

Pioneer House

Job Description

Food Service Unit Staff
(Snack Bar)

REPORTS TO: Food Service Unit Leader

POSITION SUMMARY: In collaboration with the Food Service Unit Leader, is responsible to work with members in maintaining meaningful work and relationships.

QUALIFICATIONS: Bachelor's Degree in related human services field and two years experience in mental health preferred. Must possess knowledge of Clubhouse philosophies and practices. Must have excellent interpersonal skills and a valid driver's license with ability to drive. Ability to work some evenings, weekends, and holidays required. Must be able to cover Transitional Employment positions.

ESSENTIAL JOB FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Acts as program support for clubhouse members. Managers, monitors, and covers transitional employment positions as necessary. Develops mutually empowering and collegial relationships with members. Treats members with dignity and respect and maintains confidentiality at all times.
2. Establishes clubhouse member files and makes appropriate referrals when necessary. Provides ongoing case support.
3. Participates in daily house meetings and weekly business meeting. Educates other staff and members regarding clubhouse philosophies, practices, and standards.
4. Works with members in the unit accomplishing necessary tasks and goals. Involves members working together with other members and staff in the work of the Clubhouse.
5. Shares pertinent information with supervisor. Demonstrates openness and flexibility to adapt to organizational changes necessary within the behavioral health care industry. Receives requests from supervisor for additional duties in a positive manner. Reports to work on time and provides sufficient notice for planned time off.
6. Maintains effective relationships within Pioneer House and the HES system that promotes team building. Demonstrates the ability to collaborate with other staff in a supportive and open manner.
7. Presents in a professional and positive manner within the community, at meetings, and conferences with a positive impact on the agency.