



VENANGO  
**VTDC**  
 TRAINING &  
 DEVELOPMENT CENTER, INC.

# Guide to Services



## Menu & Program Descriptions

### Corporate Office:

Venango Training & Development Center, Inc.

239 Quaker Drive

Seneca, PA 16346

Phone: (814) 676-5755 Fax: (814) 676-9563

[www.vtdc.org](http://www.vtdc.org)

### DuBois Office:

C/J Packaging & Distribution

101 Beaver Drive

DuBois, PA 15801

(814) 375-7061

### Clarion Office:

Life Skills & Crossing Bridges

389 Brownies Road

Shipperville, PA 16254

(814) 676-5755

***Chief Executive Director: Colleen Stuart***

***Venango Training and Development Center, Inc. is an Equal Opportunity Employer***

**The Venango Training & Development Center, Inc. (VTDC) has been established for over 40 years and was officially Incorporated in January 1973.**

VTDC has a dedicated eleven member volunteer Board of Directors that is responsible for establishing the policies of the Center, and the Executive Director is responsible for establishing procedures and operations that carry out those policies. Each Board Member is selected from areas that will assist the Center and its' Mission, such as family members, business owners and industry executives, representatives from education, banking, and the legal field.

VTDC currently contracts to provide a multitude of rehabilitative day programs (the largest being vocational and employment focused) with the Mental Health/Intellectual Disabilities Administration in Clarion, Clearfield, Crawford, Forest, Jefferson, Venango, and Warren Counties, as well as the Pennsylvania Office of Vocational Rehabilitation, Dubois and Erie Districts. Programs include Licensed Pre-Vocational Centers, Licensed Adult Training Facilities, Supported Employment, Vocational Evaluation and Community Based Work Assessments, Transitional Employment, Home & Community Habilitation, a Mental Health Drop In Center, Fairweather Lodges, and a Fairweather Training Lodge. The Center utilizes the "Person Centered Approach" in all of our programs. With the help of a team, chosen by the trainee, VTDC Program Staff participate in a process that develops an "Individual Support Plan" for each trainee. These plans identify what the team needs to work on to help the trainee reach his/her chosen goals. It is through this process that programming is identified for our Production Centers or Life Skills Habilitation Programs. In addition, the Center is contracted by the Northwest Workforce Investment Board as the Programmatic Lead Agency for the Workforce Investment Act Title I Services in Clarion, Crawford, Forest, Venango, Erie & Warren Counties.



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## Summary

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## Fairweather Lodges



Through the Workforce Investment Programs, VTDC partners, and in most cases, provides subcontract funding to school districts and vocational technical schools throughout the Northwest Region for youth programs.

VTDC is licensed by the PA Department of Public Welfare, Office of Developmental Programs, Department of Aging, and the Department of Labor, Wage & Hour Division. We carry the levels of liability insurance required through our contracts with the County Programs to ensure the safety of the trainees. Our dedicated, quality employees receive 24 hours of training each year to update their knowledge and skill.

Multiple times, we've been awarded the "Rehabilitation Program Recognition Award" for the state by the Pennsylvania Association of Rehabilitation Facilities, Inc. These awards were given:

*"In recognition of our commitment to developing programs to enrich the lives of individuals with disabilities".*

**We would like to extend our invitation to all individuals with disabilities and their families to read our guide and menu of services. We are sure, once you have reviewed what we have to offer and talk to current trainees and their families, you will see that our programs and services are "TOP NOTCH". We will be happy to help you reach your life's goals. Attached you will find descriptions of the programs available. Good luck in your search for quality services.**

*The Mission of Venango Training & Development Center, Inc. is to assist disabled and/or disadvantaged individuals to achieve their highest potential by providing quality programs, services, and opportunities.*

## Description of Services

### Crossing Bridges

The Venango Training & Development Center, Inc. offers Crossing Bridges Programs and Life Skills Programs in both Clarion and Venango County.

Crossing Bridges places an emphasis on training that increases independence in all aspects of one's life. That includes increasing options for participation in the community and the option for leisure, recreation and/or work, depending on personal preferences.

The Life Skills Program coaches individuals in areas of cooking and baking skills, housekeeping skills, fine and gross motor skills, social skills, educational skills, and community integration. Our state of the art sensory stimulation rooms aid in the areas of auditory, visual, and tactile stimulation.

