



Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965  
Telephone (415) 339-2837  
Fax (415) 332-0337  
[www.marincitycdc.org](http://www.marincitycdc.org)

## **Social Practitioner Job Description**

**Position:** Empowerment Clubhouse Social Practitioner – Temporary – Part Time

**Status:** **Part-Time** 20 hours per week. Work schedule to be determined and agreed to upon onboarding. attend Clubhouse social and recreational programs. Be available to work occasional weekend, evening, or holiday hours as scheduled.

**Salary Range:** \$18 - \$23 per hour

**Accountability:** Reports to EC Program Manager

## **PROGRAM DESCRIPTION**

The mission of Empowerment Clubhouse is to *provide a safe and restorative community where individuals working toward mental health recovery become empowered through meaningful work and supportive relationships*. Any individual over the age of 18 living with a diagnosed mental health challenge is eligible to become a member of the Clubhouse, and membership is free, voluntary, and without time-limit. Members of the Clubhouse have the opportunity to engage in meaningful work designed to help them regain self-worth, purpose and confidence, and receive social, pre-vocational, recreational, and educational support

services. Empowerment Clubhouse currently operates two work units—Culinary/Hospitality/Gardening and Business/Clerical—and members can volunteer to work in either unit. All the work completed in the Clubhouse is focused on the operation and enhancement of the Empowerment Clubhouse community, and the work tasks are designed to help members develop skills, self-efficacy, and supportive relationships.

Empowerment Clubhouse is structured based on the Clubhouse Model, which is included in the Substance Abuse and Mental Health Service Administration's (SAMHSA) National Registry of Evidence-Based Practices. Empowerment Clubhouse adheres to the 37 Quality Standards set forth by Clubhouse International.

For more information about the Clubhouse International Model and Standards, please refer to: <http://iccd.org/quality.htuil>



## AGENCY BACKGROUND

Empowerment Clubhouse operates under the auspices of the Community Development Corporation of Marin (CDC). CDC has over 40 years of expertise providing job training and referral, youth development, housing programs, and other asset building services. The organization has also helped to expand Marin County residents' ability to own, manage, and operate their own businesses. CDC is a nonprofit organization with 501(c)(3) status, recognized as a leading institution within the County of Marin. The Mission of CDC is to empower and improve the quality of life of Marin County residents by implementing comprehensive income and asset development programs, and to preserve its diverse culture. The Community Development Corporation of Marin is committed to increasing the earnings and skills of unemployed or underemployed residents of Marin County. CDC efforts ensure that its members are connected to viable careers. CDC works in partnership with workforce agencies, businesses, and educational institutions to increase the opportunity for skills in demand industries that provide career track employment.

## JOB SUMMARY

The Social Practitioner is responsible for the engagement of Members, persons living with diagnosed mental health challenges, in all aspects of Empowerment Clubhouse operations, according to the philosophy and standards of the Clubhouse Model. In collaboration with other staff and members, the Social Practitioner is responsible for assisting members with their participation in meaningful work and supportive relationships and helping members develop and attain vocational, educational, wellness and social goals.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enthusiastically, patiently, and flexibly work side-by-side with members to successfully run the day-to-day operations of the Clubhouse.
- Work cooperatively and congenially with program and agency colleagues to complete all assigned work tasks.
- Treat members, staff, and visitors with dignity and respect at all times.
- Present in a positive, professional manner during the workday and at all work functions.
- Maintain confidentiality.
- Participate in Clubhouse meetings, agency staff meetings, and Clubhouse policy and committee meetings – contingent on schedule.
- Attend Clubhouse International trainings and events, as determined by the Administration team.
- Other related duties as requested by the Clubhouse Director and Program Coordinator.
- Foster an atmosphere of belief in all members' ability to work and recover.



- Assist in the development Transitional Employment placements and conduct onsite job training and coverage for members in the Empowerment Clubhouse Transitional Employment program.
- Champion and support our members as they pursue employment, education, wellness, and social goals. Emphasize members' strengths and abilities and help them overcome barriers related to mental health challenges.
- Participate with members and staff in collaborative decision-making process. Encourage members to take leadership roles in all Clubhouse operations.

## QUALIFICATIONS

- Associates preferred (unless extensive experience in related field is demonstrated).
- Knowledge of Microsoft Office 2013-2016 and operating systems Windows/Mac.
- Knowledge of recovery model of mental healthcare/trauma-informed care.
- Enthusiastic about working with adults ranging in ages from 18 to 80+.
- Work experience in mental health or vocational rehabilitation preferred.
  
- Excellent communications skills, writing skills, and active listening skills.
- Excellent research skills, computer literate and internet savvy.
- Excellent organizational skills.
- Enjoy working in a kitchen.
- Ability to effectively carry out responsibilities in a communal setting comprised of people experiencing the effects of mental health challenges.
- Must have reliable transportation with valid insurance coverage, and a clean driving record.
- Must pass a background and criminal check.
- Ability to be reliable, resourceful, motivated while under pressure and work as part of a team to meet deadlines.
- Experience working with individuals from diverse backgrounds.
- Motivated, dependable, strong work ethic, multi-tasker, team player, and positive outlook!

The Community Development Corporation of Marin is an equal opportunity employer. **People of color, bi-lingual individuals, and individuals with lived-experience of mental illness are strongly encouraged to apply.**

Competitive medical, dental and vision benefits with optional 401K retirement plan and flexible spending account plan are available with full-time employment after probationary period is passed.



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Those interested in applying for the Social Practitioner positions should send a resume, cover letter, and professional references to:

**[Email: accounting@marincitycdc.org](mailto:accounting@marincitycdc.org)**

**Mail to:**

Marin City Community Development Corporation  
Human Resources Department- EC  
441 Drake Avenue  
Marin City, CA 94965