

H. R. U.

Human Resources Unlimited

Employment Opportunity

POSITION: CLUBHOUSE OUTREACH UNIT COORDINATOR

Open Until Filled

PROGRAM/DEPT: LIGHTHOUSE – SPRINGFIELD (A clubhouse model program which provides employment, job readiness, education and other support services to adults with mental illness)

**SCHEDULE: Mon.-Fri. 8 a.m. 4:30 p.m.
Flexibility required**

PAY SCALE: \$11.12 (Grade 6)

QUALIFICATIONS SUMMARY

- ◆ High School diploma/GED required. College degree preferred.
- ◆ At least six months of experience working with people who have mental illness; one year is preferred. (Will consider internship experience with college degree in a relevant field **OR** two years of human service experience).
- ◆ Able and willing to work directly with and alongside program members performing job readiness, club tasks, and job training in a variety of basic, manual jobs and tasks.
- ◆ Valid driver’s license, good driving record and own vehicle required.
- ◆ Demonstrate respect for the rights and abilities of people with disabilities and ability to work with a member empowerment philosophy.
- ◆ Strong adaptability, sense of responsibility and initiative, problem-solving and teamwork skills.
- ◆ Strong computer Skills
- ◆ Bi-Lingual/bi-cultural strongly encouraged to apply

SUMMARY OF RESPONSIBILITIES

- 1) Work with team to facilitate inpatient hospital visits including presentations to patients regarding Lighthouse services and help plan/coordinate aftercare services with team.
- 2) Engage members onto the peer-support team while providing encouragement, training and technical support/assistance so that members may utilize their experience to support others.
- 3) Coordinate job readiness activities with members and work side by side with program members doing all unit tasks.
- 4) Assist members in learning skills and in building confidence to return to work or school.
- 5) Serve as advisor to a caseload of members providing advocacy and support and assist members in establishing employment or education goals and assist with acquisition of various resources and benefits.
- 6) Train and support members on job sites in the community and provide supports to employer.
- 7) Maintain confidential member files, and keep required records and submit required reports.
- 8) Work individually and cooperatively to maintain and improve high-quality program services.
- 9) Work in accordance with clubhouse standards.

SEND COVER LETTER AND RESUME TO:

Deb Augherton

HUMAN RESOURCES UNLIMITED

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Human Resources Unlimited (HRU) is a private, not-for-profit agency which has provided employment, training, and pre-vocational services to people with developmental, psychiatric, and other disabilities or disadvantages since 1970.

Internal candidates are given priority consideration.

HRU IS AN AA/EOE EMPLOYER. MINORITIES, PEOPLE WITH DISABILITIES, VIETNAM VETERANS, AND WOMEN ARE ENCOURAGED TO APPLY. WE ARE PREPARED TO MAKE REASONABLE ACCOMMODATIONS TO PEOPLE WITH DISABILITIES TO ENSURE EQUAL ACCESS TO EMPLOYMENT.