



Cardinal Cushing Centers

All ages. All abilities. All together.

C.O.R.E. Employability Program

Community • Opportunity • Responsibility • Education





Community Partnerships

C.O.R.E. Employability Program

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In the CORE Employability Program, students work on the social, daily living, personal and vocational skills needed for successful inclusion in the workplace and in the community. Students in the CORE Program work on general employability skills, including an understanding of the importance of following directions, working cooperatively with others, accepting supervision, good attendance, punctuality and meeting the demands of quality work. They work on increasing their work stamina, acquiring new skills, and learning the importance of being flexible. These skills are taught in a variety of settings on campus and in the community using hands-on work experiences. In order to learn effectively, students need to see connections between the material to be learned and what is important in their lives, and the work situation often makes this connection. Rather than working in isolated units, students are taught in the context of the whole job. Students learn that they sometimes have to accept non-preferred tasks in the beginning in order to progress in their jobs. Because work is seldom done in isolation, focus is on the social and behavioral skills that are acceptable in the workplace.

The CORE Employability Program is open to all students upon the recommendations of their teams. These recommendations usually occur around the time of the students' eighteenth birthdays. At times exceptions are made to accommodate the needs of younger students. Students over the age of 18 who are assigned to the Employability Program have significant input regarding the job sites in which they participate.

The CORE Employability Program offers students the opportunity to explore a broad selection of career clusters, and students are encouraged to spend time in several different sites. Most of the career sites have community components and, through interaction with the public, students learn social skills in the context in which they are used. In some career sites, students learn to produce a product or to work with materials. By exploring several different career options, students are able to develop more realistic career goals, based not only on specific job tasks but also on different work environments and employer expectations.

Teachers and instructors in the CORE Employability Program use a task analysis approach in all vocational career sites to identify specific tasks and to restructure jobs when necessary. This ensures that all students can meet with optimal success, working to the best of their abilities on some components of the jobs. Students are assessed on a continuing basis, and assessments are used for developing career goals and objectives. While some standardized interest inventories and assessment tools are used, functional vocational assessments are developed and completed by vocational staff. These assessments may be completed in conjunction with Clinical Coordinators. Clinical Coordinators are employed by Cardinal Cushing Centers and serve as the student's advisor. The information gathered during these assessments is used to identify personal strengths, interests and potential. Recommendations for types of adaptive techniques or remedial strategies are made, based on individual needs, to help all students achieve their highest potential.



Success

Michael Thompson

VOCATIONAL STUDENT

Best Buddies Job Program

With the help of our Best Buddies Job Program and Coach, Michael has a job in the shoe department at Kohl's Department Store in Hingham, Massachusetts.

Michael is his own best advocate. If there is a responsibility Michael has not been taught, he will ask another associate to show him how to do it. When he first started working and a customer would ask if they had a shoe size in the back, Michael had to ask a co-worker for help. Michael wanted to know how to find the shoe size in the stock room himself. He asked a fellow associate to show him and now he is able to help customers all on his own.

Michael is achieving success in the workplace. He has a great attitude and is practicing good customer-service skills.

Retail Center

The Retail Center is comprised of several career sites that are open to the public and include the Bass Café, the Recycling Center, the Greenhouse, the Cushing Trader and the Thrift Store. These sites operate as businesses as well as vocational classrooms. Many students are friendly and sociable and enjoy working with a variety of people in public settings. Within the structure of these career sites, students learn customer-relation skills in addition to the skills specific to the work sites.

The Bass Café is a popular spot for coffee, soda, pastries, soup, salads and sandwiches. Students wait on customers at the counter or in the coffee shop taking orders and serving food and beverages. They use the cash register to add the bill and calculate the change. Many times each day, students take orders over the phone and make deliveries on campus. In the kitchen area, students learn to follow recipes, measure and mix the ingredients, and operate the mixer and the ovens. They keep the inventory and help order supplies.

The Horticulture Program (Cushing Greenery) offers many different types of work environments. The Cushing Greenery, is open to the public; students wait on customers and sell seasonal plants and flowers. They make quality craft items, candles, soap, candies and dried flower arrangements, which are sold in the Cushing Trader gift shop. In the Cushing Greenery, the atmosphere is quiet and relaxed, and students enjoy planting seeds and seedlings, watering, and taking care of the plants. Many students enjoy physical labor (e.g., preparing the garden, harvesting the crops, and being out-of-doors).

