

Contact Information

15 Vernon Street

Waltham, MA 02453

Tel: 781-894-5302

potterplace@edinburgcenter.org

Monday through Friday from 8am - 4pm

Saturdays and Holidays 10am - 2pm

Director

Patricia Vella, LSW

Assistant Director

Mike Nderitu, LSWA

<https://www.potterplace.org/>



Information Packet



About Our Program

Charles Webster Potter Place is a non-clinical community program for adults in recovery from mental health conditions. 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 36 in Massachusetts. Staff and members work side-by-side in the operations 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 our members.



How to Become a Member

Step 1: Complete and Submit a Referral Form

Members are typically referred by a case manager, social worker, psychiatrist, physician, PCP, or a member. 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 arrange a tour.

Step 2: Take a Tour

The Director will arrange 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 for you 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 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 our Membership Services, Health and Wellness, and Employment and Education Units. This is a great way to get to know the staff and members at Potter Place. During guest days, you are matched with a member as an optional guide for the day. Guest day hosts will engage you in both work units and make sure that you feel at home. On your guest day, you will receive a free lunch, and at the end of the day we hope that you feel connected to the Clubhouse and can return any time as a new member!

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 Clubhouse model follows a work-ordered day and members and staff work in partnership. All participation in the Clubhouse is voluntary. Staff and members work side-by-side to complete the tasks of the work-ordered day. It is designed to help members regain their sense of self-worth, purpose, and gain vocational confidence by providing a variety of opportunities in the Clubhouse. The Clubhouse is divided into three work areas: Membership Services, Employment and Education Unit, and the Health and Wellness Unit.

Membership Services is responsible for outreach, publications, record keeping, social media, newsletter, social activities, and operations of the clubhouse.

Health and Wellness Unit manages all aspects of food services: the planning, preparation, and completion of meals, as well as kitchen and dining responsibilities.

Employment and Education Unit supports members in pursuing educational and employment opportunities.



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.

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 a 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 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. TE's 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.

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**.

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 too! We have social periods throughout the day, and during these times, members can relax and enjoy conversation or participate in planned activities. We are open on Saturdays and major holidays for social events, during which we do something fun together either at the clubhouse or in the community.

Social events reminds us that Potter Place is more than *just* an organization. We are a community of people who support each other both inside and outside of the clubhouse. Lasting relationships are formed here, and once a member, always a member!

