

Unit Supervisor - Food Service and Social Activities- Center Club

Boston, MA, USA Req #156

Friday, March 26, 2021

Schedule: 40 hours: Monday-Friday with some evening and weekend availability

Salary: \$40,850

Responsibilities:

- Work with assigned members on goal planning including completing Action Plans, Service Notes, and other documentation as required by the program and the Department of Mental health
- Review assigned members' records as needed, minimally once per year
- Enter data and review progress in accordance with outcome reporting requirements and quarterly audits
- Assist in orienting new members to the program as assigned by the Intake Coordinator
- Complete daily billing tracking sheet and other reporting logs as needed
- Provide vocational support and career counseling
- Assumes primary responsibility for and oversight of Food Services and Social Activities Unit.
- Works side by side with members in the Food Services and Social Activities Unit.
- Trains club members in the proper use of kitchen equipment.
- Monitors compliance with all safety and sanitary regulations as specified by the City of Boston Inspection Services and the Commonwealth of Massachusetts.
- Monitors condition of kitchen equipment Assume primary responsibility for compiling monthly activity schedules.
- Monitors food budget and group activities budget.
- Maintains contact with members' providers Represents Center Club at official meetings with funders and other providers.
- Provides supportive and crisis counseling.
- Facilitates social activities and discussion groups and outings.
- Provides outreach services to club members.
- Assist with maintenance of physical plant.
- Drives agency van

Qualifications:

Bachelor's degree, preferably in human services.

- At least three years' experience working in a psychosocial rehabilitation program, preferably a Fountain House Model Clubhouse.

- At least two years supervisory experience.
- Ability to relate to individuals who possess a wide range of abilities and skills.
- Ability to work effectively and collaboratively with a culturally diverse population of members, other providers, family, and community partners.
- Ability to work collaboratively as a member of a multidisciplinary and cross-functional team.
- Time management skills and ability to meet deadlines.
- Conflict resolution or mediation skills.
- Flexibility in responding to needs or program and members.
- Ability to relate to individuals who possess a wide range of abilities and skills.
- Ability to relate to groups of various sizes, ability to relate to a diverse membership in a manner that respects individual's human dignity.
- Excellent communications skills - both verbal & written.
- Ability to juggle multiple priorities.
- Good judgement.
- Computer skills.
- Have a valid driver's license with a safe driving record.
- Ability to satisfactorily complete a writing sample.
- An acceptable CORI and drug test results.
- Driving License Required? Yes