



Improving the Quality of Life for Survivors of Acquired Brain Injury
And Their Families in the Bay Area Since 1985

Program Coordinator

Schurig Center for Brain Injury Recovery is a 501(c)3 non-profit organization providing an array of therapeutic services for people whose lives have been impacted by an acquired/traumatic brain injury. Schurig Center is dedicated to providing post-hospitalization, non-medical rehabilitative and educational outpatient services to individuals and families. The mission of Schurig Center for Brain Injury Recovery is to improve the quality of life for adults with an acquired brain injury and their families and to raise public awareness within the community of the causes and effects of these disabilities.

The current team of staff and consulting professionals at our center include licensed mental health therapists, neuropsychologists, expressive art therapists, and marketing/development personnel. The team is small in number and highly collaborative. We are currently seeking a creative and compassionate program coordinator to join our team.

Essential Duties & Responsibilities

- Work with staff to develop new classes, activities, and projects for the program; integrate new activities into the overall program.
- Teach classes each day including: Life Skills, Cooking, Language Arts, Coping Strategies, Support Group, Gardening and Mindfulness.
- Prepare lesson plans for the classes you facilitate.
- Meet with participants one-on-one as needed.
- Create individual activities and independent projects for participants as needed including those arriving early, staying late, or needing 1:1 intervention.
- Responsible for maintaining documentation and participant files for your individual caseload.
- Responsible for ensuring the completion of all mandatory new participant paper works.
- Work collaboratively with other staff to ensure that the mission of Schurig Center is realized.

Qualifications

- Experience in a community based setting for people with disabilities, illness, or related needs.
- Bachelor's degree or some combination of college education and experience.
- Training in the fields of Social Work, Counseling, Rehabilitation Psychology, Clinical Psychology, or similar field a plus.
- Requires an interest in teaching and passion for working with people with brain injuries and their family.
- Excellent organizational skills a must.

Hours: 30 hours per week (Monday -Thursday)

Compensation: \$24 per hour

Start Date: ASAP

To Apply: Email cover letter and resume to info@schurigcenter.org