

## **AIM CENTER, INC. Job Description**

AIM Center, Inc., is a non-profit, United Way agency located conveniently in downtown Chattanooga providing psychosocial rehabilitation services to the adult members of our community who have been diagnosed with chronic mental illness. Our mission is to enhance Recovery in the living, working, learning, and social environments.

AIM was founded in 1989 by Chattanooga families in response to the need for services specifically designed to promote independence in the lives of young adults and adults with mental illnesses.

The AIM Center is licensed by the Tennessee Department of Mental Health and certified by Clubhouse International, aka, International Center for Clubhouse Development. AIM Center's evidence-based approach to rehabilitation provides the opportunity for adults to become "Members of our Clubhouse", with a shared sense of ownership and responsibility for our success. Members work together with their peers and our staff in the day-to-day work of the Clubhouse. Members have a voice in Clubhouse operations— from activity planning to policy decision-making. Along with a sense of ownership and belonging, Members grow their talents and build relationships. Clubhouse participants choose the area of the Clubhouse they'd like to work in and set their own goals for education, employment, health, housing, family life, and community integration. To help reach these goals, services like job placement, continuing education, and wellness classes are offered outside clubhouse involvement. For more information on the Clubhouse model, please visit Clubhouse International's website at [www.ICCD.org](http://www.ICCD.org)

**JOB TITLE:** Recovery Coach  
**JOB CLASSIFICATION:** Full Time, Non-Exempt

**PURPOSE OF POSITION:** To promote recovery, community integration, and improved quality of life for Clubhouse members who have been diagnosed with a behavioral health condition that significantly impairs their ability to lead meaningful lives.

## **PRIMARY ROLE(S):**

- To promote Psychosocial Rehabilitation within a Clubhouse Model;
  - To create a vibrant, structured work-ordered day for engaging Clubhouse Members in real and meaningful work;
  - To work side-by-side with Clubhouse members while upholding Psychosocial Rehabilitation components of the Program and to create opportunities for Members to meet their goals in these domains;
  - To maintain a member caseload as assigned by the Program Director;
- To support members in utilizing a strengths-based model in the initial development and ongoing revision of individualized goals for their recovery focusing on life domains.
  - To facilitate and assist members in recording progress towards their individualized goals through daily and weekly documentation of their participation in the Clubhouse and in community-based activities.
  - To maintain member PSR records in accordance with AIM Center guidelines and regulatory requirements;
  - Proactively contribute suggestions and ideas for design projects to add value to AIM Center.
  - To engage with Clubhouse members in opportunities for improved social functioning, such as facility and community-based social and holiday activities.
  - To serve as a Placement Manager for Clubhouse members working on Transitional Employment Placements in local businesses;
  - To conduct employment services including job development, job referrals, job coaching, transportation, support services, and employment dinners.
  - To uphold best practices of the Clubhouse Model and fidelity to the International Clubhouse Standards.
  - To uphold best practices and requirements of Psychosocial Rehabilitation, TN Licensure, Managed Care Organizations, and any outcome requirements as applicable.

## **Employment and Education Support to the Clubhouse:**

- Assisting individuals in stages of the job search process and job readiness training to uphold the Transitional Employment Program
- Help individuals to identify career goals, develop job skills, search for employment opportunities, and write and submit application materials, including resumes and cover letters
- Assist in developing employer relationships and community job placements
- Advocates for community opportunities and links members to relevant opportunities
- Creates and displays job and education opportunities with motivational graphics and signage
- Coordinates the collection and data entry of member employment data in the agency's electronic member health record to meet contractual and regulatory requirements
- Conduct educational assessment and develop individualized educational goals
- Assist in the coordination of the educational programming within the Clubhouse

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate a strong recovery mindset, a high level of dedication, and personal initiative.
- Demonstrate an understanding and adherence to the philosophy of the Clubhouse model.
- Demonstrate skills in program planning, organization, management, and evaluation.
  - Demonstrate ability to express ideas and knowledge clearly, concisely, verbally, and in writing with individuals and groups.
- Demonstrate excellent time management skills.
  - Demonstrate ability to engage and motivate Clubhouse members in the daily operation of the Clubhouse.
- Demonstrate sound judgment and act decisively under pressure.
  - Demonstrate a positive attitude and communicate in a manner that promotes member and staff camaraderie
- Demonstrate proficiency in the use of a personal computer.
- Demonstrate supervisory skills, management, and proven leadership skills.
  - Demonstrate ability to multitask while seeking direction from supervisor as needed.
  - Demonstrates the capacity for leadership and the ability to communicate with and represent the Center's employment and education programs to the community

## **BACKGROUND AND EDUCATION REQUIREMENTS:**

- Bachelor's degree preferred.
- Experience working in behavioral health setting preferred.
- Reliable personal automobile (licensed and insured).
- Valid Driver's License (F endorsement required for residents of Tennessee, no DUIs).

## **Benefits offered for this job:**

- Medical
- Dental
- Life Insurance
- Vacation
- Holidays
- Sick Leave
- 401K
- Retirement/Pension
- Short-Term Disability
- Long-Term Disability/Life

**Interested individuals should apply for this immediate opening via:**

- Email ([JamiePolk@aimcenterinc.org](mailto:JamiePolk@aimcenterinc.org))
- By Fax (423) 648-9135)
- In-Person (472 West Martin Luther King Blvd., CHATTANOOGA, TN 37402)

• **AIM Web Site:** <http://www.aimcenterinc.org>