POSITION TITLE: Member Services Employment Coordinator

GENERAL DESCRIPTION AND PURPOSE OF THE POSITION: Threshold is an evidence-based Clubhouse Model psychosocial (PSR) program for adults with severe and persistent mental illness.

This is a professional level, direct service position providing psychiatric rehabilitation services using Clubhouse model interventions. Duties include, but are not limited to, the coordination and documentation of Threshold’s Transitional, Supported and Independent Employment programs, service planning, and delivery of services. Although remote work may be required from time to time, this is not a remote position and requires direct contact with Threshold members.

MINIMUM QUALIFICATIONS:

EDUCATION: OTA or BA in relevant fields; Master’s degree and/or certifications in evidence-based employment models is strongly preferred.

EXPERIENCE:

We require:

- 2+ years of experience with adults with severe and persistent mental illness
- Demonstrated ability to meet and exceed all documentation requirements of an evidence-based program and to implement appropriate performance metrics for employment program(s)

We prefer:

- Vocational/employment related experience
- Clubhouse model knowledge and experience.
- Familiarity with multiple evidence-based employment models, including but not limited to the Dartmouth IPS Supported Employment model and the Clubhouse International Transitional Employment model.
- Experience in preparation and completion of a successful employment program accreditation or fidelity evaluation(s).

SKILLS/ABILITIES:

- Manage a caseload with efficiency and effectiveness
- Advocate for members in the areas of employment and general life opportunities
- Identify and connect with community resources
- Work independently and collaboratively with prospective employers, members, and other staff
- Leverage calmness and flexibility in a fast-paced, dynamic environment
- Keep a calm demeanor, while handling emergencies effectively.
- Effective written and oral communication skills; strong organizational skills; a high level of professionalism and problem solving-skills are important skill-sets for this role.
**LICENSES/CREDS:** 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.

This is a full-time position with salary ranging $45,000-49,000 depending upon level of education and experience. Threshold offers a generous benefit package with 100% coverage of medical and dental care. Threshold participates in a Simple IRA plan for all FTE employees along with a matching opportunity. Although most work is completed onsite, Threshold strives to offer flexible work schedules for parents, students and/or caregivers, and a generous vacation package. Opportunities to receive on-the-job supervision toward LCSW certification are available. All employees are required to be fully vaccinated per CDC guidelines. Threshold is an EEO (Equal Employment Opportunity) employer.

To apply: Please send up-to-date CV along with answers to the following 3 scenario questions to: Employment_threshold@thresholdclubhouse.org

Scenario Questions:
1. Describe a time when you worked on a team. What were some of your roles and challenges?
2. Describe a situation where you helped someone in finding a job. Explain the steps you completed to support their job search. What was your biggest challenge?
3. Describe your experience in working with adults with serious mental illness and where do you find job satisfaction in working with that population?