



Mental Health Recovery and Job Coach

The Key Clubhouse of South Florida (www.keyclubhouse.org) in Miami, Florida, is seeking qualified candidates for the full-time position of Mental Health Recovery and Job Coach. This is an exciting opportunity for a committed individual seeking a challenging and rewarding career working in the field of mental health recovery. The Clubhouse is a non-clinical psychosocial rehabilitation membership program providing structure and skills building opportunities for adults with serious mental illness. The Key Clubhouse follows the standards of the International Center for Clubhouse Development (www.iccd.org).

Qualifications

- Minimum Bachelor's Degree
- Minimum employment experience of two years working with individuals who have chronic mental illness and/or co-occurring mental illness and substance abuse disorders
- Strong computer skills including MS Office
- An understanding of and belief in the recovery process and the Clubhouse model; sensitivity to the issues of people living with serious mental illness
- Ability to work with a diverse population
- Strong work ethic, patience, and a willingness to work flexible hours
- Bilingual skills a plus
- Job development experience a plus

Job Functions:

- Work side-by-side with Clubhouse members to support core Clubhouse operations. Core operations include; computer program usage, statistical compilation, Internet research, fiscal functions, culinary unit related tasks, newsletter publications, petty cash operations, maintenance tasks, office supply inventory, mailings, etc.
- Generate member interest in participation in the work-ordered day
- Assume leadership role in ensuring positive outcomes in members' lives
- Maintain enthusiasm, commitment and belief in the ICCD Clubhouse model
- Conduct private employer job development outreach activities to generate Transitional Employment job slots for Clubhouse members
- Provide on-the-job skills training at employment sites for Clubhouse members
- Provide support services to Clubhouse members who have been placed in part-time Transitional Employment and Supportive Employment jobs
- Make periodic job site visits to meet with clients and provide interventions and conferences with employers if required

- Help members to identify and use community resources that promote their well-being, independence, satisfaction and self-sufficiency
- Conduct member recruitment activities to referral sources
- Maintain accurate and confidential client records
- Compile statistics and complete data reports
- Assist the Executive Director as needed with administrative and fundraising functions
- Participate in the management by team process for the development and implementation of core clubhouse services.

Additional Requirements

- Willingness to attend a paid, week long, out-of-state ICCD Clubhouse Employment training course.

Application Instructions and Procedures

Please send your resume and a cover letter by email to keyclubhouse@att.net or by mail to The Key Clubhouse of South Florida, 260 NE 17th Street, Suite 202, Miami, FL 33132. Please DO NOT FAX your resume. In your cover letter, describe why you are interested and why you would be a good match for this position. Please state your salary requirements. 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.

About The Key Clubhouse

The Key Clubhouse of South Florida 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.