

CANADIAN MENTAL HEALTH ASSOCIATION, VANCOUVER-FRASER BRANCH

<u>JOB TITLE</u>	Clubhouse Coordinator – CASUAL
<u>UNION</u>	HEU Collective Bargaining Unit
<u>FTE</u>	Casual – as and when required.
<u>CLASSIFICATION</u>	Activity Coordinator 81003/Supported Employment Worker 81802: pay grid 31, Community Subsector
<u>REPORTS TO</u>	Team Lead, Clubhouse
<u>HOURS OF WORK</u>	Varying between 9am – 8pm (<i>variable shifts as required</i>)
<u>START DATE</u>	ASAP
<u>APPLICATION DEADLINE</u>	Posted until Filled.
<u>APPLY TO</u>	Darren.Quinn@cmha.bc.ca
<u>WORKING AT CMHA-VF</u>	CMHA-VF is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous/Two-Spirit people, people of colour, and people with disabilities.

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience and support recovery from mental illness.

POSITION SUMMARY

The Clubhouse Coordinator is responsible for the day to day coordination, planning, implementation and evaluation of all Clubhouse programs including volunteer, supported work, employment, and recreation. Responsibilities may include training and supervising staff, volunteers and overseeing practicum students. As well, the Clubhouse Coordinator acts as a Mental Health Worker to support individuals in their recovery journey, and to involve members in all aspects of the program, and assist members to work towards identified goals in areas of personal life, education, volunteerism and leisure.

DUTIES AND RESPONSIBILITIES

- Orientate and facilitate member participation in programs;
- Help develop, implement and review ISPs (Individual Service Plans) for clients, communicate ISP recommendations and/or changes to Team Supervisor – Clubhouse;
- Identify member interests, needs and abilities as related to key components of Psychosocial Rehabilitation;

- Encourage members to set attainable rehabilitation/recovery goals for themselves;
- Assist members to develop any needed transferable skills;
- Assist members to participate in community activities and volunteer work by helping them to maximize their strengths, develop and/or maintain skills, abilities, and personal supports;
- Assist team lead in management of new referrals and coordinating orientations;
- Create social, leisure, wellness and employment opportunities which will reduce isolation, increase self- esteem, and establish social and support networks;
- Plan, implement, facilitate and evaluate educational programs and group activities;
- Observe, evaluate, identify and report any concerns or changes in member behaviour to Team Supervisor – Clubhouse;
- Maintain current and accurate documentation regarding client progress, financial records and statistical information as required;
- Maintain appropriate levels of supplies, equipment and cleanliness as necessary;
- Maintain current knowledge of and comply with all organizational policies and standards as outlined in the policy and procedures manual, health & safety manual, job description and other documentation;
- Establish and maintain positive working relationships with staff, volunteers, members and other professionals;
- Assist in training or providing direction to volunteers, staff and practicum students;
- Collaborate and liaise with other professionals and community service organizations as needed;
- Coordinate food budgeting, purchasing, meal programs & cooking skills programs with support of the team.
- Attend work related in-services and staff meetings as required;
- Complete First-Aid, Non-Violent Crisis Intervention Training, Foodsafe, and Suicide Awareness Training and/or any other training as deemed appropriate by the employer;
- Other duties as assigned;

GENERAL

- Attends monthly staff meetings, committee meetings and others as required;
- Submits regular activity reports, timesheets, expense forms, etc. as required;
- Represents the agency in a professional manner;
- Provides cover for other program staff as appropriate and required;
- Other related duties as appropriate and required;

QUALIFICATIONS. SKILLS. AND ABILITIES

- BA or Diploma in Mental Health, Therapeutic Recreation, Child/Youth Studies or a related discipline, or the equivalent combination of education, training and experience;
- Minimum one year experience supervising staff and volunteers in a psychiatric rehabilitation setting;
- Minimum one year experience programming recreation/leisure for a multicultural/diverse population;
- Minimum one year experience working with adults who have mental illness in a rehabilitation setting;
- Formalized training and experience in the provision of psychosocial rehabilitation;
- Previous experience supporting people with chronic mental illness or concurrent disorders;
- Fluency in a language spoken prevalently in the community other than English an asset;

- Experience designing and facilitating cooking skills programs, alongside preparing and cooking meals for a large volume of people an asset.
- Ability to be motivational and positive in interactions with clients and take initiative with creativity and flexibility;
- Ability to develop program related reference & resource material;
- Ability to develop programs based on a needs assessment that reflects the principles of psychosocial rehabilitation and clubhouse goals/objectives;
- Ability to identify and advocate for needed supports and resources;
- Ability to manage emergencies/crisis in a calm and effective manner taking all precautionary measures;
- Ability to measure the effectiveness of clubhouse programs and modify as required based upon evaluation and outcome data;
- Ability to observe, record and evaluate change in human behaviour;
- Ability to organize tasks, prioritize and manage time effectively in a busy and fast-paced environment;
- Ability to problem-solve, demonstrate good judgment, show sensitivity and maintain confidentiality;
- Ability to supervise staff in the provision of services consistent with the principles of psychosocial rehabilitation and clubhouse goals/objectives;
- Computer skills as required to complete reporting, etc;
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process;
- Knowledge/understanding of psychotropic medications;
- Teamwork skills maintaining honest, direct and respectful working relationships, as well as being able to work independently;
- Written and verbal communication and mediation skills, excellent interpersonal & facilitation skills;

Conditions of Employment

- Possesses a valid BC driver's license and has use of a personal vehicle during working hours.