The Cushing Trader is a site in which student art is made, displayed and sold. The site is split into two major areas: the store and the work area. In the store, the students learn to work in a retail site: they assist customers, use the cash register, stock shelves; price items, clean and keep inventory. In the work area, students attend daily classes to learn how to make various types of functional art: pottery, painting furniture, art work, silk screening, jewelry making and various other projects. The site also has a working kiln in order to fire any ceramic items made by the students.

The Timeless Treasures Thrift Store accepts donations, and students help with sorting the merchandise, hanging clothes on the appropriate hangers, and placing them on the correct rack. They stock and clean shelves, arrange books and displays, and assist customers when asked. There are routine maintenance tasks to complete, and students need to be aware of the customers as they work. This site is very busy, with many distractions and a great deal of interaction with a wide assortment of personalities. Twice a week in the afternoons the students work on their computer skills.

The Recycling Center gives the students an opportunity to be involved in all aspects of recycling and energy conservation. Students collect, sort and recycle paper and plastic products throughout the campus and access local town recycling centers. It is also a site where cans and bottles are recycled. Here, students wait on customers, count returns, and calculate the amount due. They operate the cash register, practicing their money skills in a real-life situation. When not attending to customers, students sort containers by size, brand, and distributor and perform routine cleaning tasks. They may be asked to help load or unload trucks and make deliveries. Many customers come to the Redemption Center on a regular basis, and students learn to deal with both new and familiar people from the community.



Employability Skills



Social Skills

On-Campus and Community-Based Training Programs

The Culinary Arts program assists the Food Service Department in preparing and serving meals to staff and students. In this program, students have the opportunity to learn several different jobs and work in different environments within the Food Service Department. Some of the jobs include: cleaning and setting up dining rooms, making salads and preparing sandwiches, cooking hot meals, making desserts, portioning and serving meals, bussing trays, and completing all dish room tasks according to sanitary guidelines. Students work with several different supervisors and, at times, need to work under pressure. Twice each week, Culinary Arts operates the Iron Kettle Inn, a restaurant for community members. Students set the dining rooms and wait on tables, practicing their social skills as they interact with their customers.

The Health Careers students meet each morning, dressed in their uniforms and ready to work in four area nursing homes. Each nursing home does things a little differently, and students learn the importance of being flexible and following the directions of the nursing home supervisors. Students learn to make beds according to the protocol of the facility. As bed-maker trainees, they interact with the nursing home staff and patients and are greeted with enthusiasm as they perform a meaningful service. Other students prefer to work in the laundry where there are fewer interactions with patients or employees, and fewer distractions. These young people learn to operate the washers and dryers; fold, sort, and hang laundry; and return fresh linens to the floors.

Central Supply operates three days per week. Students in this site receive or shop for consumable supplies for the school, fill requisitions for staff members, and make deliveries on campus.

The Vocational Skills Classroom offer students the opportunity to work on vocational, work and life skills. Students leave the classroom on a scheduled basis to work in culinary, recycling, central supply and community sites. While in the classroom the students work on a variety of life skills. Part of the classroom time may involve some production work such as: collating, assembly, packaging and shredding skills. Acquiring better social and work skills is a major part of this classroom experience.

The Vocational Prep Classrooms (including Transitional Skills classroom) are designed to serve those students who are ready to begin exploring vocational training while still benefiting from the continuity and consistency of a self-contained classroom. Students in these two classrooms continue to work on functional academics, social skills, and career exploration. They learn to fill out job applications, read want ads, and practice interviewing skills. They study different career clusters in the classroom setting and then gain practical experience as they try their skills in one or more of the career sites. As they explore different sites, they continue to have the support of their classroom teachers. Students work a minimum of four hours a week in vocational sites and, as they acquire self-confidence, gradually increase their work schedule up to a maximum of four days a week.

In addition to these career sites, many other vocational options are available on a more limited, part-time basis.