These programs provide both center and community based activities, with a 1:6 ratio. Please call the Program Director at (814) 676-5755 for more information.

### Vocational Evaluations

#### *Traditional In-House & Community Based Work Assessments*

These two Vocational Evaluation Programs have many similarities. In both programs, the evaluator helps the individual to complete a series of assessments based on job search attitudes, vocational preferences, employability skills, interviewing and application completion abilities, as well as transportation issues. These assessments are designed to provide a rounded, all encompassing picture of who the individual is in regards to their vocational abilities and preferences. This information is

### ***On-Site Services***

VTDC has provided on-site, fully insured janitorial and floor care services to over 52 businesses, government offices, and educational facilities for more than 30 years. Our professional cleaning personnel are located in Venango, Crawford, Clarion, Forest, Warren, Clearfield and Jefferson Counties. Our teams are experienced in commercial, industrial, residential, and post-construction applications. The newest addition to our on-site services is our lawn care and building clean-out division. These services can be utilized by real estate investors, landlords, or realtors to get properties prepared to sell quickly or to maintain while they are still on the market. For additional information or quotes on our Business Services, please call (814) 676-5755.

### **Macropak**

Through our two workshops, VTDC's Macropak division provides quality services that help reduce operation costs and improve bottom lines for many customers. Macropak is a cost effective alternative to hiring additional staff and expensive training time.

***Assembly Services:*** Hand assembly of plastic parts, toys, thermo mugs and suction cups just to name a few.

***Packaging Services:*** Blister packing, shrink packing, labeling, along with quality control inspection.

***Fulfillment:*** Receive and fulfill orders, palletized storage, and warehousing and distribution services all available with a single source contract.

For additional information or quote requests, please call (814) 676-5755.

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## **Business Services**

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Business Services has been an integral part of accomplishing the VTDC mission of assisting disabled or disadvantaged individuals for more than 18 years by assisting businesses with tasks that need completed, of which they may not have the time or resources to get done. Available Business Services include:

### ***CASS Certified Mailings***

VTDC not only CASS (Coding Accuracy Support System) Certifies your mailing list, but also prepares your documents for mailing and delivers them to the Post Office. Collating, tri-folding, bi-folding, taping, stuffing, sealing, and labeling are just a few of the many processes available. When VTDC CASS Certifies your mailing, a postal rate savings is recognized based on VTDC pre-verifying the addresses for the Postal Service.

### ***Document Imaging***

Document Imaging & Archiving is scanning documents into PDF format and then onto a CD or DVD. These documents can be sorted and searched in any manner you may select. Many companies use this service to organize and reduce their paperwork that has accumulated over the years, eliminating file cabinets full of paperwork.

### ***CD/DVD Duplication***

Our CD/DVD Duplication service allows us to burn large quantities of your pre-recorded CD or DVD for mass distribution. A promotional video for your business, an educational film for your organization, or even a music CD from your band. Both of our duplicated CD's and DVD's come with full color printed labels.

crucial in attempting to place an individual in an employment situation in which they will feel comfortable and prove successful. The major difference between the two Vocational Evaluation Services exists only in the geographical setting where they happen.

The traditional In-House Vocational Evaluation takes place primarily in the sheltered workshop setting. The individual is expected to complete a variety of tasks in the workshop as their rate of speed is documented and a production rate is determined. Many times the traditional evaluation takes place when the individual and the evaluator are not sure of the vocational capabilities they possess or what type of job they would like to have.

The Community Based Work Assessment takes place at businesses in the community. During these evaluations individuals go to a job site of their choosing, when available, either performing actual work or visiting to see whether it truly is the type of work they would like to do. Their vocational capabilities are identified during this process to help identify what type of services they need in the future to achieve their vocational goals. VTDC has recruited area businesses for the evaluation experience, and works with each individual to provide the right vocational evaluation for them. Upon completion of each evaluation experience, the Evaluation Specialist gathers the information, completes a report and shares recommendations for future employment or training with the individual evaluated. To register for an evaluation, please call the Program Director at (814)-676-5755.

