

## **Generic Clubhouse Staff Job Description**

Staff use the Clubhouse environment to develop relationships whereby members experience themselves as valued participants in the Clubhouse community

- Staff are given responsibility for aspects of the work that is integral to the operation of the Clubhouse.
- Staff engage members and work alongside members in carrying out these responsibilities.
- Member engagement is voluntary, without pay, and without requirements. Staff engage members through encouragement, appreciation for their help, and a focus on abilities, while allowing for and accepting limitations.
- Staff actively promote the development of members' aspirations regarding Clubhouse participation, employment, education, housing, and social involvements. Staff and members together formulate plans for progressing toward these goals.
- Staff respond to needs and problems of members with practical guidance and advice geared toward realizing aspirations, cooperation with others, and circumventing the effects of mental illness and social maladjustment.
- Staff manage and participate with members in Clubhouse programs providing opportunities for social and recreational activities.
- Staff engage cooperatively with other staff and members in developing Clubhouse policies and in advancing the purposes and welfare of the Clubhouse as a whole.

Staff manage Clubhouse resources enabling members to utilize opportunities in society.

This includes:

- Managing Transitional Employment positions.
- Participating in the operation of Clubhouse programs enabling members to obtain supported and independent employment, to advance their education, and to acquire decent housing.
- Assisting members in obtaining entitlement benefits, psychiatric and medical treatment, and in utilizing other community resources, as needed.

Staff have abilities to effectively carry out these responsibilities in a communal setting comprised of people experiencing the disabling effects of mental illness.

- Staff transmit to members a vision of their potential that is not restricted by disability but is based on needs and aspirations common to all people. This vision is balanced by an understanding, acceptance, empathy, and support regarding the limitations, impediments, and suffering of the disability.
- The communal setting entails working in groups where staff share responsibilities with members enabling the raising of expectations to permeate the group and members to lead in encouraging and empowering each other.
- Staff have the capability and flexibility of handling and juggling the multiplicity of activities and demands occurring in the group setting.
- Staff convey a vibrant energy that attracts members and enables both staff and members to do lots of things well.