



Job Title:	Activity Center Generalist	Job Category:	
Location:	15999 W. 12 Miles Road Southfield, MI 49306	Travel Required:	10%
Department:	Clinical	FLSA Type:	Non-Exempt
Reports to:	Activity Center Coordinator		

General Summary: The Activity Center Generalist provides direction, coordination, and consultation for all member associated task in the Activity Center.

Principal Duties and Responsibilities

- Work with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize client volunteers both in the community and for work projects on site at Kadima
- Develop appropriate, measurable vocational goals and objectives
- Supervise consumer volunteers at work sites as needed
- Provide ongoing support and guidance for members
- Train and provide direction and support client volunteers at identified work sites
- Assist with assessments, identifying vocational strengths, and determining appropriate field for the client
- Motivate members to pursue their career with dedication and persistence; facilitate job placement and training process
- Identify each member’s barriers, and help the member in overcoming those barriers; set up long term goals for the member and monitor the member in pursuit of those goals
- Complete all necessary documentation for the vocational file
- Collect, enter and assist in interpreting data relative to member utilization of the Activity Center
- Effectively interact with members, to come up with successful long-term vocational programs for the members
- Monitor and record member progress to ensure that goals and objectives are met
- Other tasks as assigned or requested by supervisor

Knowledge, Skills, Abilities and Qualifications Required

- Associate, or a bachelor’s degree in sociology, psychology, social work, or any related mental health field preferred but not required
- High school diploma or equivalent required.
- Must be twenty-one years of age or over
- Experience working with adults with psychiatric disabilities preferred
- Good written and oral communication skills
- Must have a valid Michigan driver’s license, insurance and a good driving record
- Ability to read and follow documents and directions
- Excellent communication and interpersonal skills
- Professional behavior and conduct toward all co-workers, clients and family members
- Ability to learn new tasks and comply with directions
- Computer experience: Word, Outlook, ability to access the internet

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

Able to hear ordinary conversations and phone communications.

Able to stand for periods of time in training

Able to lift to 10 pounds

Able to walk in outside environment

Able to climb stairs

Able to drive company vehicle to a variety of activities

Ability to be around loud noise

Environmental Conditions:

Activity Center environment setting in air-conditioned or heated environment

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date

