



The Meeting Place Clubhouse, Inc. is an award winning, nontraditional program whose purpose is to facilitate social, educational and vocational rehabilitation in persons with mental health disorders and co-occurring disorders. The Generalist position requires flexibility, team work and strong time management skills. Members and staff work side-by-side in the running of the Clubhouse. Work is the central tool in helping our members with their recovery.

Much of what we do is assist our members with daily living skills. We are looking for someone who will work alongside our members and assist them with their recovery goals.

We have two positions available. One is in Unit 1 (kitchen, café and fitness center) helping to prepare meals on daily basis alongside the membership, work one-on-one with member's goal setting and follow up, assisting with health and wellness activities and more. The second position is in Unit 2 (clerical/business administration) working alongside members to manage and enter information into our database, statistics, employment development/maintenance, work one-on-one with member's goal setting and follow up, and more. These are full-time, non-exempt positions. The Meeting Place is an equal opportunity employer.

For these positions we are looking for someone who:

- Has completed his/her Bachelor's Degree
- Is detail oriented
- Is not afraid to get his/her hands dirty
- Is a creative problem solver
- Is able to work in a fast paced/active environment
- Also has the Qualifications listed below

For more information we request that you check out www.clubhouse-intl.org and www.themeetingplaceinc.org prior to applying for this position.

When applying for this position, please include your resume and a cover letter. If a cover letter is not included you will not be eligible for the available position. Please submit your information to LTreankler@mhsinc.org.

Qualifications:

- Strong organizational skills
- Valid Class C driver's license, proof of insurance and reliable transportation
- Background, TB and drug testing upon hire
- Able to work independently and as part of a team
- Must be able to multi-task
- Highly Reliable with a strong work ethic
- High energy with a positive attitude
- Excellent written and verbal communication skills

Excellent benefit plan that includes: paid vacation, sick time and holidays, health, vision and dental insurance, and a 403(b) retirement plan.

Compensation: \$13-\$14/hour; commensurate with education and experience