

Job Description

Position: **Staff Generalist**

Program: East New York Clubhouse

Reports to: Director, East New York Clubhouse

Work Location: 2697 Atlantic Avenue, Brooklyn

Hours: Full Time

Position Summary:

Work in collaboration with staff and members in the daily operation of BCS's East New York Clubhouse, an internationally certified and highly recognized Clubhouse model program, which provides a safe, nurturing, and noninstitutionalized setting for psychiatric rehabilitation that fosters independent living and greater participation in the community.

Responsibilities:

- Work with consumer led community of adults with mental health conditions, where members and staff jointly plan vocational, educational and social activities that develop skills and promote rehabilitation. Foster recovery, community integration, and psychiatric stabilization. Participate in regular meetings and encourage input for shared decision making and program improvements.
- Maintain enthusiasm, commitment and belief in the Clubhouse model.
- Monitor activities including unit management, case management, and employment site management as needed. Generate member interest in participation in the work ordered day.
- Prepare program's petty cash reconciliation and supplies orders.
- Prepare timely internal and external reports. Compile statistics and develop monthly reports.
- Participate in maintaining the cleanliness and upkeep of the clubhouse environment, along with other staff and members.
- Help members to identify and use community resources that promote their well-being, independence, satisfaction and self-sufficiency.
- Maintain an active caseload and provide extensive case management to members and document all case management related activities in progress notes.
- Take leadership role in ensuring positive outcomes in consumers' lives. Liaise with each unit to ensure all needs of members and the clubhouse are addressed.
- Conduct outreach activities to referral sources to enhance membership.
- Work with team to maintain Clubhouse International certification; work with other NYC Clubhouse Coalition members on initiatives and advocacy efforts; assist with and initiate fundraising efforts for the Clubhouse and BCS.
- Represent program and BCS to other organizations and the community at large.

Qualifications Required:

- Minimum High School diploma or GED; Associate's or Bachelor's degree preferred, plus at least one year experience with mentally ill or disabled population.
- Experience in a Clubhouse or similar rehabilitation model preferred.
- Bi-lingual candidates are strongly considered
- Excellent judgment, organizational, and interpersonal skills are required.
- Good writing and oral communication skills.
- Fingerprinting and criminal background check required.

How to apply:

[Click here to apply to the Staff Generalist role](#)