

## Capital Clubhouse Inc. – Program Director Opportunity

Capital Clubhouse Inc., a non-profit based in Washington, DC, is dedicated to providing psychosocial rehabilitation through the **globally recognized Clubhouse Model**. We empower individuals affected by mental illness to lead fulfilling, productive lives within a supportive, inclusive community.

### Why Join Capital Clubhouse?

- **Hybrid Work Flexibility:** 4 days in-person, 1 day remote each week.
- **Professional Growth:** Be part of a small but growing organization with ample opportunities for leadership, skill-building, and room for advancement.
- **Comprehensive Training & Development:**
  - Two-week Clubhouse training at an authorized site (all expenses covered).
  - Access to annual Clubhouse conferences.
  - 40 hours of Continuing Education (CEUs) and \$1,000 towards training.
- **Competitive Benefits:** Health, dental, vision, 403(b), paid time off, and more.

### Position Overview

The **Program Director (PD)** supervises the day-to-day operations of the Clubhouse, working closely with members on various tasks in culinary, clerical and hospitality units while also supporting broader organizational objectives. The PD will collaborate with the Executive Director on strategic priorities, including funding, accreditation, and team leadership.

### Key Responsibilities

*(All duties are performed alongside Clubhouse members)*

#### 1. Administrative Leadership

- a. Ensure adherence to Clubhouse standards for accreditation and DC regulations.
- b. Support staff hiring, training, and orientation.
- c. Assist with fiscal management and operational decisions when necessary.

#### 2. Staff Supervision

- a. Provide supervision, evaluations, and support for program staff in facilitating the program.
- b. Ensure all documentation meets DC Medicaid and MHRS regulations.

### **3. Program Facilitation**

- a. Plan and coordinate daily work with members.
- b. Support members in community resource access, educational goals, and employment pursuits.

### **4. Employment Support**

- a. Guide development of the employment program where members receive assistance in job preparation, including resume development and interview practice and job readiness.
- b. Oversee Transitional and Supported Employment programs.

### **5. Training & Development**

- a. Attend required trainings, including the two-week Clubhouse training, and participate in conferences as scheduled.

## **Qualifications**

- 3+ years in mental health services, with supervisory experience preferred.
- LICSW, LPC, or LMFT, licensed in Washington, DC.

## **Job Details**

- **Type:** Full-time
- **Pay:** \$70,000 - \$83,000 per year
- **Schedule:** 8-hour shift, with occasional holiday and weekend hours

## **Our Commitment to Equity**

Capital Clubhouse fosters an environment that embraces diversity. We support and celebrate the diverse voices within our community, ensuring an inclusive space that fuels our mission.

## **Ready to Lead?**

Apply today to join a community dedicated to empowering those impacted by mental illness and make a meaningful difference with Capital Clubhouse Inc.