

JOB POSTINGS

CLUBHOUSE MEMBERSHIP COORDINATOR – full-time

Horizon House in Wakefield is a mental health recovery program focusing on psychosocial and vocational rehabilitation services with adults with serious and persistent mental illness. The membership coordinator works closely with members to provide tours and initial enrollment engagement with newly referred individuals. Additional responsibilities include: on-going outreach/engagement with members, linkage to a wide variety of community resources, maintain referral log, write strength-based assessments and person-centered recovery plans, data entry of demographic information, plan and facilitate social-recreational events, and capacity to cover all other aspects of clubhouse activities as a generalist in partnership with club members.

Requirements: Must believe in every member's capacity to improve the quality of his/her life, embrace a wellness lifestyle and pursue valued roles. Experience with individuals who have mental health challenges. Minimum Associates Degree, prefer Bachelors or Masters. Looking for a warm, out-going personality with capacity to respect and empower others. Strong organizational skills, capacity to engage members and teach transferable work skills.

Salary/Benefits: \$11.25/hour (40 hrs/week)/health/dental/vacation/sick/personal leave

JOB COACH/JOB DEVELOPER – PER DIEM

Support Horizon Clubhouse members with successful adjustment to paid work in a variety of settings. Attend on-the-job training sessions as needed and coach individual employees with challenges related to concentration difficulties, anxiety, and/or preferred learning styles. Responsibilities may include transportation, supporting the development of a support network with co-workers, feedback from on-site supervisor, transferable skills training, networking with employers for job opportunities. Ideal job to supplement income for retired individuals. \$11.25/hour

SOCIAL-RECREATIONAL STAFF – PART-TIME

Saturdays: 10:00 a.m. – 3:00 p.m.

Looking for a kind, out-going, and creative person to support clubhouse members in social-recreational activities both in-house and in the community. Requires driving a 12-passenger van – excellent driving record required. Ideal job for college student in the human service field. Must be reliable. \$11.25/hour

Please send resume to:

Ellen Freshman

Horizon House

78 Water St.

Wakefield, MA 01880

Or email: efreshman@horizonclubhouse.com

