

CHARTER HOUSE JOURNAL

**SPECIAL
POINTS OF
INTEREST:**

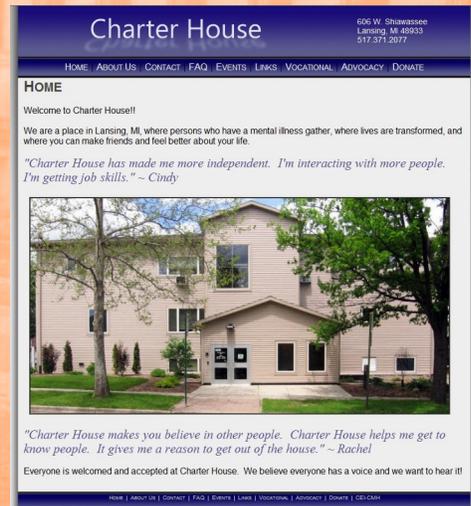
- Website
- Bob Evans Fundraiser
- Skills Group Corner

FIND CHARTER HOUSE ON THE WEB
SEAN HETRICK

Charter House now has a new address, well, a new cyber address. Yes, Charter House now has our very own website! A core group of Charter House members have taken on learning about how to build websites and will be integral in updating and keeping Charter House's website current. Charter House's new web address is:

<http://www.charterhousemi.org>

Take time to check it out!



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CONSUMER CONFERENCE REPORT
CLARK WILLIAMS

On Thursday July 28, a group of us from Charter House went to the Consumer Conference. I was able to get information on a new web sight, www.mi.db101.org. This sight will show the affects of working if you are on SSI.

Another thing I learned was the importance of

setting goals. They don't have to be unreasonable or complex, simple goals are the best. Once you have completed one goal, make another one. Never quit making goals.

I also learned about Recovery. Having a mental illness is not your fault. There is no cure for mental illness but it is treat-

able. You are not alone; there are a lot of people who have a mental illness that are doing well. The biggest thing holding you back is yourself. When you reach the point that you can tell others about your mental illness and how it affected your life, then you can be really in recovery.

ADVOCACY UNIT

Advocacy Unit is planning an Open House. We are having an open house so we can meet our neighbors and get more involved in our community. The Open House will be on August 18th from 3:00 pm - 7:00 pm. Recently we provided information to Sean so he could put it on the website. Sean did a great job on creating the website. It looks really good. Thank you Sean!

There are several quotes from members on the site telling how Charter House has helped them. The site is: www.charterhousemi.org, Clark, Stephanie, or

Sean can help you find the website. It is book marked on the computers in the library and on the clerical unit.

In the downstairs hallway there is a Map of the World and a Map of Michigan. There are thumbtacks on these maps. There is a clubhouse where every thumbtack is. Check out where Clubhouses are around the world!

CLERICAL UNIT REPORT

LYNN LOFTON

We all have been going through switch board training and have been tested to see if we know all of the correct ways to answer the phones. We had to receive a 100% to pass the test. Congratulations to Lynn, Mike, Clark, Charlie, Kathryn, Kathleen, Ryan, Marge, and Carrie who are all certified switchboard operators. Soon we will be switching over to a new switch board system in the upcoming weeks. We will be re-trained, and certified as well.

We all work together to encourage each other in doing all the different tasks we do on clerical for example, print shop projects, birthday cards, outreach, switchboard shifts, greeter shifts, typing

business meeting notes from morning meeting and house meeting, checking and responding to e-mails, maintaining all of the bulletin boards, filing, completing job searches for the membership and a variety of cleaning responsibilities.

We say goodbye to Carrie M. she has transferred to the M-team unit to work on additional maintenance skills. We will miss you and appreciate you and all of the many talents that you brought to the unit. Welcome to Kerry K., we look forward to working with you on the clerical unit.

