

CAPITAL CLUBHOUSE MENTAL HEALTH REHABILITATION ASSISTANT JOB DESCRIPTION

CLUBHOUSE DESCRIPTION:

Capital Clubhouse, Inc., a 501(c)3 non-profit located in Washington DC, offers adults whose lives have been disrupted by mental illness the opportunity to recover meaningful and productive lives. It is based on the Clubhouse model of psychiatric rehabilitation, an evidence-based practice listed in the Substance Abuse and Mental Health Services Administration's (SAMHSA) registry of such practices. The approach is rooted in the International Standards for Clubhouse Programs.

Our goals are to further establish Capital Clubhouse, recruit more program participants or "members," establish a strong work-ordered day, develop paid employment for members with quality employers and assist members in achieving their education, housing and social goals.

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

EQUITY STATEMENT:

At Capital Clubhouse, inclusion is at the foundation of our services. We continue to build a culture that encourages, supports, and celebrates the diverse voices of our members, staff and boards. It fuels our passion and connects us closer to the community we serve.

JOB SUMMARY:

- Work side-by-side with staff and members as part of the work-ordered day.
- Promote work readiness of members.
- Build relationships with members as mentor, counselor, and role model.
- Build relationships with local businesses to develop jobs for members.
- Develop Transitional Employment placements and provide coverage when necessary.
- Assist members in planning and engaging in social activities outside of the work-ordered day.
- Attend and participate in Clubhouse training as assigned.
- Assist in maintaining a safe and positive environment during program activities.

- Understand and adhere strictly to Clubhouse Standards, organizational policies, procedures, and goals.
- Assist in program development, implementation, and evaluation as assigned by supervisor.
- Attend to matters that may be area specific and as assigned by direct supervisor.

JOB QUALIFICATIONS:

Experience and Knowledge

- A passion for working in the mental health field
- Proven organizational skills
- Strong drive and initiative
- Experience working or volunteering with a vulnerable population(s)
- Proficient in the use of Microsoft Office and Google computer applications
- Proficient in Social Media platforms such as Instagram, Facebook and Twitter
- Strong marketing, outreach and coordination skills
- Interest in workforce development
- Willing to advocate for individual member's needs in the workplace
- Understanding of, or willingness to learn, workplace rights under the Americans with Disabilities Act (ADA)

Education

- Minimum of an undergraduate degree

LOCATION: This position will be based at the Capital Clubhouse located at 1517 18th St. NW, Washington, DC and other job sites as Transitional Placements are developed.

SUPERVISION: Specialist will be supervised by the Executive Director of Capital Clubhouse.

CONTACT: mnunez@capitalclubhouseinc.org

FOR BACKGROUND INFO: see www.capitalclubhouseinc.org; <https://clubhouse-intl.org/>

Capital Clubhouse Inc. does not discriminate in its hiring and promoting practices when it comes to any applicant's or employee's race, color, national origin, sex, marital status, religion, disability, sexual preference, political affiliation or any other basis prohibited by Federal or DC law.