

MONTCALM CARE NETWORK

Clubhouse Assistant

Pay Grade: 3

Status: Hourly, Non-Exempt

I have read my job description
and understand the essential
functions.

Name: _____

Date: _____

General Summary

Under the supervision of the Transition Services Manager, responsible for working side by side with consumers in a work order day, promoting health and wellness, encouraging social interaction and community integration. Assistants provide job coaching at transitional job sites and transportation to Clubhouse. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

Essential Functions

1. Assists with the development of plans for assigned clients by addressing individual rehabilitation goals in the areas of symptom identification, competency building, and environmental supports.
2. Assists with implementation of the person centered plan of care related to psychosocial rehabilitation goals including community integration, social interactions, development of community living skills, job readiness and other skills that promote recovery and independence as outlined in the plan of service.
3. Assists with monitoring the implementation of the treatment plan for each assigned client.
4. Cooperates with all involved agency personnel, natural supports and community providers as defined by the established treatment plan.
5. Provides job coaching on site at transitional employment locations.
6. Assists with supportive services in the area of employment, housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, and recreation for clients.
7. Encourages and promotes a culture of health and wellness at Clubhouse in collaboration with other agency professionals. This includes the selection of meals, activities, and provision of information.
8. Maintains complete and detailed case records consistent with Department of Community Health standards, agency procedures, and requirements of third party funding sources.

9. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Department of Community Health and Montcalm Care Network's policies and procedures.
10. Complies with the recipient rights reporting requirements established by the Mental Health Code as well as, policies and procedures of the Montcalm Care Network's Board.
11. Provides transportation to psychosocial rehabilitation program participants.
12. Must participate in a minimum of 8 hours of training related to population served.
13. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Possession of a High School Diploma.

Experience: One year of experience in a mental health setting preferably with program experience and/or training. May need experience in a specialty population such as children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

Other Requirements

Must be supervised by a qualified mental health professional and have possession of a valid State of Michigan chauffeur's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.
- Bends, stoops, runs, walks, and reaches to demonstrate and participate in various activities such as aerobic exercises, softball, basketball, and swimming.

Working Conditions

Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and coworkers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.

Competency Checklist Non-Degreed Staff, Assistants

Clubhouse Assistant

Populations Served:

SMI DD Children/Adolescence Geriatric SUD Integrated Health

Competency	N/A	Met	*Developing
Knowledge of common mental illness and developmental disability conditions			
Understanding of person/family centered planning			
Knowledge/skills in crisis de-escalation			
Knowledge of trauma and impact on mental well-being			
Basic knowledge of psychotropic medication and risk factors			
Knowledge of co-occurring substance use disorders			
Knowledge of the principles of Gentle Teaching			
Knowledge of basic health and wellness information			
Knowledge of principles of recovery			
Knows the principles of behaviorism			
Knowledge of motivational strategies in working with persons with chronic conditions			
Ability to teach skills to individuals using a variety of learning methods			
Ability to communicate information to groups			
Knowledge of community resources			
Skill set in coordination with community providers			
Possess communication skills or options for nonverbal individuals or those with limited English proficiency**			
Understanding of Cultural Competence Standards and Person centered principals and requirements**			
Knowledge of Mental Health Code			
Knowledge of Recipient Rights**			
Infection Control**			
Fire safety, security and disaster response**			
Knowledge in use of electronic health records and confidential management of health information, HIPAA**			

**Requires completion of agency or Essential Learning training

*Developing competencies are addressed in the Staff Development Plan