MAINTENANCE UNIT

The Maintenance Team consists of 15+ dedicated members, male and female, who work diligently at maintaining the pleasant and professional appearance of the clubhouse and the surrounding grounds. They are trained and skilled in the following areas: general cleaning, sanitation, grounds upkeep, and floor care. On Monday mornings, the team gathers together for **Turbo Training**. During this time, the M-Team works with each teammate to sharpen and refresh their knowledge and skills. The weekly training sessions also include team building. Some of the members were asked what they appreciated most about the M-Team. Here are their comments: "The team atmosphere is valuable to me," "We do something every day to make sure that we are productive," "We work as a team and take pride in our work," "The **Turbo Training** that we do each week, helps us all to get on the same page."

Turbo Training is a tool that reinforces the clubhouse philosophy of members training members rather than staff training members. It helps to

build leadership, independence, competence and confidence in a fun, relaxed and educational atmosphere.

This month the M-Team would like to spotlight Larry M. Larry M. joined the team several months ago. He immediately used his background in carpentry and construction to better the appearance of the clubhouse. He performed an assessment of the interior physical condition of the clubhouse and made a list of renovations that needed to be done. His first project was renovating one of the bathrooms. He received the go ahead, along with supplies, from our clubhouse director and auspice agency. In a matter of weeks, Larry had turned a bathroom which had become dilapidated, outdated and an eyesore into a beautifully finished, modern, up to date bathroom. Well done Larry! The M-Team is proud to have you as one of our teammates.

VINEYARD GRILL

It's been an eventful month in the kitchen. On July 13th we were visited by the Health Department for a routine inspection. Unfortunately, it was at the same time that our plumbing was clogging up due to tree roots in the pipes in the yard. After everything was cleaned up and unclogged, we were able to pass our inspection. What a hectic day that was! Whew!!

We've had a couple people come into the kitchen for orientation. We would like to thank Mark W. and Kerry K. for coming in to check us out.

SNACK SHOP BUSINESS UNIT

The Snack Shop Business Unit was launched on July 22, 2011. We meet every Friday from 9:30 - 3:00 p.m. The Snack Shop Business Unit was birthed out of an ever growing need to find a more efficient way of handling the work of the snack shop. This unit is responsible for managing the daily responsibilities of the Snack Shop which include team building, cash register training, sales and marketing, inventory tracking, shopping, pricing, data entry, research, outcome measurements, quality control, banking, customer service, recruitment and training. This new unit is still in its early

stages, however, we believe that the impact of this unit will be experienced by everyone in the clubhouse through increased profits, new and exciting products, and continuation of our top selling products and well trained friendly staff. These are just a few of the benefits you can expect. We thank all of our loyal customers and look forward to attracting new ones as this unit continues to evolve.

FUNDRAISING JULIA CUSICK

The car wash turned out to be a big success. The workers like what they did. The workers like the work they performed. Everyone volunteered for a specific job, and everyone did their job well. Everything went very smoothly. The Car Wash committee washed all of the Charter House agency vehicles, earning money for the Clubhouse. The next carwash is scheduled for August 19. Follow-

ing the August car wash we have scheduled future wash date; September 16th and October 7th.

The committee would like to say thank you for letting us have the opportunity to earn money for the clubhouse house by washing agency vehicles.

BOB EVANS FUNDRAISER

Carrie and Ryan have worked on partnering the clubhouse with Bob Evans to do a fundraiser. Bob Evans is very community oriented and has a long history of supporting nonprofit agencies in their fundraising endeavors. We are planning a breakfast fundraiser that all of our family and friends can attend. Bob Evans will give us a day and time that we can invite everyone to come out and eat at their restaurant between the hours



10am-2pm. After enjoying a delicious meal, each patron simply has to present a flyer with our name on it to the cashier. Bob Evans will keep track of how many flyers are turned in and will donate a certain percentage of those meals to Charter House. We will keep you posted as to the date and time of this wonderful community event.