Michael Biagioni

COMMUNITY OUTREACH

Plimoth Plantation

Michael is a member of a small team of students, who volunteer in the cafeteria at the Plimoth Plantation one day a week. While at the Plantation, the participants assist the catering staff in preparation for upcoming special events. Michael strives to do his best - always eager, positive and well mannered. He and his coworkers interact with the staff and enjoy a complimentary lunch, while over looking the beautiful grounds of the Plantation, located near the water in Plymouth, Ma.

The manager was aware of Cardinal Cushing Centers and our performance through her previous place of employment. She stated that she contacted us because she knew that our students are provided with the necessary tools and direction that enable them to develop their skills to the best of their ability. "I can count on the participants to be responsible young adults and produce quality work!"



Welcome to
the Plimoth
Experience!

www.plimoth.org



Wampanoag
Homesite



17th-Century
English Village



Mayflower II



Mayflower II
is 2.5 miles north
of the Plymouth
waterfront.



Success

Other Programs

Project Forward

Project Forward is a two year vocational training skills program for students with significant learning difficulties. Based at Cape Cod Community College (CCCC) in West Barnstable, Massachusetts, Project Forward has been nationally recognized by the United States Department of Education and The School-to-Work Outreach Project as an exemplary school-to-work model serving students with disabilities since 1988.

Students from Cardinal Cushing School began participation in Project Forward in 2009.

The program focuses on vocational and social skills for students while they attend college. This program is operated and administered by CCCC with Cardinal Cushing coordinating student schedules, transportation and support. Eligibility is determined by CCCC.

Course offerings include:

- Basic Food Preparation
- Maintenance/Landscaping/Horticulture
 - Office Technology
 - Mass Communications
 - Animal Care
 - Child Care
- Cafe Operation/Customer Service
 - Hospitality

The following enrichment activities are offered:

- Art
- Chorus
- Peer Leadership
- Digital Photography
 - 4-H
- Creative Writing
 - Life Fitness
 - Circles

Vocational Alternatives Program

The Vocational Alternatives program offers the opportunity for Public School systems to participate in vocational programs offered within the Cardinal Cushing School community. Presently, school districts send their students with a staff person to experience multiple vocational opportunities/trainings offered at Cushing. Students usually attend 2 – 3 days per week for 2 – 3 hours on those days. This is a fee-based program for public schools.

Community Education Resources

If students have an interest in a particular area (e.g., art, computers) other education resources within the community can be explored. Students at Cardinal Cushing have taken classes at Massasoit Community College, South Shore Art Center, South Shore Regional Vocational Tech and North River Collaborative.

All levels and abilities

All students bring something different to their learning situations. They have different levels of ability, different learning styles, multiple intelligences, and personal interests. They also represent a diverse population - racially, culturally, ethnically, religiously, economically - and come from a wide range of family situations. The Cushing staff teaches tolerance and understanding through group projects and cooperative learning situations. In the CORE Employability Program, this translates into students working together in training sites, as integral members of a team working toward a common goal.

Most of what is taught and how it is taught crosses many curriculum areas and integrates social skills training and problem solving, areas of critical concern for our students. Students with disabilities often have problems associated with communication, and communication is a major cause of conflict. Many Cushing students do not understand non-verbal language or social cues. Since many students have language-based disabilities, they have difficulty processing information and/or expressing themselves. These deficits are addressed in every situation with social skills and conflict resolution training taught in every context.

Vocational services are available to all students; all students in the CORE Employability Program have programs designed to meet their individual talents, interests, abilities, and needs. Students are encouraged to try several different career sites during their vocational training. Many students choose split programs and are working in more than one area during the course of the week. Others choose to concentrate on one site at a time. Because of the diverse population served, new vocational training opportunities continue to be developed to best suit the interests and needs of all students.

