



Job Description
Empowerment Clubhouse Unit Coordinator

- Position Type:** Fulltime 37.5 hourly, Non-Exempt. The position includes evening and weekend programming, some evenings as scheduled.
- Salary:** \$22.00-26.00/HR Depending on Experience. Full-time is with a generous benefits package; paid Time Off and Health Benefits (medical, vision and dental insurance),
- Reports To:** Empowerment Clubhouse Program Manager

The Opportunity

The Empowerment Clubhouse Program is seeking a dynamic, hard-working, compassionate individual with hands-on experience who wish to make a difference in the lives of adults recovering from mental health challenges. The Clubhouse serves residents of Marin County in California who are rebuilding their lives while living with major mental health challenges. We provide consistent pathways to opportunities and progress for these individuals. The Clubhouse model for mental health recovery is a community-based organization, located in Marin City, where people can go every day during business hours to work on overcoming the obstacles they face.

The Clubhouse also offers a social program on evenings, weekends, and holidays to support a healthy work/recreational life balance. Empowerment Clubhouse is part of the thriving, global Clubhouse International community that is creating hope and opportunity for those recovering in mental health. The Clubhouse network provides access to best practices, standards, and an ongoing culture of depth and innovation. The goal of the Clubhouse is to be a diverse and inclusive workforce that is representative of the members we serve and our greater community.

Description

A Clubhouse Unit Coordinator holds a direct service position in a broad role, though candidates may also be asked to focus in an area of expertise as determined by the organization and member's needs. Central to the Unit Coordinator's role is engaging members in all aspects of Clubhouse operation, business and admin tasks, janitorial and facility maintenance, food prep and service, customer service and stocking, social and recreational program facilitation, member transportation, etc. This engagement is performed by helping members to experience a sense of belonging and being needed in the Clubhouse community, with a focus on strengths, talents, and interests. Staff will offer a positive, supportive relationship that helps promote hope, choice, wellness and recovery for participants while

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working together as colleagues and mentors. The primary role of the Clubhouse Unit Coordinator is to provide consistency within the work unit structure, ensuring an environment where opportunities for meaningful work and meaningful work-mediated relationships can thrive.

Empowerment Clubhouse currently operates two work units:

- Hospitality Unit (Culinary and Garden)
- T.H.R.I.V.E. Unit (Transitional Employment, Health & Wellness, Recreation, Inspire and Create, Volunteer, and Enrollment and Business Administration)

Job Duties Required

- Facilitate the daily work-structured program through empowerment and engagement of members (program participants). Work side by side with members on assigned tasks and projects in a timely manner, maximizing members' skills, talents, abilities, and leadership.
- Maintain a collaborative environment while assisting members with prevocational, vocational, and social opportunities that are consistent with the Clubhouse International Standards.
- Develop, initiate, and lead long and short-term projects as Clubhouse work opportunities for members. Generate a sense of urgency around the projects to keep members actively engaged. Prepare and complete required paperwork as assigned, meeting all deadlines.
- Participate in the Clubhouse's Transitional Employment Program (TE), paid jobs for members in the community. Manage TE placements by learning the job; developing work relationships; choosing, training, and supporting members on the job; and as a Clubhouse work-priority, providing TE job coverage whenever necessary (which includes working the actual job at the employer's site).
- Facilitate Supported, Independent and Entrepreneurial Employment, and Educational opportunities for members in the community, as needed.
- Provide staff coverage for the Clubhouse providing oversight for the members, on a rotating basis, for evening, weekend, and holiday social programs.
- Participate in Clubhouse functions, help with fundraisers, and events, as needed.
- Support members to develop and achieve personal, housing, pre-vocational, career and social goals.
- Provide social program activities that encourage a depth of opportunity and energy in alignment with the broad scope and dignity associated with Clubhouse.
- Provide education, support, and encourage the use of community resources that promote well-being and independence.
- Advocate for members with community service providers such as Housing, doctors,

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psychiatrists, Department of Rehabilitation, including attending appointments with members when needed to advocate, direct and model communication between members and service providers.

- Provide training and support around Clubhouse model and standards to new members, interns, volunteers, and Clubhouse colleagues.