VOCATIONAL NEWS

LAURA SANDBERG

At Charter House, we have recently been working on trying to change our TEP's (transitional employment positions) to more closely match what is required in other clubhouses. The best possible positions are between 15 - 20 hours and last for duration of 6-9 months. Therefore, we are in the process of combining some of our positions and adding more hours to get closer to that goal. Transitional employment is something that can help our members "try" a job when they have not worked for months or years. It also allow a member to train and gain skills for a position that they have never worked in. TEP's have the benefit of getting

a lot of support from Charter House staff, so if someone is having trouble on the job, the staff is there to assist, problem solve, and train the member. We also provide a Worker's Seminar every month to the TEP's to help them learn about other skills that would be necessary for them to have if they eventually want to work at a job out in the community. We continue to find that work is a very important part of our member's lives and that it can help someone to achieve recovery in many areas of their lives as a result of having a job.

INTERVIEW ALBERT RODRIQUEZ

Q. Which transitional employment "TE" position are you working in?

A. I work doing Janitorial, for the A.C.T. program.

Q. What are the responsibilities of the job?

A. I am responsible for keeping the entire unit clean. I empty the trash, clean the bathrooms and vacuum.

Q. Did you work before this position? If so, where?

A. I worked as a "TE" a few years ago, shredding paper.

Q. Why did you decide to go to work?

A. I worked to supplement my income

Q. When is your position ending?

A. September 2nd, 2011

Q. Besides providing you with money, how has working been helpful to you?

A. It gives me good work experience. I feel I'm better able to go out in the community and find work, if I had to.

Q. What's next for you? Do you have goals or plans for any further employment?

A. I am applying for a Filing Job at Jolly Rd.

Congratulations on your employment, a job well done!

INTERVIEW MARGE GREENE

Q. When did you become employed?

A. In September of 2010.

Q. Where do you work?

A. Community Mental Health at Jolly rd. in the Finance Department.

Q. How many hours do you work, and what are your responsibilities?

A. I work 13 ½ hours per week filing, scanning, shredding, making new files, working with time cards and other misc. things.

Q. Why did you decide to seek employment?

A. I needed to improve my social skills and have the confidence to know that I was capable of having a job.

Q. Has there been any obstacles or challenges going to work? If so, how did you overcome them.

A. At first, I kept comparing myself to other past employees. I had to realize, I would do the best I could and eventually get more skilled.

Q. What are the benefits of being employed?

A. I've gained confidence and I get along very well with my co-workers. I've also improved my time management.

Q. How do you think employment helps you in recovery.

A. It helps me stay structured and handle responsibilities and complete tasks and know that I'm capable of doing more than I thought I could do.

Thanks for sharing yourself with us and congratulations on your successful employment.

INTERVIEW GARY LEWIS

Q. Which transitional employment "TE" position are you working in?

A. I work for Charter House on the recycling crew.

Q. What are the responsibilities of the job?

A. We gather paper to be recycled at 4 locations within the Community Mental Health system. After we have gathered all the paper, we bring it to a recycling center.

Q. Did you work before this position? If so, where?

A. My last job was working for Community Mental Health, in Isabella Co. I worked as a custodian cleaning the main CMH building. I worked there for 2 years, 6 hours per week.

Q. Why did you decide to work?

A. I wanted to be more active, have something productive to do with my day.

Q. When is your position ending?

A. September 2nd, 2011

Q. Beside providing you with money, how has working been helpful to you?

A. I get a lot of good exercise when I work this job. It gives me a chance to use my brain. Besides, it's fun! I really like the work.

Q. What's next for you? Do you have goals or plans for any further employment?

A. I have no plans for now. I would consider another TE job if one became available.

Congratulations on your employment, a job well done!

T R A N S I T I O N A L E M P L O Y M E N T
MELINDA MATHEWS

July 28th we had our Worker’s Seminar. There we discussed the impending changes that are coming with the Transitional Employment Positions (TEPs). Because we are trying to be more like the Fountain House Clubhouse in New York City and obtain our International Center for Clubhouse Development (ICCD) Certification, there are some things that have to be changed. We have to combine the recycling and vending crews, and we have to move some people out of those positions

and some new people in. Changes are expected to take place September 2nd. Thank you to all the hard work that you have given us. And welcome to the new people!

Welcome Rachel L. who recently started with the crew, we’re glad you’re with us!

