

<b>Job Title</b>	Staff Generalist
<b>Employer/ Agency</b>	Hope Fort Bend Clubhouse (HFBC)
<b>Job Description</b>	<p>The Hope Fort Bend Clubhouse (HFBC) has an immediate opening for a Staff Generalist. The focus of this position will be to assist members as they participate in the Clubhouse workday and to assist with supportive services. The HFBC provides a mental health recovery program based on the International Clubhouse Model.</p> <p>HFBC is a community that supports recovery from mental illness through participation in meaningful work-related activities designed to sharpen skills and build confidence. Individuals who come to the HFBC and join the Clubhouse are members and not "patients" or "clients." The ultimate goal of the Clubhouse is to provide meaningful inhouse work for our members and help members find and maintain employment, reduce hospital visits, and attain a more enjoyable lifestyle.</p> <p>This opportunity will suit enthusiastic and self-motivated team players with a strong work ethic and commitment to support the organization’s overall strategic goals in accordance with the Clubhouse International Standards. Our organization operates according to a “Work-Ordered Day” and our members participate in “work units.”</p> <p>For this position we are looking for someone who:</p> <ul style="list-style-type: none"> <li>• Has both strong communication and computer skills (Efficient in Microsoft Office), is acquainted with social media, and enjoys involving others in activities.</li> <li>• Has completed his/her Bachelor's Degree (preferred)</li> <li>• Is detail oriented</li> <li>• Is compassionate, calm and patient with those who may struggle with anxiety and is a creative problem solver</li> <li>• Is comfortable working in a fast paced/active, sometimes noisy, environment</li> </ul> <p>Essential duties and responsibilities (other duties may be assigned): This position requires adopting and promoting the 37 International Standards for Clubhouse Programs (<a href="http://clubhouse-intl.org/">http://clubhouse-intl.org/</a> ) which are a guide to this job description. The position will assist the members to make changes that will empower them to focus clearly on specific goals related to the work ordered day, employment, relationship building, housing, and functioning at their highest level possible. The Staff Generalist assists with the overall organization of the work-ordered day, which includes filing, data collection, information technology management, and other office related needs. The generalist would provide education and mentoring in the learning of job tasks, managing stress, and will perform assessment of job skills and will assist members in maximizing their potential within the Member Service Unit. The Clubhouse generalist will cross train job skills with Clubhouse generalists with other focuses. While in Operations Unit, the Generalist will assist members in the operations of managing a snack bar, grocery shopping, managing inventory supplies and preparing a daily meal. The generalist will be called to go to job sites for the people we help to assist and support them in the functioning of their jobs.</p>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong organizational skills</li> <li>• Valid driver's license, proof of insurance and reliable transportation.</li> <li>• Able to work independently and as part of a team, able to engage others in activities rather than doing them yourself</li> <li>• Highly Reliable with a strong work ethic, willingness to be trained in the Clubhouse model</li> <li>• High energy with a positive attitude</li> </ul> <p>Education/Experience Requirements: Bachelor's Degree Clubhouse experience or familiarity a plus</p>
<b>Salary/Hours</b>	Normal hours will be 8-4, M-F. Must be flexible for weekend, evening, and holiday coverage. \$16 per hour, salary offered after a 90-day probationary period 5 vacation days and 5 sick days Medical Insurance, after 90-day probationary period
<b>Employer/Agency</b>	Hope Fort Bend Clubhouse (HFBC)
<b>City, State, Zip</b>	Fort Bend, TX
<b>Contact Person</b>	Kerry Beth Cottingham, LMSW
<b>Email Address</b>	<a href="mailto:kcottingham@hopefortbendclubhouse.org">kcottingham@hopefortbendclubhouse.org</a>
<b>Application Method</b>	Email <a href="mailto:kcottingham@hopefortbendclubhouse.org">kcottingham@hopefortbendclubhouse.org</a> with resume and contact information for three references.
<b>Opening Date</b>	Immediate

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