

Contact Information

15 Vernon Street
Waltham, MA 02453
Tel: 781-894-5302
Fax: 781-891-3812

Director

Judith Kellam – jkellam@edinburgcenter.org

Assistant Director

Susan Cournoyer – scournoyer@edinburgcenter.org

Employment Coordinator

Ryan Mates – rmates@edinburgcenter.org



Information Packet



About Our Program

Charles Webster Potter Place is a non-clinical day program for adults with a history of mental illness. Potter Place is based on the internationally acclaimed Fountain House in New York City, and is referred to as a Clubhouse. There are hundreds of Clubhouses all over the world, including 29 in Massachusetts. A **Clubhouse** functions as both a social and vocational rehabilitation center for adults with psychiatric disabilities. Staff and members work side-by-side in the running of the Clubhouse, and we emphasize participation and choice for our members. We are truly a community at Potter Place. All spaces, meetings, and work tasks are available to both members and staff. We provide prevocational, vocational, educational, and social programs for individuals who have mental illness.



Step 3: Attend Guest Day

The final step in the orientation process is the guest day. This provides you with the opportunity to experience work in both units: Membership Services and the Culinary Arts unit. This is a great way to get to know the staff and members at Potter Place. Guest days run from 10:00-2:00, during which time, you are matched with two guest day hosts, a staff and a member, who will serve as your guides for the day. Guest day hosts will engage you in both work units and make sure that you feel at home. At the end of the guest day, we hope that you feel connected to the Clubhouse. After filling out some brief paperwork, you are able to return anytime.



How to Become a Member

There are three steps in our orientation process that need to be completed before you are considered a member at Potter Place:

Step 1: Take a Tour

During the tour, you will learn about Potter Place and will have the opportunity to see our three work units in action. You will also learn about the Clubhouse model and the support services that we provide. This step will help you decide whether the Clubhouse is a good fit and if you would like to become a member. Tours generally take about 30-45 minutes and are led by a staff and a member, who will be able to address any questions or concerns.

Step 2: Complete and Submit a Referral Form

The next step is to submit the referral form enclosed in this folder or an e-version via email. Ideally, the referral form should be filled out by your psychiatrist, but it can also be filled out by a case manager, social worker, or primary care physician. The referral form is confidential and is seen only by the Director or Assistant Director. After we receive the form and determine eligibility, we will call to arrange a guest day.

Rights of Membership - Clubhouse

International lists four guaranteed Rights of Membership, which comprise the core of the Clubhouse Model:

- 1) The right to a place to belong
- 2) The right to meaningful work
- 3) The right to meaningful relationships
- 4) The right to a place to return

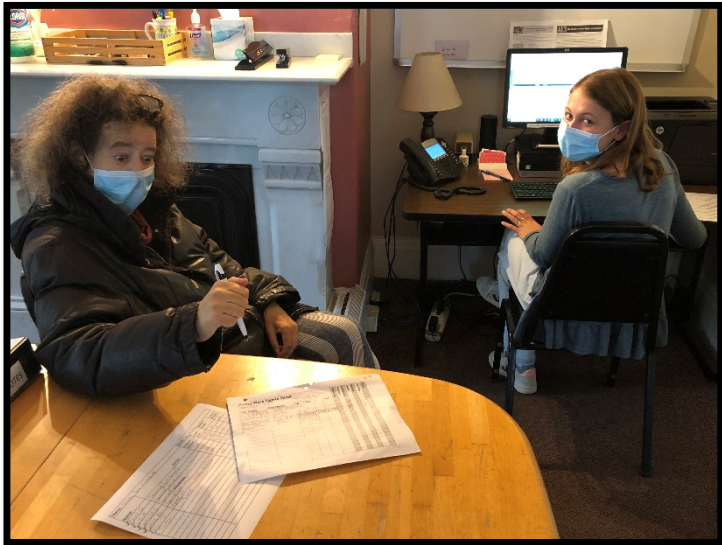


The Work-Ordered Day – The day-to-day work of the Clubhouse is organized in such a way that members and staff work in partnership. It is designed to help members regain their sense of self-worth, purpose, and vocational confidence by providing a variety of opportunities in the clubhouse. The Clubhouse is divided into three work areas: Membership Services, the Employment Unit, and the Culinary Arts Unit.

