



Job Title:	Clubhouse Director	Job Category:	Clinical
Location:	15999 W. 12 Mile Road Southfield, MI 48076	Travel Required:	20%
Department:	Clubhouse	FLSA Type:	Exempt
Reports to:	Executive Director		

General Summary: The Kadima Clubhouse Director will have strategic and operational responsibility for the Clubhouse. The Clubhouse Director will have a deep knowledge of the Clubhouse Model and preferably experience in a leadership position in an accredited Clubhouse.

**Principal Duties and Responsibilities**

- Demonstrate a passion for and knowledge of the Clubhouse Model of Psychosocial Rehabilitation
- Implement the Clubhouse Model of Psychosocial Rehabilitation by providing leadership to staff and members in developing the units, work-ordered day tasks, boards, PSR groups and adhering to all Clubhouse standards
- Lead efforts to educate the community on the Clubhouse Model while reducing stigma and reducing barriers for adults living with mental health challenges
- Develop relationships with key community stakeholders, including potential partners and funders
- Supervise the day-to-day operation of the Clubhouse including managing staff
- Encourage full member participation and side-by-side work in all aspects of the Clubhouse
- Development and participation in a full and engaging work-ordered day
- Provide fiscal oversight of the program, including budget development and management in conjunction with Kadima Executive Director, development, and finance departments
- Manage and report on Clubhouse outcomes through the development and facilitation of an evaluation tool and procedures
- Coordinate the development of transitional, supported, and independent employment service
- Coordinate transportation needs of the program which at times may include assisting with transporting members
- Ability and interest to work in the Clubhouse and in the community including assisting in Transitional Employment worksites. This includes sharing in working nontraditional hours.
- Maintaining communication with referral/funding sources, Clubhouse Michigan Coalition, etc.
- Lead the development and act as lead staff for the Clubhouse Advisory Council
- Serve as a staff member on the Clubhouse capital campaign project
- Participate in meetings of the Kadima Board of Directors, the Programs and Services Committee, and others, as appropriate
- Support the Development Department staff in all fundraising efforts where possible, including events, grant development and donor engagement activities to raise funds for the Clubhouse

## **Knowledge, Skills, Abilities and Qualifications Required:**

### **Degree Requirement**

A Master's degree in Social Work and one-year experience working at a Clubhouse accredited by Clubhouse International, or

A Bachelor's degree in Social Work, or Associates degree and willing to pursue SST or CPRP credentials in first 12 months of employment with one-year experience working at a Clubhouse accredited by Clubhouse International

### **Additional Qualifications:**

- Must have experience and training in the clubhouse model
- Participate in necessary Clubhouse trainings
- Minimum of three (3) years professional experience in working with adults with mental health challenges, including SPMI
- Supervisory experience required
- Excellent verbal and written communication skills
- Excellent interpersonal skills – the ability to motivate and encourage others
- Strong problem-solving and organizational skills
- Computer skills
- Valid Michigan driver's license and good driving record

### **Accommodation(s):**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with applicable laws.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to walk, bend, stand, sit, lift a maximum of 25 lbs., with or without assistance, stretch/reach, hear, see, hand/finger dexterity and drive.

### **Working Conditions:**

- This position may require irregular hours. It may also require travel by personal vehicle if an agency vehicle is not available.
- This position will require evening, weekend, and holiday work.
- This position takes place both in exterior and internal working environments.

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. The above listing is intended to describe the general nature and level of work performed by personnel assigned to this classification and should not be considered as an exhaustive list of all job duties.

**How to Apply:** Please submit your resume and cover letter to [HR@kadimacenter.org](mailto:HR@kadimacenter.org)