



Mental Health Connecticut is a statewide not-for-profit agency that provides direct services to adults with severe and persistent mental illness, presents workshops about mental health, and mounts reform efforts to help shape state policies and laws.

MHC has an immediate full-time opening (Monday-Friday: 8:30am-4:30pm) for a Member Services Specialist in the Culinary Program within the Waterbury area. This position will be responsible to document and deliver services, including Medicaid reimbursable services, if applicable, to persons in recovery in the activities outlined in their Individual Recovery Plans.

Salary: \$14.00 per hour. MHC offers a competitive benefits package which includes:

- Medical (Current employee coverage 80% paid for by MHC)
- Dental
- Voluntary Vision & Short Term Disability insurance
- Long Term Disability insurance fully paid for by MHC
- 403b Retirement Plan (company match is \$.50 for every dollar contributed, up to 6%)
- Paid time off (11 Paid holidays, vacation time, personal time, floating holiday time, sick time)

Reports to: Program Manager

The Member Services Specialist responsibilities include:

- Model and teach life and interpersonal skills which promote the building of personal and community support systems.
- Engage participants in activities, provide outreach for special events and also to individuals not regularly attending.
- Teach individuals safe food preparation, safe cooking, proper hygiene, cleaning, menu planning and other generic vocational skills.
  - Ensure that all procedures meet with state requirements for food service operation.
- Develop menus that support using nutrition to improve mental health.
- Maintain safety, organization, cleanliness, and maintenance of food service areas by following regular daily, weekly, and monthly cleaning schedules.
  - Maintain and document maintenance of all kitchen appliances.
  - Maintenance of coffee area and culinary supplies.
  - Develop a lunch menu with member input on a weekly basis.
  - Develop grocery lists and conduct weekly grocery shopping
  - Ensure the preparation of all meals and snacks.
  - Maintain inventory of necessary foods and supplies and ensure that these items are available for all upcoming meals and snacks.
  - Develop daily meal sign in sheets.
- Orient individuals to the Culinary program.
- Ensure that the Food Bank is adequately stocked and procedures for its maintenance and distribution are being followed
  - Monitor and compile meal and food bank statistics and reports to supervisor and food bank by the 15th of each month and annually to the Program Manager.
- Complete meal statistics documenting number of meals of served daily and monthly totals. Produce an annual report of all meals served and submit to Program Manager.
- Complete and pass course in order to receive Safe Food Handling Certification.
- Other duties as assigned



Education and/or Experience: GED or High School Diploma required. Experience in community mental health preferred. Equivalent experience may be substituted for educational requirement.

Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested in any of these opportunities, please forward cover letter, with salary requirements, and resume to:

MHC Human Resources  
61 South Main Street  
West Hartford, CT 06107  
Fax: 860-529-6833  
hr@mhconn.org

No Phone Calls Please  
EOE