitation and employment services for people living with serious mental illness. The founders chose the ICCD Clubhouse model because of its excellent track record in transforming the lives of people living with mental illness.

This is an exciting opportunity for an individual seeking a challenging and rewarding career working in a non-clinical Clubhouse community. The Clubhouse Staff Member will work under the direction of the Executive Director and in partnership with the Clubhouse members to develop the first independent Clubhouse program following the standards of the International Center for Clubhouse Development (www.iccd.org) in Miami-Dade County.

The ICCD Clubhouse model is a community-based approach that is designed to complement existing treatment options and exists as part of a larger continuum of care. The Key Clubhouse will provide a safe and welcoming place, valuable work to perform within the organization, opportunities to socialize with friends and co-workers, and access to employment and resources in the wider community. Member participation is voluntary and membership is without time-limit. The Clubhouse provides ongoing support at no cost to members. Staff and Clubhouse members work side-by-side to support Clubhouse operations and support the recovery of the members.

Responsibilities:

- Work side-by-side with Clubhouse members to support core Clubhouse operations
- Generate member interest in participation in the work ordered day
- Take leadership role in ensuring positive outcomes in members' lives
- Maintain enthusiasm, commitment and belief in the Clubhouse model
- Help members to identify and use community resources that promote their well-being, independence, satisfaction and self-sufficiency
- Complete membership information with members
- Participate in the intake/orientation of members

- Maintain accurate and confidential records
- Participate in and facilitate social and recreational activities
- Conduct outreach activities to referral sources to enhance membership
- Compile statistics and develop monthly reports
- Provide information to caregivers, families and the community
- Assist the Executive Director as needed with administrative and fund raising functions
- Participate in the management by team process for the development and implementation of core clubhouse services
- Attend meetings and conferences with Clubhouse members and the Executive Director

Qualifications

- Minimum Bachelor's Degree
- Bilingual Spanish and English
- Minimum employment experience of 5 years that includes working with individuals who have chronic mental illness and/or co-occurring mental illness and substance abuse disorders
- Computer literacy
- An understanding of and belief in the recovery process and the Clubhouse model and sensitivity to the issues of people living with serious mental illness
- Ability to work with a diverse group of people
- Strong work ethic and a willingness to work flexible hours

Additional Requirements

- Willingness to attend a three-week, paid, out-of-town ICCD Clubhouse training course from June 6 - 25, 2010

Compensation

The starting salary is competitive and will depend on qualifications and experience.

Application Instructions and Procedures

Please send your resume and a cover letter by email to keyclubhouse@earthlink.net or by mail to The Key Clubhouse of South Florida, 800 NE 95th Street, Miami Shores, FL 33138. Please DO NOT FAX your resume. In your cover letter, please describe why you are interested and why you would be a good match for this position. Applications will be accepted until the position is filled.

The Key Clubhouse is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.