

PLEASE POST

Clubhouse Employment Opportunities at Elliot House - Needham, MA

Elliot House is seeking an energetic, self-motivated and enthusiastic individual to join our clubhouse community. **Elliot House** is an ICCD certified clubhouse and plays an active role in the Massachusetts Clubhouse Coalition. We are strongly committed to sending staff and members to three-week clubhouse training as well as regional and international conferences. All positions are primarily M - F, 9 am - 5 pm. BA/BS and/or relevant experience preferred. Drivers' license required. Clubhouse experience a plus.

Elliot House is located at 255 Highland Ave. Needham, MA, just outside of Boston.

Position available:

- ◆ **Employment Coordinator** – Full time position for an individual comfortable in serving in liaison/spokesperson role with area businesses and state employment agencies. Responsible for co-ordination of clubhouse employment component. Primary duty would be to develop job placements in the business community. Duties would also include engaging members in unit work, the maintenance of job placements, outreach and support services for members working in job placements, initiating and maintaining employer contacts, attendance at Advisory board and Chamber of Commerce meetings, tracking employment related statistics, co-leading employment support meetings, and being part of evening/weekend social program. Clubhouse experience and business and/or retail experience preferred. Strong computer skills and Job development experience a plus.

Salary: \$31,000 plus benefits. Job Code:

Interested persons should mail, fax or e-mail a resume and cover letter *indicating the job code and location* to:

Human Resources
Riverside Community Care
450 Washington Street
Dedham MA 02026
Fax: 781-320-3603
E-mail: jobs@riversideecc.org

For more specific information about **Elliot House** or these positions please call **Elliot House** at 781-449-1212 and ask for Eric Quist.