



# Clubhouse Generalist

<b>Immediate Supervisor:</b>	Community Pastor (“Clubhouse Director”)
<b>Primary Function:</b>	Clubhouse Generalist(s) work side-by-side with Community Members on a daily basis to accomplish together the work of the clubhouse. The work is broad, fluid, and diverse in nature (see “Major Responsibilities”). Exceptional ability to multitask and manage multiple relationships is critical to this position.
<b>Compensation:</b>	Competitive, based on qualifications and experience / Non-exempt
<b>Contact:</b>	If interested or for more information, contact Jeff Alsup ( <a href="mailto:Jeff@WellCommunity.net">Jeff@WellCommunity.net</a> )
<b>Last Revised</b>	January 13, 2010

### **Qualifications / Skills:**

1. Passion for Jesus, his people, and his purposes on the earth
2. Understanding of and compassion for those suffering with mental illness
3. Giftedness in ministering God’s love to others through personal presence, prayer, and Scripture
4. Effective interpersonal skills
5. Bachelor’s degree or equivalent years of work experience in mental health
6. Experience in managerial roles and team leadership (ability to achieve results through others)
7. Excellent oral and written skills / Capable computer skills
8. Strong work ethic and commitment to excellence

### **Major Responsibilities and Duties:**

***Clubhouse Generalist(s) use the Clubhouse environment to develop relationships whereby members experience themselves as valued participants in the Clubhouse community.***

1. Clubhouse Generalist(s) are given responsibility for aspects of the work that is integral to the operation of the Clubhouse.
2. Clubhouse Generalist(s) engage members and work alongside members in carrying out these responsibilities.
3. Member engagement is voluntary, without pay, and without requirements. Clubhouse Generalist(s) engage members through encouragement, appreciation for their help, and a focus on abilities, while allowing for and accepting limitations.
4. Clubhouse Generalist(s) actively promote the development of members’ aspirations regarding Clubhouse participation, employment, education, housing, and social involvements. Clubhouse Generalist(s) and members together formulate plans for progressing toward these goals.
5. Clubhouse Generalist(s) respond to needs and problems of members with prayer and practical guidance geared toward realizing aspirations, cooperation with others, and circumventing the effects of mental illness and social maladjustment.
6. Clubhouse Generalist(s) manage and participate with members in Clubhouse programs providing opportunities for spiritual, social, and recreational activities.
7. Clubhouse Generalist(s) engage cooperatively with other Clubhouse Generalist(s) and members in developing Clubhouse policies and in advancing the purposes and welfare of the Clubhouse as a whole.
8. Clubhouse Generalist(s) share in the responsibility of staffing the Community Life Center on Saturdays, evenings, weekends, and holidays.

***Clubhouse Generalist(s) manage Clubhouse resources enabling members to utilize opportunities in society. This includes:***

1. Assisting members in obtaining entitlement benefits, psychiatric and medical treatment, and in utilizing other community resources, as needed.
2. Participating in the operation of Clubhouse programs enabling members to obtain supported and independent employment, to advance their education, and to acquire decent housing.
3. Managing Transitional Employment positions.

***Clubhouse Generalist(s) have abilities to effectively carry out these responsibilities in a communal setting comprised of people experiencing the disabling effects of mental illness.***

1. Clubhouse Generalist(s) transmit to members a vision of their potential that is not restricted by disability but is based on their creation in the image of God and aspirations common to all people. This vision is balanced by an understanding, acceptance, empathy, and support regarding the limitations, impediments, and suffering of the disability.
2. The communal setting entails working in groups where Clubhouse Generalist(s) share responsibilities with members enabling the raising of expectations to permeate the group and members to lead in encouraging and empowering each other.
3. Clubhouse Generalist(s) have the capability and flexibility of handling and juggling the multiplicity of activities and demands occurring in the group setting.
4. Clubhouse Generalist(s) convey a vibrant energy that attracts members and enables both Clubhouse Generalist(s) and members to do lots of things well.

***Disclaimer: The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.***

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

- Well Staff Evaluation
- International Standards for Clubhouse Programs