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## **Production and Pre-vocational Training**

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VTDC offers a Pre-vocational Program in which individuals are in a sheltered workshop setting and have the opportunity to attend vocational day programming, Monday through Friday

9:00 a.m. - 3:00 p.m. Our goal is to provide an atmosphere that is closest to a real work environment in the community. This program offers each trainee a variety of work, where they either get paid at a piece rate or minimum wage, depending upon the job. An example of the work currently available includes mug assembly and packing, assembly of parts, mailings, collation, packaging, and shrink-wrapping. Each trainee works with supervision at a 1:15 ratio. There are times when trainees are unable to function with the 1:15 ratio, either due to behavioral needs or physical limitations. In these circumstances, a more structured staffing pattern may be a possibility. Each pre-vocational instructor offers guidance to the trainees throughout each day. Instructors provide them with work and assist in other areas of need on a more personal level.

Each trainee also has a Program Specialist. Program specialists can have no more than 30 trainees on their caseload. Each Program Specialist is responsible for the implementation of the Centers' portion of the Individual Support Plan (ISP). ISP's cover all areas of the trainees' lives, from what they enjoy doing to what their overall goal is in their life. Through this plan, the Program Specialist then develops programming that will assist each trainee in achieving their vocational goals. Each plan is individualized, utilizing all members of the team as implementers of the plan. Short-term goals are also developed and worked on daily to assist each trainee in achieving their greatest potential within the production center setting.

To register for Pre-vocational Training services, please call the number listed on the back page relative to your area, and ask for the Program Director.

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## **Small Group Employment**

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VTDC provides trainees with Vocational Training in a real work setting, through janitorial subcontract work at local

Through the program youth receive work readiness training, in preparation for their work experience. These work orientation and soft skills development activities build skill sets

that enhance dependability/ responsibility, positive work attitude, conscientiousness, punctuality, good interpersonal skills, cooperation, being a team player, having self-confidence, adaptability, being well groomed, honesty, integrity, and self-motivation. All Youth in the program complete 15 hours of work readiness in the first week of the summer program, prior to moving on to their designated work experience. This preparation will include:

- ◆ Registration on CWDS (PA CareerLink®)
- ◆ Career Workforce Development System Navigation
- ◆ Cover Letters
- ◆ Resume writing
- ◆ Applications
- ◆ Soft Skills
- ◆ Career Planning

Youth who spend time participating in employment activities receive a paycheck. The rate of pay would be minimum wage. Youth are required to complete time sheets and are paid every two weeks. Time spent in work readiness activities is compensated with a small stipend. For more information contact Juanet Shefchunas, Community Employment Program Director at 814-676-5755 or [jshfchunas@vtdsc.org](mailto:jshfchunas@vtdsc.org)

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## **Individualized Program Services**

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VTDC would like to let individuals with disabilities and their family members or brokers know that we are a very versatile rehabilitation provider and want to meet your needs. Our Administrative and Program Staff will try to work with each and every one of you to develop the individualized programming that will be most beneficial to you. VTDC staff are trained and qualified to provide Person-Centered services to meet your individualized needs. Please feel free to contact us if you feel that this type of programming would be beneficial. Those who have worked with us know that we are a corporation that thinks "out of the box" when it comes to serving people with disabilities. Let us talk to you about your specialized needs. For more information, please call the Chief Program Officer at (814) 676-5755.

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## **Summer Jobs Program**

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The Venango County Summer Jobs and More Program (JAM) increases employment skills, and leadership skills of area youth. The Summer Youth Program will allow youth to explore various careers, and understand what is necessary to pursue, obtain and maintain a career. The JAM Program focuses on the critical needs of at-risk and economically disadvantaged teens and young adults, providing them with opportunities to earn, learn, and achieve success. JAM provides youth, ages 16 to 21 years, the opportunity to participate in an intensive career exploration and employment program, over a six to eight week period, during the summer. This summer youth program offers the opportunity to receive basic skills training and paid employment opportunities in the community.

businesses. Pre-vocational instructors teach trainees skills in a competitive employment environment, while earning minimum wage. Much like the Production and Pre-vocational Programs, each trainee has an instructor and program specialist assigned to help them develop and work on their vocational goals. VTDC has contracts for these training crews throughout Venango County, and provides Mobile Work Force Training to individuals in the DuBois area. To register for services, please call the number listed on the back page relative to your area and ask for the Program Director.

