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The Virtual Work-Ordered Day: Making It Work For Your Clubhouse!

Presented by Genesis Club Worcester, Massachusetts



Ruth Osterman Michael Coppinger

It's a Pandemic!

- Preparing for a Stay at Home Advisory
- A total loss of structure How do we reproduce brick and mortar structure virtually?
- Shifting our language from "The Club is closed" to, "We are fully open and operating virtually!"

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What is the Work?

- The work of running an organization remotely was different, but it grew and evolved quickly.
- Standard 20 helped us think about this: 'members have the opportunity to participate in all of the work'
- Outreach, Community Support Services, Care Packages, Data Entry, Building Maintenance, Answering phones

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How Do We Include Members?

- Not should we or is it possible? But as always, how?
- Sense of urgency entire membership needs immediate attention
- Jump in, get started, make mistakes and be flexible.
- Barriers to inclusion technology, isolation, fear, anxiety
- Social media, phone calls, TextNow
- Engage members to include other members
- "Needed, Wanted, Expected"

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Use Existing Structures!

- Unit Meetings
- The White Board (unit meeting agenda)
- Ask for input or virtual side by side assistance from members
- Intention is to organize unit work and make it accessible to all members, not a group outreach effort.

April 27, 2020

Career Development Unit Meeting Virtual Board

- 1. Who would like to take notes?
- Standard of the day #8: All Clubhouse meetings are open to both members and staff.
 There are no formal member only meetings or formal staff only meetings where
 program decisions and member issues are discussed.
- 3. Unit birthdays Kevin A. 25th Kevin was called last week
- Are there any member supports for this week? Any members working on a goal that we can support you with? (Employment, education, housing, wellness...)
- 5. Outreach
 - a. Who will partner w/ Staff to do outreach?
 - b. Who will email outreach data to Ruth?
- 6. Facebook
 - a. Who would like to post the work for the week to the Facebook group?
 - b. Theme this week: checking in with working/laid off members
 - c. Anyone want to do a "live" video?
- 7. Young Adult Committee
 - a. Would anyone like to type up the meeting minutes?
- 8. Weekly Employment check in meetings
 - a. Who would like to type up the meeting minutes?
 - b. What work from that meeting do we have to follow up with?
- 9. Action Plans
 - a. Updates?
- 10. Who would like to update the agenda for the next meeting?
- 11. Who would like to facilitate the next meeting?

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Daily Telephone Calls Are The Infrastructure

- Generates morning meeting topics and updates
- Promotes member communication, curiosity, well being and clubhouse engagement
- Daily calls take place of casual clubhouse conversations but also allows for inexperienced members to attend meetings and take on new work tasks
- Members and staff fostering new relationships with members and staff that may never have been on their radar if not for the crisis

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The Meetings Returned!

- Young Adult Committee isolation, anxiety, lack of social connections
- Older Adult Committee fear of infection, immunocompromised
- Employment Job Seeker's and Furloughed Employees

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What Are We Doing Now?

- Daily Morning Meeting
- Daily Facebook Postings
- 2X Weekly Unit Meetings
- News and Views Broadcasts
- Weekly Young Adult Committee Meeting
- Clubhouse landscaping and grounds maintenance
- Weekly Older Adult Committee Meeting
- Researching new platforms and experimenting
- Weekly employment meeting for furloughed members
- External communications to funders, donors, Falmouth
- Weekly Job Seeker's Workshop
- Member birthday calls & cards
- Contact every member every day
- Connecting members to community resources

- Partnered outreach calls
- Planning for reopening and safety protocols
- Partnered assistance to use technology
- Purchasing new technology where needed
- Employment, education, housing assistance
- Preparing and distributing Care Packages
- Planning for our Community Garden planting
- Keeping our building cleaned and disinfected
- Completing scheduled interior renovations
- Processing new member referrals (virtual tour & orientation)
- Entering and updating GOOD contact information daily
- Billing
- Updating Colleague Training manuals

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Effective Clubhouse Services

Signs that revised services are successful:

- Member involvement, adding structure and purpose to their day
- Healthy alternative to mainstream news cycle and pandemic anxiety
- Community linkage and resource accessibility
- Fun and meaningful work FB Live, Wellness Wednesday, News and Views
- New social media and technological skills will benefit members, staff and clubhouse moving forward

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The Enhanced Work Ordered Day

- Reopening will be slow and incremental, and we will have to rely more heavily on staying in touch remotely for some time.
- New approaches, protocols and procedures set in place during COVID-19 will remain in place as part of an improved, fully operational WOD i.e. virtual meetings, tours?

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Open Forum

Q & A

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