



**The position of Clubhouse Worker is currently open for posting. Please apply by resume and covering letter to Mark Busby, Executive Director by 4:00pm, Monday January 9<sup>th</sup> 2012. This is a position of 18 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 Clubhouse coordinator and members, the Clubhouse worker will help implement and oversee the day to day operation of our 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 community support worker certificate or equivalent, and a combination of 2-3 years experience supporting people in a community context is required. At minimum, the candidate must demonstrate a good 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 development, implementation and evaluation of clubhouse programs, objectives, policies and standards, and supports the development of a Clubhouse Constitution for the program.
- Ensure that members are given the opportunity to be involved in the decision making, delivery and evaluation of the clubhouse.

- Provides regular updates to the Clubhouse coordinator to assist in making informed decisions and fulfilling responsibilities.
- Recognizes people's skills and interests, matching them with Clubhouse opportunities.
- Supports members to develop necessary skills and strategies to maximize 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.
- Performs public relations and promotion activities related to the clubhouse as needed.
- Develops and promotes good relationships within the community, and presents NBIS's good image throughout the region as a whole.
- Works with community groups and health care professions to assist members gain the support they need.
- Communicates effectively with a wide range of people, including people with brain injury, community, agencies, organizations, departments and professions
- 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.
- Challenges behavior that infringe upon the rights of others.
- Participates in fundraising initiatives that sustain the program.
- Other duties as reasonably required.

## Typical Skills and Abilities

- Able to acknowledge the benefits of diversity.
- Effective written, oral and interpersonal skills.
- Facilitation 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.
- 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).

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| <b>Hours:</b>          | 18 P/W, worked over 3 days (Tue-Thu) reflecting Clubhouse hours |
| <b>Responsible to:</b> | Executive Director, Board of Directors, Clubhouse, and NBIS     |
| <b>Salary:</b>         | Start \$17 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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