

## JOB DESCRIPTION / EVALUATION

**TITLE:** Adult Clubhouse Generalist      **DEPARTMENT:** Adult Clubhouse      **NAME:**

**SUMMARY OF JOB:** The Adult Clubhouse Generalist will engage members in Clubhouse activities including: the Work-Ordered Day, Education/Employment, enhancing Relationships, securing safe and affordable Housing, and accessing Community Resources. They will assist with the development and achievement of member's goals. The Clubhouse Generalists will utilize the Clubhouse International Standards as best practice and follow the strengths-based and person-centered models to facilitate member engagement and recovery. They will provide enhanced services to participants and promote improvement to the customer's mental, physical and social wellbeing.

**Essential Job Functions:**

- Effective verbal and written communication skills with both internal and external contacts.
- Knowledge of Evidenced-Based Practices and the Diagnostic Statistical Manual.
- Have the ability to relate to, empathize with, and show compassion for a diverse population and a variety of personalities.
- Able to work within a team environment.
- Able to problem solve.
- Protect Health/Information, Clinical/Staff Professional
- Maintain Drivers Eligibility
- Follows CMHSAS-SJC Code of Conduct/Polices/Procedures
- Actively support, culturally competent, recovery-based practices
- Support person centered planning as a shared decision-making process with the individual who defines his/her life goals and assist in developing a unique path towards those goals
- Supports a trauma informed culture to individuals in their recovery process.
- Maintains education/training requirements set for/by CMHSAS-STJC/SWMBH

**Specific Job Functions:**

- Ability to demonstrate a high level of understanding and a commitment to Clubhouse values and principles.
- Basic behavior management skills and communication skills
- Ability to motivate, lead, teach, problem solve, and appropriately manage crisis situations
- Ability to advocate for Clubhouse members on a daily basis
- Ability to create a vibrant environment that ensures safety and equality
- Ability to demonstrate knowledge of the Clubhouse International Model
- Thorough knowledge of community resources and process for referring members

**Physical Requirements:**

Able to stoop, bend, and may occasionally require light lifting up to 50 pounds  
 Manual and digital dexterity needed to complete case notes, operate a telephone, keyboard, etc.  
 Able to sit for prolonged periods of time  
 Able to work in high stress/pressure environment with productivity standards expectations

Job Duties	Successful	Needs Improvement	Comments
Ensures the members engage with all Clubhouse opportunities including: Work-Ordered Day, Employment, Education, Housing, Outreach, Social Activities, Wellness, Initiatives, and Decision Making			
Assists member's self-advocacy and the development of natural and community resources.			

Fosters a recovery environment in which members feel wanted, needed and safe, recognizes members strength and helps the build upon them			
Models and encourages positive relationships with staff, members and larger community			
Performs Placement Management duties for the Transitional Employment Program.			
Actively advocates for members and Clubhouse in the larger community			
Coordinates effectively with auspice agency staff on behalf of the members and Clubhouse			
Works evening, weekends, and holidays as scheduled per the Clubhouse Standard requirements			
Demonstrates the ability to be flexible by interchanging with other staff on the unity staying late or arriving early, if necessary to fulfill unity or member needs.			
Follow Supervisor's instructions, completes task as assigned. Maintains accurate working hours and submits timesheet timely.			
Completes Individual Person-Centered Plans for members who have only Clubhouse services or Med Clinic and Clubhouse service.			
Monitors progress toward treatment goals. Follow up. Complete outreach with primary caseload members who may have difficulty with making progress on their treatment plan			
Ensures timely completion of reviews for primary caseload members and make modifications to treatment plan as needed			
Updates assessment and treatment plan annually and in within the time period due			
Completes or aides in the completion of Incident Reports and reports to the supervisor prior to the end of the workday			
Purchases, groceries, items for activities or basic program supplies as required			

HR Initials \_\_\_\_\_

Revised \_\_\_\_\_

Performs routine maintenance and cleaning of the work site and agency vehicles.			
Follows Company's Code of Ethics, Corporate compliance guidelines, standards of business code of conduct and company policies, (such as attendance, punctuality dress code and work ethic)			
Protects client's rights by maintaining confidentially and reporting complaints, instances of suspected abuse, neglect or misappropriation of property.			
Attends and Participates in staff development function (such as required training and in-services)			
Completes annual training log by August 1.			
Other job-related duties as assigned. These duties may include any assignment that provides for the efficient function of the department.			

REPORTING STRUCTURE: Adult Clubhouse Supervisor  
 RESPONSIBLE FOR: None

QUALIFICATIONS/EDUCATION: Bachelor's degree in related field, preferred. 2-5 years of Clubhouse experience preferred. Completion of Comprehensive Clubhouse training preferred, or willing to complete 2-Week Clubhouse Comprehensive training, out of state.

GOALS: Were goals from the last evaluation met? If not, explain:

GOALS:

- 1.
- 2.
- 3.

**6 MONTH HIRE**     **6 MONTH TRANSFER**     **ANNUAL**     **EVALUATION PERIOD** \_\_\_\_\_

CAN YOU STILL PERFORM THE DUTIES OF THE POSITION THAT YOU HOLD, WITH OR WITHOUT ACCOMMODATION?  YES  NO

**EVALUATOR COMMENTS:**

**EMPLOYEE COMMENTS:** \_\_\_\_\_ **NO COMMENTS/INITIALS**  \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVALUATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HR Initials \_\_\_\_\_

Revised \_\_\_\_\_

NAME: \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

STATUS: Exempt  Nonexempt

I HAVE RECEIVED A COPY OF THE Adult Clubhouse Generalist job description

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_