

WELCOME TO LIBERTY HOUSE VISITATION

You are visiting a most unique and involved Clubhouse. That's right; Liberty House is a **Clubhouse** with Members (not an institution with clients). The hours of operation for Liberty House is generally 8 a.m. to 4 p.m., Monday through Friday. For special occasions, special hours may be arranged. You will be told of any changes in advance. On rare occasions, bad weather or other dangerous conditions may affect normal clubhouse operation. You will be picked up and brought home by Liberty House staff unless other arrangements have been made with the Clinical Coordinator. Pick up time is approximately 9:00 - 9:30 am., and drop off time is approximately 3:00 – 3:30 pm.

Lunch is provided daily at Noon. There are two choices available - Food Service lunch or Snack Bar lunch where a variety of options are available such as grilled cheese, tuna, egg salad or salad bar. The cost is \$1.00 for Food Service lunch and a la carte for Snack Bar items.

There are several break times throughout the day where you may enjoy something from the Snack Bar or smoke a cigarette in the designated smoking area. The following are the break times: 11:00 - 11:15 am and 1:45 - 2:00 pm. There are a lot of things to see, do and learn. During your visitation you will have a chance to participate in various units. Try not to let it overwhelm you. You will have plenty of time to take it all in and appreciate the "Liberty House Experience". We do not expect you to know everything during this time. Feel comfortable to ask any questions of Liberty House staff or members during your visitation.

What does a typical day at Liberty House look like?

Once you arrive at Liberty House you will go to one of the **pre-vocational units**. Liberty House is a "Day Program". No one lives at Liberty House. Some active members are out working in the community. Some are working on their vocational skills and goals in the Clubhouse. Some are doing both. The skills that are being worked on are usually targeted toward getting a job in the community or improving upon one's job skills where they may already be employed. There are five pre-vocational units where skills and work-readiness are addressed. These units include:

- Clerical
- Maintenance
- Food Service
- Snack Bar
- Employment Unit

Each pre-vocational unit has its own contribution to the daily operation of the Clubhouse. Let's take a look at how:

The **Clerical** unit will do such things as: produce our newsletter (The Liberty Bell), coordinate the outgoing of mail, answer the telephone, handle the money paid for lunch, file and keep records of attendance by all active members, and many other office tasks.

The **Maintenance** unit cleans the building from top to bottom on a daily basis. They also keep our fleet of vans maintained, clean and full of fuel.

The **Food Service** unit prepares a variety of meals. Lunch is served every Monday through Friday at noon. There is soup offered with lunch from time to time, as well as dessert. Dishes may be meat or poultry, pasta or sandwiches. All this served for one dollar!

If you don't happen to prefer what is on the menu from the Food Service unit, you may opt for the lunch served from the **Snack Bar** unit or, as members refer to it, the "Last Chance Cafe". The Snack Bar offers a daily salad bar and a variety of sandwiches such as grilled cheese, tuna salad and egg salad.

Another pre-vocational unit is the **Employment** unit. This does not mean that the members working in this unit are employed (although they may be). It means that they keep track of the statistics that occur from every active member that is employed. In this unit, the days and hours the members work are recorded, interviews are conducted for the community jobs that Liberty House may have available and members are assisted with creating a resume, completing job applications and preparing for a job interview.

After your visitation is completed, you will again meet with the Clinical Coordinator. At that time, the two of you will determine if you are suitable for a Clubhouse Membership. If you choose to join, you will immediately be admitted to the program.

What can I expect of Liberty House?

- A safe, friendly environment
- Voluntary participation that can be ended by you at any time
- An opportunity to learn new skills (work skills, social skills and daily living skills)
- Staff that cares about your vocational rehabilitation goals and plans
- The protection of your confidentiality
- An opportunity to grow towards increased personal independence

What does Liberty House expect of me?

- Follow Clubhouse rules
- Treat others with courtesy and respect
- Genuine involvement and effort in your vocational rehabilitation plans and goals

Clubhouse Rules to Follow:

No organization can function properly without rules. Without rules, there is chaos. Below are rules that each and every member will follow, without exception, if they want to participate in the Clubhouse.

We take these rules very seriously and someone who chooses not to follow them may be asked to leave:

- No food allowed in the outside break area.
- No one is to strike another member or staff or touch anyone in an inappropriate manner.
- Work-ready hygiene and grooming in order to participate at the Clubhouse.
- No borrowing or lending of any money at the Clubhouse.
- No borrowing cigarettes from members or staff.
- No entering offices without a staff member present.
- Members must sign in and out of the building.
- All members must attend Clubhouse meetings.
- No swearing or foul language.
- No food or drink in the pre-vocational units at any time.
- No offensive or inappropriate behavior.
- Remember that discussions regarding your program plan or relationship with Liberty House are confidential and may be upsetting to other members.

Smoking Rules:

- Smoking is only allowed at the picnic table and bench.
- No smoking outside of the designated area and times.

Violators risk losing their break area privileges, and endanger the break area for everyone. Please report violators to your primary at once.

Keep in mind that all kinds of people come to Liberty House for all kinds of reasons. Some may have reasons for being here that are similar to yours. Some may have reasons for being here that are greatly different than yours. For you in particular, the staff will establish an individualized plan. This means that your time spent at Liberty House will be aimed toward getting the most out of it. This also means that you need to make a commitment toward the plan. The staff cannot help you if you don't help yourself.