

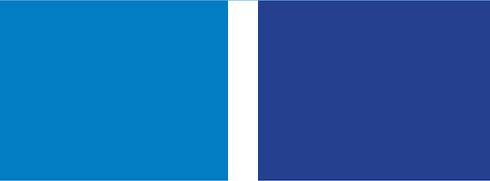


Cardinal Cushing Centers

All ages. All abilities. All together.

C.O.R.E. Employability Program

Community • Opportunity • Responsibility • Education



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In the CORE Employability Program, students work on the social, daily living, personal, educational and employment 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 18-22 years old upon the recommendations of their teams. 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.

Students 18-20 years old start their CORE experience in a classroom based program that emphasizes employment exploration and readiness. Students in the CORE classroom explore various work experiences at different campus work sites. Each class spends a number of weeks at a work site and is exposed to the expectations of work, the work language of that job and skills of each particular site.

Classes then move on to another work site, exposing students to a variety of work experiences throughout the year. Each CORE classroom also continues to teach students functional academics such as reading and math.

Students 20-22 years old that have experienced the CORE classroom will now have the opportunity to choose a particular work site experience. Students with the assistance of their vocational services staff are asked to narrow their work choices to two work experiences during their third year and finally one job site during their fourth year.

The CORE Employability Program offers students the opportunity to explore a broad selection of career clusters. 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.

Community Partnerships

Teachers, instructors and job specialists in the CORE Employability Program use a task analysis approach in all 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. 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

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 working classrooms. 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. Students work planting seeds and seedlings, watering, and taking care of the plants.

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, learn to take credit card transactions, stock shelves, price items, and 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. 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. Students wait on customers and use the cash register for purchases.

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 are recycled. Here students wait on customers, count returns, and calculate the amount due and operate the cash register. When not attending to customers, students sort containers by size, brand, and distributor and perform routine cleaning tasks.

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 three 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. They interact with the nursing home staff and patients and are greeted with enthusiasm as they perform a meaningful service. Other students work in the laundry where they learn to operate the washers and dryers, fold, sort, and hang laundry, and return fresh linens to the floors.

Central Supply students go off campus to purchase consumable supplies for the school; they also fill requisitions for staff members and make deliveries on campus. Students learn how to fill order forms, identify and purchase supplies and organize and categorize materials for Cardinal Cushing Centers.





Employability Skills

Other Programs

Best Buddies

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.

Best Buddies Jobs Placements for Cardinal Cushing Students

Bertucci's Restaurant - Busser
The Gardener's Choice - Store Associate
VERC Enterprises Gulf - Stocker/Facilities
VERC Enterprises Briteway Carwash - Car washer
Tedeschi - Stocker/Cashier
TJ Maxx - Facilities
Burton's Restaurants - Facilities
The Salty Dog Doggy Daycare - Animal Care



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
- Café Operation/Customer Service
 - Hospitality



Social Skills

Vocational Public Schools Partnership

Vocational Public Schools Partnerships (Formerly Vocational Alternatives Program)

The Vocational Public Schools Partnerships 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.

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 exposed to several different career sites during their vocational training. Because of the diverse population served, new work training opportunities continue to be developed to best suit the interests and needs of all students.



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" or workshop 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.

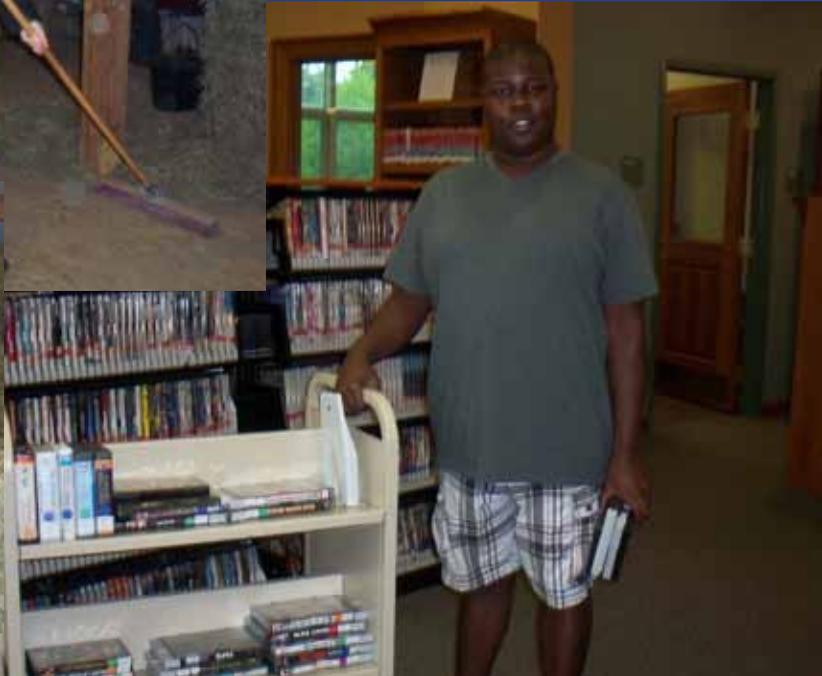
The Supported Employment component of the CORE program matches the students' interests, preferences, and abilities to the requirements of the employers. Professional relationships have been developed with local employers who offer a wide range of employment opportunities. Because the focus is on the 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 abilities, 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.



Cardinal Cushing Centers Work Opportunities

- 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
- Bertucci's – stocking, counting, packaging
- Sister's Inn – cleaning, restocking, bed making
- 3 Area Nursing Care Facilities – laundry and bed making
- Area Horse Farms – cleaning, animal care and dog walking
- The Salty Dog Doggy Daycare – animal care





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