



ELIOT COMMUNITY HUMAN SERVICES

POSTING

November 10, 2008

**DMH
Community Employment Coordinator**

Elm Brook Place, an ICCD certified clubhouse in Bedford, seeks an energetic, dynamic and organized person preferably with strong clubhouse experience/familiarity with the challenges faced by individuals with psychiatric disabilities to spearhead community job development and placement of program members.

Candidates must possess excellent communication and people skills, and ability to work independently. This position will require developing relationships with local area employers, chambers of commerce and other civic organizations beneficial to the program and it's employment goals.

Responsibilities include: community job development; job placement, training and coverage as needed; coordination and training of job site placement managers; benefits (SSA/Masshealth/Section 8) counseling, assistance and documentation for program members; planning and teaching weekly job preparedness classes; development of individual vocational goal plans and resumes; involvement and integration of program members in employment activities including data tracking and reporting, and weekly job search in local paper; on-going working relationship with Elm Brook's Business Development Board, DMH, and the Mass. Clubhouse Coalition Employment Committee.

The position is Monday through Friday from 8:00am-4:00pm or 9:00am-5:00pm. The annual salary is \$30,000.00.

Candidates must possess BA/BS, experience working with this population and a valid drivers license. Competitive salary with annual increases and great benefits including 3 weeks vacation your first year.

Send inquiries to: **H.R.** Eliot Community Human Services, Inc., 186 Bedford St., Lexington, MA 02420 Fax: 781-861-0899 or Email: resumes@eliotchs.org.

