



FT/PT Program Support Specialist (Durham)

Threshold, the only Clubhouse-accredited, evidence-based model rehabilitation program, serving adults with serious mental illness in Durham, seeks full-time and part-time Program Specialists. The Clubhouse-model approach towards mental rehabilitation focuses on engaging our members throughout the day, focusing on improving social and vocational skills.

Our Program Specialists provide Clubhouse Model rehabilitation services in the prevocational day, employment, and evening/weekend social recreational programs. Job responsibilities will predominately focus in culinary units and include:

- Preparing, planning and facilitating meals cooked for and *with* Threshold members.
- Menu planning and health and wellness programming
- Planning, executing, and updating a member caseload, and documenting accordingly

Education & Experience: Our entry level positions require a BA/BS degree or OTA degree, plus outstanding oral and written communication skills to ensure member-related documentation is properly maintained. One year of experience with adults with serious mental illness strongly preferred, but recent graduates with experience will be considered. Clubhouse Model knowledge and experience is also preferred but not required.

Threshold is open 7 days a week, 365 days a year, applicants for this position must be able to work at least 20-40 hours/week which may include evening and remote and/or weekend hours. Although remote work may be required from time to time, this is not a remote position and requires direct contact with Threshold members.

We reward you with flexible time off and a generous vacation package. Compensation for this position is commiserate with experience and education and includes 100% employer-paid health and dental. Full-time staff are also eligible to participate in a retirement fund with agency matching. Higher compensation may be available depending upon level of experience and education.

Skills abilities: This position requires, a high capacity for collaboration as well as an ability to work independently and on a team. Individuals should be able to handle emergencies calmly and effectively; communicate effectively with all members and staff; demonstrate effective written communication and problem-solving skills and be comfortable in a highly social environment.

609 Gary Street, Durham NC 27703
Mailing Address: P.O. Box 11706, Durham NC 27703
Telephone: 919-682-4124 Facsimile: 919-956-7703

LICENSES/CREDENTIALS: Valid NC driver's license required/must be insurable. Ability to travel locally and regionally or out of state for training. First Aid/ CPR certification shall be obtained and maintained. Must pass criminal background check and Health Care Registry checks.

To apply: Please send up-to-date resume, along with answers to the following 2 scenario questions to: employment_threshold@thresholdclubhouse.org. All employees are required to be fully vaccinated per CDC guidelines. **Threshold is an EEO (Equal Employment Opportunity) employer.**

Please include responses to these questions with your cover letter:

1. Describe a time when you worked on a team. What were some of your roles and challenges?
2. Describe your experience in working with adults with serious mental illness and where do you find job satisfaction in working with that population?

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