

## **LiFEBoat Services**



### **Beacon Clubhouse Program Manager**

Between 30 – 40 hours a week; Monday - Friday

Salary dependent on experience

The Program Manager works directly with Clubhouse members to provide them with opportunities to develop and exercise social roles and competencies that are relevant to each member's personally valued outcomes. They engage with members and work alongside them to complete Clubhouse tasks and to keep the work-oriented day moving. They will be active in the development and implementation of work-oriented projects at the Clubhouse. The position reports directly to the Clubhouse Director and will include assistance in some administrative tasks.

#### **Responsibilities:**

##### Program Operations:

Provide daily guidance and will direct daily operations in keeping with the Clubhouse International Model. This includes, but is not limited to:

- Working with members at the Clubhouse doing everything involved in operating the work units while modeling a strong work ethic.
- Generating member interest to participate in all aspects of the work-ordered day.
- Assisting with internal and external employment and educational programs.
- Taking a leadership role in ensuring positive outcomes in the member's lives.
- Helping members set and achieve personal career and wellness goals.
- Identifying and using community, healthcare, and social service resources that promote member well-being, independence, and personal satisfaction.
- Helping foster member self-advocacy.
- Providing leadership with members in relationship to Clubhouse mission and goals.
- Learning about and upholding Clubhouse International model standards.
- Participating with members and staff in a collaborative decision-making process.
- Help to expand the Transitional Employment Program.
- One-on-one member advocacy and relationship building.

- Basic administrative tasks and networking with partnering agencies.

**Essential Skills:**

- **Microsoft Word and Excel skills.**
- Ability to communicate **professionally** with volunteers, community members, staff, and donors, among others.
- Understanding and acceptance of individuals and families living with mental illness.
- Highly cognizant of privacy issues and rules.
- Strong personal boundaries between self and members