Membership Services is responsible for publications, record keeping, and billing.

The Culinary Arts Unit manages all aspects of food services from planning to preparation.

All participation in the Clubhouse is voluntary. Staff engage all members in the work of the day.



Supported Education

Potter Place provides guidance towards educational opportunities for members to begin or continue an education – online, at adult education, vocational school, technical school, or college.

The supported education system provides resources for obtaining a formal classroom education or enrollment online. We help interested members apply for financial aid, navigate the enrollment process, and offer academic guidance.



We...

- Assist in selecting programs or classes that best fit each member's needs, skills, and interests.
- Assist in applying to schools or other education programs.
- Aid in locating information about grants, scholarships, and free or low-cost education programs.
- Provide on-going support in achieving your educational goals.
- Connect members to campus tutoring and disability offices.

Supported Employment

Supported Employment is a three-way partnership between the employer, member, and the Clubhouse. The position belongs to the member, and the Clubhouse acts as the liaison between the member and the employer.

Potter Place provides the following supports: Assisting with the job search, securing the job, providing benefits counseling, and requesting reasonable accommodations.

Independent Employment



Independent Employment is a relationship between the member and employer. The member dictates the involvement of the Clubhouse. The Clubhouse can provide the member with advice on career-related topics that may include cover letter and resume writing, job communications, meeting job standards, and achieving job-related goals.



Social Programs – We're not just about work at Potter Place; we like to have fun together, too! We have social time every day on Monday through Friday from 8:00-9:00, 12:00-1:00, and 3:00-4:00. During these hours, members can relax and enjoy conversation or participate in planned activities. We are open on Saturdays and major holidays for social events for four hours, during which we do something fun together either at the clubhouse or in the community.

Social time reminds us that Potter Place is more than *just* an organization. We are a community of people who enjoy each other's company, whether working or having fun!

Employment Program

The Clubhouse provides employment services to all members interested in paid or volunteer work. Our staff is dedicated to our mission: helping people achieve independence through meaningful work. We offer an array of services available to assist you, from choosing employment that's right for you to obtaining and maintaining the job. The type and level of support can vary depending on member's needs, skills, and interests. Potter Place provides members with opportunities to return to paid employment through **Transitional, Supported, and Independent Employment**.

There are multiple benefits of working. Working...

- Enables you to evaluate your work skills and build confidence.
- Supplies you with a first step towards personal and financial independence.
- Will give you life experience to build your career.
- Helps you develop relationships.
- Enhances your quality of life.
- Provides stability and structure.

In the **Potter Place Employment Unit**, we...

- Allocate resources to encourage members to conduct job searches.
- Help members complete job applications, update resumes and cover letters, and prepare for job interviews.
- Host employment workshops.
- Have an employment board that displays a diversity of jobs.
- If appropriate, support members by visiting them at their job and by engaging with the employer.

Transitional Employment

Transitional Employment (TE) is a highly structured program for members to work in local businesses. TEs are specifically designed as vocational rehabilitation programs. Members can gain or re-gain the skills and confidence necessary to transition into more permanent work. All members at Potter Place have an equal opportunity to work a placement.

The only requirement for members to participate in a TE is the desire to work

Our Transitional Employment placements: Hannaford Supermarket and The Edinburg Center

Transitional Employment placements are unique because:

- Members interested in obtaining a TE do not need to apply to the employer but rather by contacting the Clubhouse Placement Managers.
- Potter Place staff provide on-the-job training until the member feels confident in their new position.
- After training, Placement Managers provide ongoing support to both the member and the employer if needed.
- They are short-term, generally six to nine months.
- The Placement Managers provide 100% member-absence coverage.
- After completing a TE, members can enter another TE placement or choose **Supported** or **Independent Employment**.