



Position: Unit Coordinator

Reporting to the Program Director and/or the Executive Director, the BIND Unit Coordinators are responsible for assisting and supporting Member activities within organized work units at the BIND program. Clubhouse work units are essential and vital to the daily operation of the organization. The Unit Coordinators facilitate the work of Member groups to complete tasks required for successful daily Clubhouse operation, including Kitchen and Maintenance, Outreach and Advocacy, Communications and Wellness Units. Working alongside Members, Unit Coordinators capitalize on the strengths of each Member, support the acquisition of new skills, facilitate conflict resolution, model appropriate workplace behaviors and support teamwork. Unit Coordinators also interact with community service providers, special guests and visitors to facilitate enhanced member programming and spread the word about our mission. The Unit Coordinator position carries the potential to evolve and grow with the organization.

Hours/Salary:

- Monday through Friday, 8 am to 4 pm
- Annual Salary Range: \$30,000 to \$35,000 (Full time/exempt/salaried position)
- Holidays, Weekends, Overtime: Not Anticipated, however, attendance at Community Events and Fundraisers is Appreciated
- Annual Paid Time Off Provided: 2 Weeks
- Annual Paid Sick Leave Provided: As Necessary

Minimum Qualifications

- Associates or Bachelor's Degree in Social Services, Rehabilitation Counseling, Speech-language Pathology or related field
- Must love the BIND Mission and demonstrate commitment to growth and reaching the BIND Vision
- Adequate work experience in social sciences, community program development, hospital setting or rehabilitation
- Proficiency in the use of word processing applications
- Demonstrated verbal and written communication skills
- CPR and first aid certification
- Reliable transportation
- Personal characteristics: patient and compassionate, creative problem solver, positive

attitude, organized, efficient time management skills, teamwork-oriented, takes initiative, comfortable and excited to serve as a manager to persons with disabilities

Extraordinary Qualifications

- CBIS: Certified Brain Injury Specialist certification or eligible for certification
- Must be comfortable with therapy animals
- Fluent in Spanish
- Previous work experience in supported or sheltered employment setting for persons with disabilities, supervision of co-workers and/or student interns, use of data/outcomes tools

Work Environment & Physical Demands

The Unit Coordinators operate in a professional office environment with intermittent work completed outdoors in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines as well as kitchen equipment/small appliances. While performing the duties of this position, the unit coordinator is regularly required to communicate effectively, stand, walk, use and/or tolerate exposure to typical cleaning products, bend and reach with hands and arms. The Unit Coordinators must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds, handle typical household cleaning supplies, and use a stepladder safely. Exposure to germs, pathogens or communicable illness is potential but not probable. Travel to attend continuing education opportunities and to local retailers for purchase of program supplies is anticipated.

Responsibilities

- Develop goals, objectives and structured tasks for the work unit(s) assigned.
- Identify tasks that provide meaningful work that capitalizes on strengths and personal interests of the program members; navigate task modification and maximize accessibility for persons with disabilities.
- Provide feedback to members with attention to positive reinforcement, while ensuring adequate time for members to complete individual jobs, and recognition of contributions no matter how small.
- Ensure that members complete their work in a safe, healthy, and supportive environment in accordance with organization policies, procedures and regulations.
- Assist with conflict resolution among members, staff and volunteers as needed.
- Assist in scheduling and coordinating member events including community guest presentations and other educational opportunities.
- Follow a budget for the work unit activities and prudently manage the organization's resources within those budget guidelines.
- Develop and utilize forms and records to document the member activities, attendance, outcomes data, behavior action plans and progress in meeting individual member goals as delegated by the Program Director and/or Executive Director.

* The Employee and Volunteer Handbook, the organization's policies and procedures, and this position description do not constitute a contract. Employment within the organization is at will, meaning that employees can be terminated for any reason that does not violate federal or state law.