

Steps to Becoming a Member

1. Take a tour of the Clubhouse. Complete a new membership application.
2. After confirming diagnosis from Park Center or completing referral form, come in and complete the membership application and receive your ID card.

If you are interested in joining our ZOOM Meetings, please note the different Meeting ID's:

PASSCODE FOR ALL MEETINGS IS 1



WEBSITE: zoom.us

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Handbook 2022



Clubhouse Hours

- ◆ Monday—Friday 8:00 am—5:00 pm
- ◆ Extended Hours For Recreational Activities on Monday, Wednesday and Saturday

Meals

- ◆ Hot breakfast is available Monday—Friday in the ROK Dining Room. Prices vary, but average around \$1.00.
Beverages & snack items are available daily in the Loft Snack Bar (prices vary.)
- ◆ Lunch is available Monday—Friday in the ROK Dining Room from 11:30—12:40. Prices vary, but average around \$1.50.
- ◆ Dinner is available Mon & Wed for \$1.50, on Sat we provide a free meal.

Business Office

Located on the first floor, the Business Office sells Reduced Fare Citilink Bus Passes for \$22 (special Citilink ID required). Cash Cards, stamps and Carriage House T-shirts and Hoodies are also sold. Member Bank is also located in the business office and can help you with any banking needs.

Signing In and Out

We ask all members and new applicants to sign in and out at the Reception desk. **Please** don't forget to sign out as you leave the building.

Laundry

Washers and dryers, located in the basement, are available to all members for .50 to wash and .50 to dry (per load). Laundry soap can be purchased for .25 in the Loft Unit snack bar.

Employment Opportunities

At the Carriage House, all members have the right to assistance with employment. We can help if you have never had a job, have had jobs in the past but are currently not working or you are currently working and looking to upgrade your employment. Ask how to get a job in Unit Meetings or at the Job Development meetings at 11am on Tuesdays.

Transitional Employment

Transitional Employment (TE) is ideal for people who haven't worked in a while. It is an employment program unique to the Clubhouse Model that partners with area businesses to help people transition into the work world. TE allows Clubhouse members to work a paid, part time job with support from the Clubhouse and training from Clubhouse staff. With TE, Clubhouse members get to skip the competitive application and interview process's, get personalized training, assistance with benefits, coverage if you are sick and on the job continuing support. TE jobs last from 6-12 months in duration, after which time the Clubhouse works to help members move into more independent employment.

Supported and Independent Employment

The Clubhouse works to help members gain, sustain and better their employment through many different supports including assistance with applications, interviewing, benefit reporting, resume writing, identifying job leads and, in some cases, maintaining a relationship with employers.

Education

The Clubhouse encourages members to pursue their educational goals. Members and staff work together to assist with tutoring, returning to college, obtaining a GED, computer literacy classes, financial aid and more. The Opportunity room is located in the Loft Unit. Education meetings take place at 11am on Thursdays.

Advocacy

The Clubhouse provides advocacy support for housing, benefits assistance, referrals to community programs and other areas as needed. Member and staff work together to pool our experience and share resources to get these needs met.

UNITS OF THE CLUBHOUSE

The ROK Unit

ROK stands for Reception, Orientation, Kitchen and is located on the first floor. This Unit works to plan, prepare and serve meals, as well as maintain the grounds. The ROK Unit is also responsible for Tours of new members and the reception of members, applicants and visitors at the Reception Desk. Also located in the ROK Unit is the Business Office and the Member Bank. This unit is responsible for the planning, maintenance and harvesting of produce in the garden.

The Loft Unit

The Loft Unit on the second floor is responsible for tracking member attendance, demographics, education, employment and other supports offered by the Clubhouse community. The Loft Unit runs the Snack Bar where beverages and snacks can be purchased. The Loft produces videos in the Carriage House Audio Visual (CHAV) studio. This helps keep everyone in the Clubhouse informed and up to date with Carriage House events and happenings. The Loft unit is also in charge of the orientation process regarding new members.

***Members can choose which unit they want to participate in and can change units at any time.**

Work-Ordered Day

The work-ordered day engages members and staff together, side by side, in the running of the Clubhouse. The Clubhouse focuses on strengths, talents, and abilities; therefore the work ordered day does not include medication clinics, day treatment programs or therapy programs. The Carriage House is open five days a week and parallels typical working hours. Work is designed to help members regain self worth, purpose and confidence and is not intended to be job specific training.

Meeting Schedule

DAILY MEETINGS IN HOUSE & ZOOM

UNIT MEETINGS (ROK & LOFT)

Zoom Information on back of pamphlet:

MONDAY—FRIDAY: 9AM

MONDAY, WEDNESDAY, FRIDAY: 1PM

WHOLE HOUSE MEETINGS:

TUESDAY & THURSDAY AT 1PM

WEEKLY/MONTHLY MEETINGS:

<u>MONDAY:</u>	PROGRAM	1:00PM	DINING
<u>TUESDAY:</u>	JOB DEVELOPMENT PHILOSOPHY NAMI SUPPORT GROUPS	11:00AM 1:00PM 5:00PM	OPPORTUNITY DINING CHAD'S
<u>WEDNESDAY:</u>	SPEAKER'S BUREAU	2:30PM	CHAD'S
<u>THURSDAY:</u>	EDUCATION EDUCATION LUNCHON (3RD) POLICY	11:00AM 11:30AM 1:00PM	OPPORTUNITY CHAD'S DINING
<u>FRIDAY:</u>	WELLNESS	2:00PM	OPPORTUNITY

**SEASONAL: Gardening, spring through fall
Wellness walks, spring through fall
YOGA ONCE A WEEK**

RECREATION: IN PERSON OR VIRTUAL

MONDAY & WEDNESDAY 5:00PM—7PM (dinner is \$1.50)

SATURDAY 10:30AM—2:00PM

Carriage House Guarantees Its Members:

The right to a place to come.

The right to meaningful relationships.

The right to meaningful work.

The right to a place to return.

Expectations

- ◆ To respect the safety, property and rights of others.
- ◆ To not be under the influence of, nor consume, alcohol and/or illegal drugs while at the clubhouse.
- ◆ No smoking, except on the porch at the back of the Clubhouse.
- ◆ No weapons, concealed or unconcealed.

Membership

Criteria for membership: Must be 18 years of age or older and have a diagnosed mental illness.

Membership is **voluntary** and without time limits. (Clubhouse International standard #1)

Members choose the way they utilize the Clubhouse, and the staff with whom they work. There are no agreements, contracts, schedules, or rules intended to enforce participation of members. (Clubhouse International standard #3)

All members have equal access to every Clubhouse opportunity with no differentiation based on diagnosis or level of functioning. (Clubhouse International standard #4)

The Carriage House

Working Together to Overcome Mental Illness

Though nearly one in five families will be affected by serious mental illness this year, misunderstanding and stigma still abound. Eighty-five to ninety-five percent of adults with serious mental illness are chronically unemployed, and traditional treatment continues to focus on maintenance instead of recovery.

Founded in 1997, The Carriage House is a “Clubhouse Model” program, certified by Clubhouse International with the singular mission of assisting people in recovering from mental illness and returning to the community. In a non-traditional setting, members work side-by-side with staff on activities, building the confidence and self-esteem necessary to reclaim their lives. We are proud to have an international reputation for excellence in the Clubhouse Model.

Through assistance with employment, education, housing, benefits, and other needs, the Carriage House ensures that members have real opportunities to return to their lives. Our outcomes have been significant. Since our inception the Carriage House has grown from a few dozen members to more than 1,852, with an active membership of more than 169. We have assisted hundreds of people in returning to work and working towards their educational goals.