

**Job Summary:** Working under the direction of the Daybreak Program Coordinator, provides a range of vocational, educational, recreational and social rehabilitative services to clients served by the ICC Daybreak Clubhouse Program.

**Job Duties (\*Essential Job Function)**

- Participates in the development of an individualized rehabilitation plan for all clients served through the Daybreak Clubhouse Program. \*
- Develops working relationships with other staff members at ICC, other MVCS program staff, and other community provider staff members. \*
- Involved with clients served by the ICC Daybreak Clubhouse Program, including transitional employment placements \*
- Maintains accurate and timely records, including social club activity reports, attendance records, and other data required by DMH and/or MVCS \*
- Organize and maintain digital files \*
- Provides positive customer relations in dealing with clients, families, other ICC department employees, other MVCS programs, referral sources, and other provider service agencies
- Assists in the coordination and facilitation of Social Club events, as needed on weekends, holidays and evenings
- Adheres to all Department and agency policies

**Qualifications:**

- Previous training and/or experience in the human services field required.
- Physical, sensory and cognitive abilities sufficient to perform essential functions
- Proficient in word processing and excel
- Ability to self-reflect and work in partnership
- Ability to maintain confidentiality of information
- Respect for individual differences and dignity; non-judgmental
- Ability to organize and prioritize.
- High level of communication, organizational and leadership skills.
- Ability to foster a collaborative team-oriented work environment
- Excellent oral and written communication skill
- Valid Driver's License
- High School diploma

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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