



**The position of Clubhouse Program Coordinator is currently open for posting. Please apply by resume and covering letter to Mark Busby, Executive Director by 4:00PM January 9<sup>th</sup> 2012. This is a position of 19 hours per week.**

### **Job Description**

NBIS is a not for profit organization that provides support, education and advocacy to people on Central Vancouver Island with acquired brain injuries, their families and friends. Following our recent relocation to more central premises, NBIS has added a Clubhouse to its core programming.

NBIS Clubhouse is a membership organization, and the people who come and participate in the clubhouse are its members. A central belief permeating our clubhouse is that people with a brain injury have much to contribute to the building of better communities. Membership gives people the opportunity to share in creating a successful organization, and at the same time getting the necessary help and support to achieve individual success and satisfaction.

In conjunction with the Executive Director and members, the Coordinator will design processes enabling clubhouse development and, implement and oversee the day to day operation of the clubhouse program. Motivated by equality yet experienced in balancing the needs and aspirations of diverse people, the post holder will bring a patient, tolerant and open minded approach to this position.

### **Education and Experience**

A Bachelor's degree in a relevant field or a combination of 2-3 years experience with relevant education and training, is required. At minimum, the candidate must demonstrate a sound understanding of issues around brain injury and, be committed to working inclusively.

### **Primary Duties and Responsibilities**

- Embraces and commits to action the vision, purpose and direction of the Nanaimo Brain Injury Society. Maintains a current knowledge of, and complies with, all organizational policies and procedures.
- Participates in the design, development, implementation and evaluation of clubhouse programs, objectives, policies and standards, and supports the development of a Clubhouse Constitution for the program.
- Researches, develops and implements strategies that encourage participation and involves members in the running of the clubhouse program.

- Recognizes people's skills and Interests, matching them with Clubhouse opportunities.
- Supports members to develop necessary skills and strategies to maximise successful community inclusion.
- Facilitates meetings, discussion groups and consultation events to ensure the views of as many members are sought, including those deemed hard to reach or where there may be barriers to engagement, such as relates to brain injury, minority groups, youth etc.
- Fosters equality, diversity and rights of members by ensuring people are respected and valued as individuals.
- Observes confidentiality, and ensures policies and procedures relating to information are adhered to.
- Assists in maintaining a safe working environment for self, colleagues, members and others.
- Responsible for keeping accurate records and providing statistical information as required by NBIS and its funders.
- Participates in recruitment and selection of new staff through duties such as screening applicants, participating on interview panels, providing input into developing interview questions and making hiring recommendations.
- Challenges behaviour that infringe upon the rights of others.
- Ensures appropriate cover is maintained in the event of holiday or illness.
- Other duties as reasonably required.

#### **Other Specific Duties**

- Develops and promotes good relationships within the community, and presents NBIS's good image throughout the region as a whole.
- Liaise with, and provides regular reports to, the Executive Director and the Board of Directors to assist in making informed decisions and fulfilling responsibilities.
- Performs public relations and promotion activities related to the clubhouse such as liaising with community groups, and arranging media coverage of clubhouse events and stories.
- Communicates and networks effectively with a wide range of people, including people with brain injury, community, agencies, organizations, departments and professions.

- Ensures that the physical resources used by Clubhouse, for example office equipment, computers etc are secured and maintained.
- Contributes to funding initiatives that sustain the program.

### Typical Skills and Abilities

- Able to acknowledge the benefits of diversity.
- Effective written, oral and interpersonal skills, including ability to speak in public.
- Leadership skills.
- Physical ability to carry out the functions of the job.
- Computer skills, including MS Word, Excel, e-mail and internet required.
- Ability to plan, organize and prioritize.
- Ability to use problem solving and creative thinking skills.
- Experience working independently and, collaboratively as team member.
- Ability to establish respectful boundaries, and practice good self care.
- Good knowledge of brain injury, health and social issues.
- Committed to ongoing learning and professional development.
- First Aid & CPR, Food Safe (or willing to obtain in first 3 months of employment).

<b>Hours:</b>	19 P/W, worked over 3 days (Tue-Thu) reflecting Clubhouse hours
<b>Responsible to:</b>	Executive Director, Board of Directors, NBIS
<b>Salary:</b>	Start \$20 p/h
<b>Vacation:</b>	Start at 3 weeks
<b>Based at:</b>	NBIS 285 Prideaux Street, Nanaimo, BC
<b>Benefits:</b>	NBIS does not offer a benefits package at this time.
<b>CRC:</b>	Yes.

**Return To:**  
**Mark Busby**  
**Nanaimo Brain Injury Society**  
**Community Services Building**  
**285 Prideaux Street**  
**Nanaimo, BC**  
**V9R 2N2**

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