Cardinal Cushing School – Vocational/Work Opportunities

Plimoth Plantation – cafeteria tasks
Hanover Public Library – returning/shelving books and materials
Cardinal Cushing Library – checking in/out materials and book returns
McGee Toyota – dealership/showroom maintenance
Pet Smart – Cat adoption center – caring for the cats
Bertucci’s – stocking, counting, packaging
Sister’s Inn – cleaning, restocking, bed making
3 area Nursing Care Facilities – laundry and bed making
3 area Horse Farms – cleaning, animal care and dog walking
TJ Maxx – pricing, sorting
Christmas Tree Shoppe – shelving returns

Best Buddies Jobs Placements for Cardinal Cushing Students

Bertucci’s Restaurant - Busser
Super Stop & Shop - Bagger/Porter
Kohl’s - Sales Associate
The Gardener’s Choice - Store Associate
Storybook Cove - Store Associate
VERC Enterprises Gulf - Stocker/Facilities
VERC Enterprises Briteway Carwash - Carwasher
Target - Stocker
TJ Maxx - Facilities
Burton’s Grill - Busser
Bruegger’s Bakery - Baker
The Fresh Market - Courtesy Clerk
Cohasset Cycles - Bicycle Repairs
Old Navy - Facilities

Academic Support Services

This classroom offers our students support, based on their academic IEP goals and objectives. This service is offered to students who are no longer in a classroom setting but working in the vocational work sites and/or off campus. Support is offered in reading, writing, money, time management, math, science and homework support for students attending Project Forward. Support for these services is offered in 1:1 or a small group setting.

Vocational Summary/Assessment

A vocational summary/assessment can be requested through the student's team. The vocational assessment is completed by the vocational staff that work directly with the student. Assessments are based on observation, direct work with the student and input from the students. Some of the items that are addressed are workplace habits, organization skills, instruction, endurance, likes and dislikes, level of supervision and working with coworkers.



S.S.I

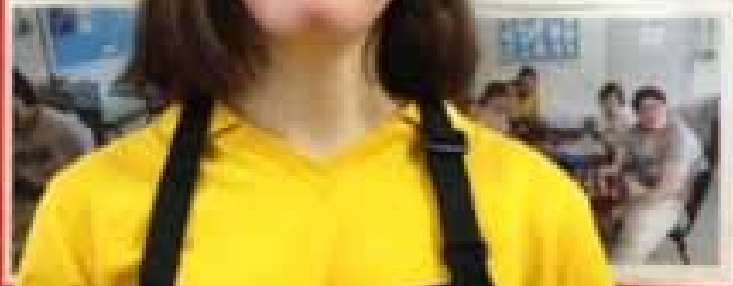
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Sage Shop



Community Placement

Community based job opportunities are created to match the students' interest, availability and skills within the community. Opportunities include paid employment, internships and volunteer opportunities. Job development skills, job placement and job coaching services are provided to students who participate in this program.

Cardinal Cushing Centers offers job placement for those students who are ready and able to work off campus. The local community offers many opportunities for students to learn job skills in the actual workplace. Students benefit by experiencing actual job situations to provide these opportunities. Following the regulations of the Department of Labor, some students may participate in "job shadowing" experiences, working with employees of a local business. Although these experiences are time limited, they provide realistic views of jobs and provide Cushing staff opportunities to identify the students' preferred work environments, career interests, and abilities.

The Supported Employment component of the Vocational Program matches the students' interests, preferences, and abilities to the requirements of the employers. Professional relationships have been developed with local employers who offer a wide range of employment opportunities. Because the focus is on the acquisition of general employability skills, students are not limited to jobs related to the career sites on campus.

After-school jobs on campus are available through our Job Bank Program. Interested students go through an application and interview process, and those who are hired are paid minimum wages for their work. The expectations for student employees are the same as for regular employees with some reasonable accommodations for their individual disabilities, learning styles, and personal needs. Students, who are supervised by school staff, learn the importance of good work skills and gain self-esteem from earning paychecks.

Best Buddies™ Jobs is a non-profit organization providing employment services to businesses and highly qualified people with intellectual disabilities. Cardinal Cushing School partners with Best Buddies™ Jobs to provide specialized training and support to our school age students and to place them in competitive jobs.





Contact

C.O.R.E. Employability Program

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For more information regarding our
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Cardinal Cushing Centers provides individuals of all ages and abilities opportunities to discover the benefits of a supportive and vibrant intergenerational community. We are proud of our nationally recognized opportunities for learning, working, living and playing together.

Caring and engaging, at every stage of life — from school age, through adulthood and the elder years.



Cardinal Cushing Centers
www.CushingCenters.org