



Job Title: Clubhouse Assistant **Date:** January 2023
Department: Supported Employment **Location:** Alambre Building
Position Reports to: Community Employment Manager **Position Supervised:** None

Position Summary: This position provides opportunities for instruction and oversees people with Intellectual/Developmental disabilities while providing a positive environment including emotional support, promoting choice and self-direction of recreational and social options in the Clubhouse setting.

Essential Job Functions include but are not limited to the following:

Acts as a liaison with group members

Participates in group activities designed for club members

Works with members individually and in small groups providing support and instruction in areas of interest

Reinforces self-advocacy and self-development, helping members develop self-sufficiency

Additional Duties and Responsibilities include but are not limited to:

Works cooperatively with staff and volunteers to insure success of the program

Understand the role of the department and how it contributes to the overall success of Vocational Visions

Treats staff fairly and shows respect to coworkers

Adheres to all Vocational Visions Policies, Code of Conduct and Procedures

Other duties as assigned

Qualifications:

Required Education:

- High School graduate or equivalent

Preferred Education:

Required Experience:

- Minimum 2 years experience working with adults with Intellectual/Developmental disabilities
- Ability to take direction and implement member goals

Preferred Experience

- Knowledge of persons with Intellectual/Developmental disabilities
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Working Knowledge of:

- Ability to be detail oriented
- Ability to assess vocational capabilities and limitations of participants

Physical Requirements/Working Conditions:

This position is not a sedentary position. Employee works with participants in a controlled environment . The employee in this position is required to do the following:

- A. Push and pull wheelchairs with participants on even and uneven surfaces;
- B. Kneel, squat, bend, lift and twist when assisting participant/s with various needs.
- C. Lifting of over 25 lbs;
- D. Ability to stand and/or walk for prolonged periods of time;

The employee in this position also bends, reaches and pushes and pulls file drawers with file records and reports. The essential job functions require the employee to be on their feet 90% of the work schedule. This position may at times require the use a computer terminal to access input and retrieve data. Finger dexterity may be required