



**JOB TITLE:** Wellness Coordinator  
**FLSA STATUS:** Non-exempt  
**CLASSIFICATION:** Full-time  
**LAST UPDATED:** April 2022  
**REPORTS TO:** Wellness Unit Leader

### **ORGANIZATIONAL MISSION**

Breakthrough is dedicated to providing support for individuals who have been diagnosed with a mental illness. We will help people become independent, productive citizens of the community through educational assistance, job training, employment support, housing, transportation, and wellness.

### **SCOPE OF POSITION**

The Wellness Unit Coordinator is accountable to the policies, procedures, and mission statement of The Breakthrough Agency. The Wellness Unit Coordinator is to assist members and staff in the development and continuation of the work in the Clubhouse.

### **ESSENTIAL FUNCTIONS**

#### **Agency Responsibilities**

1. Consistently involve, engage, and assist members in the development and continuation of work in the unit.
2. Establish relationships with members consistent with Breakthrough philosophy.
3. Demonstrate mindful representation of Breakthrough in the community and take the initiative to connect with other agencies that are involved in the member's recovery.
4. Attend meetings as scheduled.
5. Involvement in public relations as needed.
6. Assist in social club activities and holidays, as scheduled.
7. Seek member feedback about the relevancy of what is done in the work unit.
8. Update members on opportunities offered in each unit of Breakthrough.
9. Provide a clean, safe & professional environment in which to work & socialize daily.
10. Utilize a variety of naturally occurring resources.
11. As a team member, assist in other areas.

#### **Specific Clubhouse tasks**

1. Support with wellness activities that may include exercise classes, creating wellness goals, and wellness opportunities in the community for Breakthrough Clubhouse Members.
2. Assist with preparation and availability of healthy meal planning for Breakthrough including on special occasions on and off site.
3. Support with organizing shopping for the kitchen.
4. Coordinate with the Foodbank on food pick up.
5. Coordinate daily cleaning to cover the entire food service area each week.
6. Assist with meals coordination in social club activities and holidays, as scheduled.
7. Coordinate Snack Bar.
8. Other duties as assigned.

**Education, Training and Experience Requirements:** *The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

1. Bachelor's Degree or Vocational-Technical/Associate Degree plus related experience.
2. Must pass pre-employment Drug/Alcohol screening.
3. No history of crimes against persons, sexual assault or exploitation and sexual or physical abuse.
4. Valid State of Kansas driver's license and access to personal transportation is required.
5. Must have vehicle insurance verification of good driving record.
6. Must be able to drive 15 passenger vans.
7. Must be able to work with a diverse group of people in a team setting.
8. Demonstrate skills used in the unit in which you will be working.
9. Self-motivated and able to work with limited supervision.
10. Able to coordinate a variety of tasks throughout the day.
11. Able to participate in Clubhouse and strength's training to enhance knowledge.
12. Must be able and willing to work a flexible schedule, allowing for possible early morning, evening, or weekend activities (3Xs a year)
13. Must be able to handle crisis situations and be comfortable working with community resources.
14. Obtain and maintain Food Handler's card.

**Knowledge, Skills and Abilities Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

1. Knowledge and experience working with individuals who have a mental illness.
2. Basic computer knowledge.

**Physical Context and Work Environment:** *The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. The employee must possess the physical abilities represented in the Knowledge, Skills and Abilities section above to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The work environment is usually well lighted, environmentally controlled indoor environment with moderate level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.