



Jeffrey Alberston working as Lane Attendant at Liberty Lanes Bowling Alley.

"Our experience with hiring members from the Clubhouse has been very successful...They provide quality job training, follow-up and offer a guarantee of no absenteeism to ensure the job gets done. It has been a pleasure to work with the Clubhouse, to see the results of a job well done and to witness the benefits it has provided to Clubhouse members."

-Alex Ross, Owner, Liberty Lanes Bowling Center, Largo.

Supported and Independent Employment

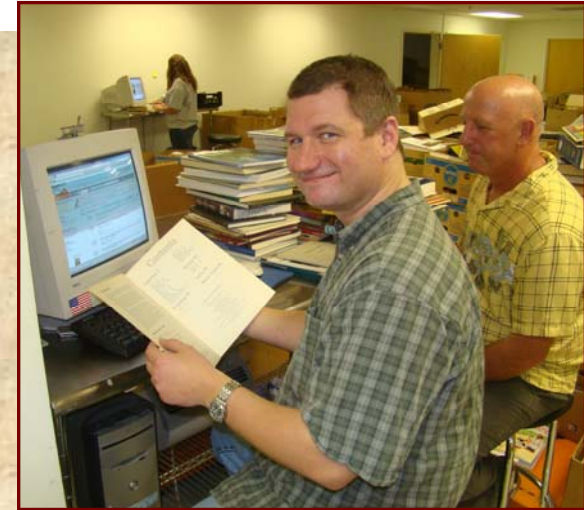
Vincent House also works closely with area businesses to fill part-time and full-time positions. Often, members hired for these positions have already strengthened their skills and abilities after the successful completion several Transitional Employment placements. If you are interested in learning more about Clubhouse Employment programs or wish to be one of our business partners, please contact us.

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At left, Vincent House members work independent jobs as Transportation Assistants for the outpatient program at Windmoor Hospital.

EMPLOYMENT PARTNERSHIP HANDBOOK Vincent House



Member Steve Gregosky III working data entry at seashellbook.com with Vincent House staff, Dave Ulch.

Clubhouse Employment Program

Vincent House is a rehabilitation program for persons living with mental illnesses and is certified by the International Center for Clubhouse Development (ICCD). We assist our members with re-entry into the workplace, through volunteer participation at Vincent House and paid employment opportunities at area businesses. Businesses enter into a partnership with Vincent House because we provide quality personnel, a commitment to 100% job coverage, and ongoing support from our staff. Our business partners include Tri-Glo/Raytheon Corporation, Castle Supply Company, Seashellbooks.com, Liberty Lanes Bowling Alley, Windmoor Hospital and Suncoast Centers. Our members fill entry level positions, work at the employer's place of business and are paid directly by the employer. These positions are demanding, real world jobs.

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Transitional Employment: A win-win relationship

Transitional Employment is a great opportunity for businesses to fill entry-level positions. Here are some reasons why we call it a win-win relationship:

- **Guaranteed job coverage.** Vincent House guarantees that the job will be covered 100% of the time, either by the Vincent House member employee or the Vincent House staff (called *placement managers*). When a placement manager covers the job, this is done at no cost to the employer.
- **Reduced training costs.** Placement managers learn the job in advance and then train a Vincent House member for that position.
- **Quality performance on the job.** Vincent House members are held to the same, high expectations as other employees. Placement managers provide on-the-job support and assistance until members master job duties. If a member is unable to perform the job to the satisfaction of the employer, he/she will be replaced.
- **No employee benefits costs.** Transitional positions are part-time jobs that are paid on an hourly basis with no benefits required. Full-time positions can be divided into 2 or 3 part-time jobs.
- **Ongoing support.** Vincent House provides continued support to its working members. Placement managers visit job sites regularly and maintain good communication with business supervisors.



Carol Jackson working a clerical Transitional Employment position at Castle Supply Company, Inc.

Responsibilities of Vincent House

- Placement managers will screen the proposed position in advance to determine its suitability.
- Placement managers learn all aspects of the job.
- Placement managers choose a member for the position and assist member with personnel paperwork.
- Placement managers train the member until all parties are satisfied with the member's performance and ability to do job independently.
- Ongoing contact between member, Vincent House and placement manager, including on-site visits.
- Guaranteed absent coverage. If more than one member is employed by the business, shifts may be switched. If not, the placement manager will cover the job.
- The placement manager will assist the member should productivity or performance temporarily lessen.
- Job placements for Transitional Employment will last 6 to 9 months, after which time, placement managers will select and train a different member for the job.
- Members will be replaced without delay should an employer feel dissatisfied with job performance.
- The fulfillment of Transitional Employment positions and the satisfaction of our business partners is given the highest priority by Vincent House.

Responsibilities of Business Partner

- Provide part-time positions at prevailing wages (a full-time position can be divided), Monday - Friday, 8 a.m. to 5 p.m.
- Allow Vincent House the opportunity to select members and fill available positions.
- Put member(s) on company payroll, as is customary for any employee. Pay member directly, on hourly basis.
- Refrain from using Transitional Employment as a screening mechanism for hiring permanent employees.
- Maintain good communication, including periodic feedback, with placement managers.
- Involve the placement managers in any process to change or modify Transitional Employment job duties.