

## Gainesville Opportunity Center

### Job Description

<b>Job title</b>	<i>Clubhouse Generalist</i>
<b>Reports to</b>	<i>Program Director</i>

#### Job purpose

The Clubhouse Generalist is a frontline representative between the Clubhouse and the Members that we serve. As our goal is to return as many Members as possible to their community, all activities and interactions should have that end goal in mind. The Clubhouse Generalist will identify Members' strengths and will work side-by-side with them in order to teach new skills and build confidence in the skills many of them already have. The Clubhouse Generalist will be responsible for linking Members to appropriate job opportunities and for monitoring and tracking their progress and their earnings. The Clubhouse Generalist may also be asked to assist Members at their place of employment away from the Clubhouse. The Clubhouse Generalist will lead daily activities aimed at building job skills and life skills as well as recruiting volunteers to lead similar activities. The Clubhouse Generalist will also assist Members in identifying educational activities aimed at helping them better themselves and find employment.

The primary role of the Clubhouse Generalist is to plan and execute daily activities with the Members in order to engage Members in meaningful activities. The goal is to involve Members in every aspect of the Clubhouse, and to assist them in their self-directed recovery in accordance with the Clubhouse Standards.

#### Duties and responsibilities

The Clubhouse Generalist plays a key role regarding engaging Members in meaningful daily activities of the work-ordered day aimed at helping Members build confidence. The main purpose is not to do things for Members, but to help them do things for themselves.

- Conduct daily activities
- Prioritize activities for the good of the Clubhouse
- Engage Members to move the Clubhouse forward
- Emphasize team atmosphere with staff and Members working side-by-side to accomplish a common goal
- Support Members in their self-directed recovery
- Keep accurate and timely Member records
- Perform quality work within deadlines without direct supervision
- Work within the timed parameters assigned
- Get approval for additional hours beyond the time he or she is scheduled
- Dress appropriately, generally business casual
- Other duties as may be assigned

#### Qualifications

- Ability to arrive at work and ready to work on time
- Ability to abide by principles of EEO compliance and a workplace of dignity and respect
- Ability to work cooperatively in an individual, group and/or team setting
- Ability to show respect to all others
- Ability to professionally communicate with other employees and outside vendors, as required

- Ability to take guidance and direction from supervisors
- Prioritize conflicting demands of Members and director in the midst of the work ordered day
- High school diploma required. AA or other degrees preferred.
- Able to pass a background check – FBI level 2
- Valid driver's license and proof of insurance to transport members in GOC vans required
- Interact with employers in the community to develop transition and supported employment for Members
- Work with Members in gaining and/or enhancing skills for employment while completing tasks side by side with Members throughout the Clubhouse
- Learn and comply with the Clubhouse International standards. See <https://clubhouse-intl.org/resources/quality-standards/>
- Learn and comply with the employee policies and procedures in the Employee Handbook

### **Working conditions**

Working hours are generally standard business hours Monday through Friday. However, nights and weekends and holidays will be required as scheduled.

Periodic travel for training events and Member events will be required.

### **Physical requirements**

General working conditions are in an active office environment. However, due to the multitasking nature of the position, standing for long periods of time, walking, lifting, and kneeling are physical requirements of the job. Reasonable ADA accommodations will be made.

### **Direct reports**

None.

<b>Employee Signature:</b>	
<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	2021-09-11