JEWISH RESIDENTIAL SERVICES

HOWARD LEVIN CLUBHOUSE

INTERN JOB DESCRIPTION

POSITION: Unit Coordinator Intern  
REVISED: 2012

REPORTS TO: Clubhouse Director, Program Supervisor

POSITIONS SUPERVISED: None

HOURS per internship requirements – semester timeframe

SUMMARY:
Direct service position in a clubhouse model vocationally oriented psychiatric rehabilitation program provides the core relationship that engages members in a work unit to further their psychiatric, vocational and social rehabilitation. The Unit Coordinator Intern assures proper functioning of the work unit, manages community jobs, and participates in clubhouse social activities in manner consistent with ICCD standards and PA licensing requirements.

ESSENTIAL FUNCTIONS AND DUTIES

1. Responsible for educating, engaging and supporting clubhouse members in all aspects of a work unit.
2. Take responsibility for planning and presenting social activities as assigned, including evenings, weekends, and holidays.
3. Daily, monthly and as needed documentation according to agency policy and state requirements. Establish and update goals and record progress of members, with members.
4. Perform linkage with external providers to ensure continuity of care.
5. Ensure that member rights (confidentiality, best practices, etc) are upheld and that members are treated with dignity and respect.
6. Responsible for the safety and security of members in the unit.
7. Completes all Learning Plan assignments.
8. Meets with Field Placement Supervisor and/or Task Placement Supervisor weekly.
9. Perform crisis intervention and supportive counseling to all members as needed.
**SPECIAL FUNCTIONS AND DUTIES**

1. Completes light maintenance and general upkeep of the clubhouse
2. Transports clubhouse members in agency vehicles into the community for shopping, deliveries and other activities.
3. Ability to enter and move throughout facilities and buildings which are not accessible.
4. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Pursuing a Master’s degree in social work or related field, Basic computer skills required. PA driver’s license.

A current Pennsylvania Criminal History report and an employee physical examination are required for employment. If planning to use his/her personal vehicle during working hours, a valid driver’s license and proof of car insurance are required for the file.

This description does not constitute a written or implied contract of employment.

I, ______________________________ have read and agree to fulfill the requirements of this position as stated herein.

______________________________  ____________
Intern Signature              Date