

H. R. U.

Human Resources Unlimited

Employment Opportunity

POSITION: PROGRAM COORDINATOR / SUPERVISOR

POSTED: May 27, 2010

PROGRAM/DEPT: LIGHTHOUSE (A clubhouse modeled program that provides job readiness, employment, and social opportunities to adults with mental illness in Springfield)

SCHEDULE: Mon.-Fri. 8:00 a.m.-4:30 p.m.
Some evening, weekend and holidays

PAYSCALE: Grade 8 exempt
range starting at \$31,075

QUALIFICATIONS SUMMARY

- Bachelor's degree in a related field preferred. Associate degree with two years experience considered.
- At least two years of human service experience, two years of mental health experience preferred.
- Supervisory experience preferred
- Experience working within the clubhouse model, psychiatric rehabilitation experience needed.
- Strong organization, communication, problem-solving and interpersonal skills.
- Demonstrated respect for the rights and abilities of people with disabilities.
- Valid driver's license, good driving record and own vehicle required.

SUMMARY OF RESPONSIBILITIES

1. Provide leadership in the daily operations of Lighthouse, providing direction and assistance to other staff, developing and coordinating work ordered day activities.
2. Supervise unit coordinators, providing feedback, training and development, monitoring performance.
3. Carry out, assign and oversee clubhouse projects, initiatives and activities, including accreditation processes.
4. Work as liaison to Department of Mental Health and provider system related to member issues.
5. Oversee and coordinate rehab planning process, advisor system, member files
6. Serve as Manager in absence of Program Manager.

**SEND COVER LETTER AND RESUME TO: HUMAN RESOURCES UNLIMITED, ATTN: Deb Aughterton
120 MAPLE STREET, SUITE 400 SPRINGFIELD, MA 01103
413-781-5359, fax 413-746-3370, e-mail daughterton@hru.org**

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.**