E V I D E N C E B A S E D S U P P O R T E D E M P L O Y M E N T
JEAN MERRILL

Employment in Michigan is as challenging as it probably ever has been. Job seekers need to understand that there is a difference between wanting to work and being prepared to work. There are many aspects about job seeking that individuals are not aware of and /or not prepared for.

It is important to keep an accurate record of previous employment to have available when submitting on-line or in-person applications. Important information for applications is: education history (dates and locations), employment history-start and end dates, as well as start and ending salaries; former supervisors and contact information for them, reason for leaving as well as dates of any arrests/convictions (will not necessarily prevent employment), but reporting the information completely and accurately is important. Most of the on-line applications are time consuming and have some assessment questions as part of the application, be prepared.

A resume’ is important and can either be chronological, functional or a combination resume. It is important to have 2-5 references with contact information listed separate from a resume, make sure your references are informed that you will be using their information for job applications.

One very important factor of job seeking is the inter-

view process. If an employer has contacted you for an interview this may be your only opportunity to make a good impression. Personal hygiene and appearance are crucial. Make sure clothing is clean, neat free of holes and that your shoes are clean. Be sure hair is neat in appearance, fingernails clean and trimmed, avoid excessive perfumes or colognes. There are community resources for clothing appropriate for interviews.

The interview itself is very important. Be sure to listen carefully to the questions asked. When responding, be clear and as brief as possible. Practicing with friends, family, and other job seekers or employment specialist will greatly benefit a job seeker in becoming prepared.

Many of these preparation skills, for employment, are available through our local Michigan Works, or job fairs frequently offer job preparation workshops. If you want to work, treat seeking employment like a job, keep at it every day, until you gain successful employment.

“Employment is nature’s best physician...and is essential to human happiness”

W E L L N E S S A T T H E Y M C A

The YMCA continues to be a source of fun and wellness for Charter House. Every Monday a dedicated group of members head to the Y to work on their health and fitness goals. They enjoy swimming, water aerobics, the hot tub, weight machines, and walking on the track. Just recently, Carrie accomplished a long time goal of



hers. She swam 36 lengths in the pool which equated one mile! Congratulations Carrie.

Not far behind her in achieving this goal is Ryan. Ryan walked 29 lengths in the pool. She is almost at the mile marker. Way to go! We wish all participants continued success as they actively keep their health and wellness under their control.

CHARTER HOUSE

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SKILLS GROUP CORNER MARK PHILLIPS PSS

Skills group has started back up after a brief break. It is open to Charter House members who wish to learn coping skills to deal with everyday stress and anxiety. Skills taught in group include Distress Tolerance which teaches methods to relax and relieve stress during times of dysregulation. The latest skills taught include using our senses to distract us from our stresses. For instance, we can soothe ourselves by using our sense of sight. We could look at artwork that we find pleasing. With our sense of hearing we could listen to our favorite music or go for a nature walk and observe all the sounds that surround us. Using our sense of taste, we could eat foods that comfort us giving us a break from our worries. With our sense of touch, we could take a soothing shower or hug a loved one.

Future groups will focus on Interpersonal Effectiveness which teach ways to keep relationships in balance and communicate to others our needs and wants. Communication can be difficult even in the best of

relationships. When relationships are strained communication becomes more difficult resulting in misunderstandings and difficulty getting our point of view across. In these instances, skills are taught to help us become better at getting our views taken seriously. We also learn how to keep good relationships or end hopeless relationships.

Mindfulness is a key component of skills group. Mindfulness is about being in the here and now and teaches ways to block the distraction of thinking about past or future worries. Mindfulness teaches us to be fully present in the moment allowing us to fully experience our activities.

Skills group meets each Monday from 1 -2 pm in the main conference room.

NEW FACES AT CHARTER HOUSE

We are happy to announce that for the month of **June** we had **9 tours** which 3 completed orientation and became members. Members of Charter House welcome Beverly C, Mark W, and Kerry K to the team.

July brought us **4 tours** which all 4 potential members have chosen to begin orientation. We look forward to adding to the team. Welcome Richard B, Jackie G, April H and Theresa V.