



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

Program Coordinator (& Class Facilitator) for Larkspur Based Non-Profit

Work somewhere amazing, where you can love what you do and make lives better! Be part of a passionate team of professionals and community members focused on healing and reaching our highest potential together. If you are inspired by working in a beautiful setting, with a talented team of professionals, designing services that make lives better, this position may be a great fit for you! Schurig Center for Brain Injury Recovery has an opening on their team and is seeking a qualified, passionate, and team oriented professionals to apply.

Schurig Center for Brain Injury Recovery is a 501(c)3 non-profit organization providing an array of therapeutic and supportive services for people whose lives have been impacted by a stroke, trauma, accident, concussion and other form of brain injury. **Schurig Center is currently seeking a Program Coordinator (& Class Facilitator) for the CORE program.**

- **Hours:** Part-Time On-Site (32 hours per week)
- **Compensation:** \$27-\$29 per hour
- **Benefits:** Medical Benefits stipend, Paid Vacation (3 weeks), Paid Sick Time (1.5 weeks), 9 paid holidays, 403(b) retirement contribution
- **Start Date:** January 2024
- **To Apply:** Email cover letter and resume to info@schurigcenter.org

About Schurig Center:

The organization is dedicated to providing on-site and remote therapeutic and educational outpatient services to individuals and families. Its mission is to improve the quality of life for people whose lives have been impacted by a brain injury, including their families, and to raise public awareness within the community of the causes and effects of these disabilities.

The team is positive, collaborative, and fun to work with. The staff and consulting professionals include licensed mental health therapists, neuropsychologists, occupational and speech therapists, expressive art therapists, and marketing/development personnel. The center is located in Larkspur near a walking path and estuary, and is surrounded by a beautiful garden. The organization has offered services remotely via Zoom and on-site since November 2021 and plans to continue this hybrid model of service indefinitely.

About the CORE Program:

The CORE Program is one of several services Schurig Center offers. The CORE program offers an array of classes for adults who are living with a brain injury caused by a stroke, accident, or other cause. The program provides a unique combination of therapeutic classes to help participants enhance their abilities, create relationships, and adjust to life after injury. The array of classes in the program include expressive art therapy, communication, life skill building, support group, community engagement and others. Clients enroll in classes of their choice. This program addresses the long-term functional needs of each client and classes are designed to be interconnected and to build upon skills learned in each class.



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This program provides an individual with the opportunity to:

- Improve interpersonal and communication skills
- Learn how to manage behavioral challenges
- Learn strategies to adjust to life post injury
- Improve core life skills
- Increase community engagement and social inclusion

About the CORE Program Coordinator (& Class Facilitator Role):

You would be a great fit for this role if you are a person who enjoys teaching and leading group classes; is able to work successfully with the strengths and challenges that survivors of brain injury experience; is highly organized with the ability to successfully utilize Microsoft Word and Excel; and, who thrives in a role whose mission is to ‘make things better’ - from making lives better to improving services and internal systems. This role is a blend of service design, developing lesson plans for classes, administrative tasks, group teaching, and connection with clients.

The CORE Program Coordinator & Class Facilitator is a creative and interesting position that works closely with brain injury clients who enroll in this service. The role also works closely with family members of these clients and other professionals on the team at Schurig Center. This role oversees the daily operations and coordination of the CORE program for adults with acquired brain injury (ABI) and also serves as one of the two primary class facilitators in the CORE program.

The CORE Program Coordinator focuses on supporting the development and/or restoration of life skills through a curriculum of class lesson plans that fosters enhanced abilities, increased independence, communication skill building, participation in a social network, and connection with the broader community. This position works most closely with the Art Program Director and also collaboratively with other staff to ensure that the mission of Schurig Center is realized.

The CORE Program Coordinator teaches classes and leads groups, tracks goals and progress, and ensures the program is operating efficiently and effectively. Classes are offered throughout the day, Monday thru Thursday. The position interfaces with the clinical staff and facilitators, survivors of brain injury, their families, and professionals in the field. This role supervises interns and volunteers in the CORE program.

Essential Duties and Responsibilities:

- ‘Coordinate’ all aspects of the CORE Program including development of curriculum offered, other facilitators teaching schedule in the program (paid and volunteering), paperwork/forms utilized, tracking of outcomes/treatment plans, and organization of files.
- Oversee the design of the curriculum and topics offered in the CORE program to ensure the class lesson plans includes current trends in rehabilitation, responds to the interests of clients in the program, and meets criteria set forth by the Golden Gate & Northbay Regional Centers.



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- Teach daily classes and prepare lesson plans – topics TBD based on the new coordinator’s skills, knowledge, and client needs (currently including: Community Connections/Fieldtrips, Social & Other Communication, Life Skills, Mind Body & Spirit)
- Design, implement and ensure that outcome measures (subjective and objective) are complete for all CORE Program clients by the deadlines established throughout the year (outcome measures include surveys, goal setting and treatment plan review)
- Coordinate CORE program special events on-site, remotely and in the community
- Recruit and coordinate volunteers to assist in the CORE Program

Required Qualifications:

- Excellent communication, organizational and time management skills
- Enjoyment of and skill in interacting with the public, including the ability to interact effectively and supportively with adults with disabilities
- Experience in teaching and working with groups
- Ability to work collaboratively within a small team structure
- Calm, professional and positive demeanor
- Ability to work on-site in Larkspur
- Education and training in the fields of teaching, social work, counseling, neuropsychology or other rehabilitation such as occupational therapy and speech therapy

Preferred Qualifications:

- Clinical training in understanding and working with the needs of people who are living with a disability and systems/resources commonly utilized by persons/families living with disabilities
- Experience working in a clinical setting and an understanding of behavior modification
- An understanding of acquired brain injury, short and long-term side effects, survivor/caregiver needs, client-centered advocacy
- Previous employment as a program coordinator or manager or work in a similar role
- Experience working in a non-profit setting

To learn more about Schurig Center, visit www.schurigcenter.org

At Schurig Center, we are committed to fostering an inclusive, safe community and work culture where all are welcome regardless of their sex, gender identity, sexual orientation, race, ethnicity, or religion. Schurig Center is an equal opportunity employer.