



Clubhouse Student Intern Job Description

CLUBHOUSE DESCRIPTION:

Capital Clubhouse, Inc. opened its doors in 2018 and offers people whose lives have been disrupted by mental illness the opportunity to demonstrate that they can and do lead productive, happy lives. It is based on "the Clubhouse Model of psychiatric rehabilitation" an Evidence-Based Practice (EBP) according to the U.S. Substance Abuse Mental Health Services Administration. The approach is rooted in "The International Standards for Clubhouse Programs."

The overall goals of Capital Clubhouse are to follow the Clubhouse model to help “members” achieve their full potential and rejoin the worlds of friendships, family, meaningful work, employment, and education, while also gaining access to all the services and support they need. Members work in an empowering partnership with staff to operate the Clubhouse, develop and refine skills, and gain access to competitive employment and education opportunities.

Capital Clubhouse offers members:

- a work-ordered Clubhouse Day, in which the talents and abilities of members are recognized and encouraged
- opportunities to obtain paid employment in mainstream industries and businesses
- assistance in accessing educational resources and other community-support resources
- assistance in securing and sustaining safe, decent, and affordable housing
- participation in consensus-based decision making for all important matters relating to the running of the Clubhouse
- evening/weekend/holiday social and recreational events

STUDENT INTERN JOB SUMMARY:

- Assist in program development, implementation, and evaluation as assigned by supervisor.
- Work side-by-side with staff and members and assist with facilitation of the work-ordered day.
 - To learn more about our work-ordered day, watch this brief video: [A Typical Work-Ordered Day \(https://www.youtube.com/watch?v=xwb4oBrhJDw&t=3s\)](https://www.youtube.com/watch?v=xwb4oBrhJDw&t=3s)
 - A large component of our work-ordered day is planning menus and cooking lunch every day in the Clubhouse. Cooking skills are highly desirable and preferred in this role.
- Assist with behavior management and emotional regulation of members.

- Promote work readiness of members by assisting with skill development and fulfillment of member's goals.
- Build relationships with members as mentor, counselor (where applicable) and role model.
- Attend and participate in agency training as assigned.
- Assist in maintaining a safe and positive environment during program activities.
- Understand and adhere strictly to organizational policies, procedures, and goals.
- Attend to matters that may be area specific and as assigned by direct supervisor.
- Complete the requirements of the student's academic program for internship.

STUDENT INTERN JOB QUALIFICATIONS:

Experience and Knowledge

- Experience working or volunteering with a vulnerable population(s)
- Knowledge of therapeutic strategies
- Interest in working with adults with mental illness
- Understanding of Microsoft Office and Google Suite computer applications
- Cooking skills
- Proficient in Social Media platforms such as Twitter, Facebook and Instagram
- Must be vaccinated and boosted (if eligible) for Covid-19

Education

- Currently enrolled in social work or psychology coursework with an accredited college or university
- Previous educational instruction related to working with adults with mental illness

LOCATION:

- The student intern position is at Capital Clubhouse, 1517 18th St. NW, Washington, DC.

SUPERVISION:

- Students will be supervised by the Program/Clinical Director or the Executive Director of Capital Clubhouse, seasoned social workers, and be trained in working with mentally ill adults within the framework of this unique and effective programmatic model.

CONTACT PERSON:

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