Core Responsibilities

- Identify and introduce new work/project opportunities to members within the Clubhouse while effectively deconstructing projects to allow for multiple member involvement. Demonstrates adherence to a strengths-based perspective in words and actions.
- Adhere to Clubhouse philosophy and applicable federal, state, county, and local guidelines in carrying out job duties.
- Perform work “side-by-side” with members, creating an atmosphere and general policy in which work, leadership, and power is shared with members when possible and with the necessary support to enjoy and succeed.
- Encourage members to interact with and mentor other members, staff, and Clubhouse colleagues.
- Be kind, cheerful, outgoing, considerate, patient, tactful, and use good judgment.
- Have the ability to work with a diverse group of individuals.
- Be able to quickly establish productive work-mediated relationships with members and staff.
- Possess a willingness to work towards diversity, equity, and social justice while practicing cultural humility.
- Be willing to assist with conflict resolution in the community.

*Please note that staff are required to be able to lift up to 50 lbs., work at various locations (onsite and in the community), conduct all operations of the organization including but not limited to facility maintenance, janitorial, food prep and service, customer service, stocking of shelves, drive Clubhouse vehicles, sit at desk for more than one hour at a time, talk on the phone, attend Zoom meetings with video on, work on a laptop/computer for more than an hour at a time, work with equipment (dishwasher, oven, copier, etc.), and transition from sitting at desk to moving around the facility frequently during the day.

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Marin City Community Development Corporation

441 Drake Ave.
Marin City, CA, 94965
Telephone: (415) 399-2837
Fax: (415) 332-0337
www.marincitycdc.org

Unit Coordinators will possess as many of the following qualifications as possible.

The Clubhouse recognizes that this position encompasses several different core responsibilities. Therefore, the Clubhouse is committed to training and supporting staff to strengthen their abilities in each area and encourage applications from people who may not have all the qualifications listed below.

- A deep commitment to the Empowerment Clubhouse mission and vision.
- Hands-on experience and/or at least one year of experience working with adults with mental health challenges preferred.
- A valid California's driver's license with clean driving record and proof of insurance.
- CDL with passenger endorsement, must be at least 25 years old to transport members in Empowerment Clubhouse vehicle(s) desired.
- Experience working as a Peer Support Specialist or have been trained/certified in Peer Support.
- Fluency in languages other than English, specifically Spanish.
- Understanding of/interest in mental health as well as physical health.
- A passion for helping people with mental health challenges succeed.
- Excellent written and verbal communication skills both in person and virtually.
- Strong organizational, multi-tasking and time management skills.
- Availability to work a full-time position that may require emergency "off schedule" hours and attend out-of-town trainings (up to 3 weeks per year), international and/or national conferences (up to one week/year), and advocacy activities (day trips).
- Diverse computer competency and media development skills.
- Ability to provide clear, concise, caring community feedback and problem solve by consensus.
- Proven ability to work with a sense of urgency and excitement about the work of the Clubhouse. Result-oriented, responsible, organized, flexible, and a self-starter.
- Possess a bachelor's degree in a related field or unique skill set is preferred.

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To Apply

Please submit your resume and a cover letter that answers the following questions and that includes your qualifications. Send cover letter attention: Christina Junker, MCCDC Executive Director cjunker@marincitycdc.org or drop off/mail to MCCDC Human Resources 441 Drake Avenue, Marin City, CA 94965.

1. What experiences and skills make you a strong candidate to provide hope and opportunity to those living with a mental health challenge(s)?
2. What does mental health mean to you and how do you see your skills and talents empowering those living with a mental health challenge(s)?
3. What about the above job description do you see as potential areas of growth for yourself?

It is highly encouraged if you wish to apply for this position that you review the following websites to gain better understanding and insight of the model and standards of the Clubhouse International community.

<https://clubhouse-intl.org/>

[Quality Standards | Clubhouse International \(clubhouse-intl.org\)](https://www.marincitycdc.org)

<https://www.marincitycdc.org>

AGENCY BACKGROUND

The Empowerment Clubhouse operates under the auspices of the Marin City Community Development Corporation (MCCDC) and is a nonprofit organization with 501(c)(3) status, CARF.org accredited, and has proudly served Marin City and Marin County since 1979. The Mission of MCCDC is *"...is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education."*



Equal Opportunity Employer

Marin City Community Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Marin City Community Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

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