

## **Psychiatric Rehabilitation Specialist/Area Generalist for Kitchen Unit**

### **Sally and Howard Levin Clubhouse**

A Clubhouse is designed to support and build community for members living with mental illness. Generalist staff work side-by-side with members to provide access to opportunities for individuals to rejoin the worlds of friendship, employment and education, and to the services and support they need to continue their recovery. Clubhouse colleague (member and staff) relationships are different than typical in social work. Instead of professional/client boundaries, Clubhouse relationships are formed through working together toward common goals. Clubhouse work is shaped by the International Standards for Clubhouse Programs. The Standards include:

10. Clubhouse staff have generalist roles. All staff share employment, housing, evening and weekend, holiday and unit responsibilities.

15. The work-ordered day engages members and staff together, side-by-side, in the running of the Clubhouse. The Clubhouse focuses on strengths, talents and abilities; therefore, the work-ordered day must not include medication clinics, day treatment or therapy programs within the Clubhouse.

20. Members have the opportunity to participate in all the work of the Clubhouse, including administration, research, enrollment and orientation, reach out, hiring, training and evaluation of staff, public relations, advocacy and evaluation of Clubhouse effectiveness.

32. The Clubhouse has recreational and social programs during evenings and on weekends. Holidays are celebrated on the actual day they are observed.

Specific duties and tasks of Clubhouse Generalists:

- Engage members side-by-side in all aspects of the Clubhouse work-ordered day.
- Develop productive non-hierarchical working relationships with colleagues.
- Identify members who aren't engaged in Clubhouse work through in-house engagement and reach-out, and utilize their strengths, talents, and abilities to engage them in the work-ordered day.
- Work with members to develop projects to engage members in Clubhouse work.
- Encourage participation with inclusive processes to involve all colleagues in decision-making, and in house and unit meetings.
- Learn the skills and specialties of individual members.
- Assist members with securing and maintaining employment.
- Assist with coverage and management of Transitional Employment (TE) positions.
- Support members in Supported Employment (SE) jobs
- Help members identify their employment goals.
- Assist members with identifying and pursuing educational goals.
- Work alongside members to identify needs and provide community support.
- Assist members to find community resources.
- Engage members in planning and executing social activities.

### **SPECIFIC POSITION REQUIREMENTS**

- Bottom line responsibility for planning and execution of meal preparation for the Clubhouse Community. This includes menu planning, shopping, managing food safety and above all, engaging Clubhouse members in these activities.

- Transports Clubhouse members in agency vehicles into the community for shopping, deliveries, and other activities.
- Flexibility to work extended hours, weekend hours, and holidays, while coordinating compensatory time off with the Director and other staff to limit weekly work hours to 40.
- Must be able to travel out of town for an organization-paid, 2-week training course during first year of employment.
- Use of discretion, tact, and good judgment in handling sensitive and confidential information.
- Strong communication and interpersonal skills and the ability to work with a variety of individuals.
- Proficiency with Microsoft Office programs
- Ability to lift 15 lbs. and be mobile for the majority of the day.

## **MINIMUM QUALIFICATIONS**

We expect energy, creativity, and flexibility from Clubhouse staff. You will need to be able to work in an unstructured environment with a wide range of colleagues and a wide range of tasks, some menial. You will focus on applying the Clubhouse Standards in practical ways to engage members in all the work of the Clubhouse, without necessarily seeing immediate results. You will need to be diplomatic and empathetic, able to stay calm and de-escalate conflict without taking it personally or becoming enmeshed. You will need to have a high ability to do self-care.

Bachelor's degree in social work or related field and two (2) years of Mental Health direct service.

A satisfactory current Pennsylvania Criminal History report is required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

CPRP and experience with food service and food preparation is highly desired.

OR

Any equivalent combination of experience and training.

Equal Opportunity Employer

To apply, please send resume and cover letter to: [ngale@thebranchpgh.org](mailto:ngale@thebranchpgh.org)