



LEXINGTON HOUSE OF ELKHART, INC

A place to rebuild your confidence and resiliency for the mental health wellness journey

POSITION TITLE: Clubhouse Generalist II

TYPE: Salary

JOB DESCRIPTION: Clubhouse staff have a generalist role and share employment, housing, evening/weekend, and unit responsibilities. Central to this role is the engagement of members in all aspects of unit and Clubhouse operations. Staff complete unit work with members, not for members. Staff assist members in developing vocational, educational, housing, wellness and social goals and objectives. Generalists are responsible for planning and coordinating unit work tasks, providing training and coverage on transitional employment job positions, and providing coverage on a rotating basis for evening and weekend social activities.

MINIMUM HIRING REQUIREMENTS:

1. Experience with persons with a history of mental illness within the Clubhouse Model.
2. College degree or higher in human services or related field.
3. Valid Indiana driver's license and vehicle insurance.
4. Ability to implement Clubhouse standards, philosophy, and principles.
5. Ability to work with minimal supervision and as a member of a team.
6. Self-motivated, energetic, organized, flexible, able to handle multiple tasks.
7. Computer literate and preferred proficiency with Microsoft Office applications.
8. Clear criminal background check.

STATEMENT OF DUTIES:

1. Provides leadership with Clubhouse members in relationship to the mission and goals of Lexington House.
2. Maintains enthusiasm, commitment and belief in the Clubhouse Model.
3. Works cooperatively with Executive Director in establishment and completion of unit goals for the Work Ordered Day component at Lexington House.
4. Provides vocational, social, wellness and housing support services to the Clubhouse members.
5. Provides job placement and job coverage on 2-3 Transitional Employment job positions.
6. Participates in colleague training sessions.
7. Works cooperatively with staff to provide Clubhouse services.
8. Completes all required work in a timely manner.
9. Participates in special activities both within Lexington House and within the community to promote Clubhouse awareness.
10. Attends and participates in morning, program meetings, and unit meetings.
11. Be eligible to work in the Medicaid Rehabilitation Option Platform.
12. Performs other related duties as requested by the Executive Director.

APPLICATION PROCESS: Please send a letter of interest and resume to:

Francis Disori, Executive Director Lexington House of Elkhart at: lexingtonhouse2.0@gmail.com

“A community of recovery, hope and dignity that empowers people with a history of mental illness through friendship, meaningful work and cultivating strengths”