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## **Supported Training & Employment Program**

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The Supported Training & Employment Program (STEP) provides community based employment opportunities for individuals with disabilities. Established in 1992, this program has led to the successful employment of over 200 individuals. The overall goal of the STEP program is to assist consumers in obtaining and maintaining community based employment. This goal is accomplished by utilizing the components of Supported Employment. Eligible participants are assessed to determine their abilities and areas of interest. A Community Employment Program Specialist is assigned to each individual, and works one-on-one with the consumer to prepare him/her for the world of competitive employment. Basic job search skills, including application/resume writing and interviewing skills, are addressed via Job Readiness Classes. After the individual chooses the STEP Program as their service, the Program Specialist, along with the participant, begin an extensive job development process. Job analyses are completed at area businesses to identify the necessary skills and abilities required to work at a particular job site. The job analysis becomes a useful tool in matching the individual to the appropriate

position in the community. Once the individual is hired at a job, the Program Specialist provides one-on-one training and support at the community site. Supports such as accommodations and adaptations to duties or work environment are addressed by the Program Specialist. This intensive training/support continues until the consumer, employer, and team members agree fading can begin. For those individuals needing long-term support, the Program Specialist can remain involved with the individual and employer in a follow-up capacity. When funding is available, follow-up services can continue for the duration of the employment opportunity. In addition to the job development, placement and follow up services, STEP staff members assist families and individuals with Social Security concerns. The Program Specialist will determine if Social Security Work Incentives can be utilized in each case. Other auxiliary supports include temporary assistance with transportation, development of natural supports at the work place and linkages to other support agencies. The STEP Program's goal of community employment is not only adaptable to the participant's needs, but encourages each person to actively participate in all aspects of the program. **VTDC is an approved provider for the Office of Vocational Rehabilitation (OVR) to provide Pre Employment Transition Services (PETS), Community Based Work Assessments (CBWA), and placement & coaching services. VTDC also partners with OVR, community foundations, and the business community to provide youth and young adults opportunities to gain work experience and training.** To register for services, please call (814) 676-5755.

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## **In-Home & Community Supports**

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Venango Training & Development Center, Inc. operates a community based program called In-Home & Community Supports (IHCS). VTDC's IHCS are designed to assist individuals to gain, maintain, and improve skills in the areas of self-care, daily living activities, social skills, and to enable the person to increase involvement in community activities. These services help individuals live in their home, participate in local community activities,

discover strengths of transferrable work skills and develop a personal portfolio. The W.I.S.E. program utilizes Community Participation to connect learned skills with real-world, community environments through tours, volunteering, and activities that match participant's interests and abilities. In addition, the W.I.S.E. program helps to evaluate and prepare participants for new pre-vocational and community work opportunities.

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## **The Cove**

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VTDC helps support a mental health Drop in Center, located in downtown DuBois. Individuals who attend the center must have a mental health diagnosis and be working towards recovery. The Cove currently serves approximately 175 mental health consumers. The philosophy of the Drop in Center is to provide an accepting, caring, non-clinical atmosphere where the participants feel they belong. This supportive setting aids consumers in improving social skills and developing healthy relationships. This unique program is consumer empowered and helps develop leadership skills. Staff members work together with the leaders and attendees to plan activities throughout each month. Activities include shopping trips, pool and dart tournaments, arts and crafts, meal preparation, dances, parties, movie nights, and board games.

The Cove is also dedicated to assisting its' participants in other areas of life. Help with housing issues and consumer education is available when needed. Local agencies and organizations interact with the Cove consumers to enhance their recovery journey. Some of those services include Peer Support, Mobile Psych Rehab, Help Line, Service Access Management and Jeff Tech. Also, the Drop in Center is continually working towards self sufficiency by creating a small arts and crafts business, in addition to fundraising. The Center also gives back to the community through service projects. Volunteering at the Humane Society is one of their favorites.

Mental health consumers looking to learn from others and enrich their lives should contact the Program Coordinator in DuBois at (814) 503-8374.

building and healthy decision making through group and individual counseling. For additional information regarding the Fairweather Lodge, please call our DuBois Program Director at (814) 375-7061.

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## **Veterans Fairweather Lodge**

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The Veterans Fairweather Lodge (VFWL) program is a full-time, voluntary mental health recovery program. Lodges are supportive, community living homes designed for individuals to live independently, while working on a personal recovery plan. They use a self-paced, person-centered, recovery model based on Dr. Fairweather's Fidelity Standards. Dr. Fairweather's Lodge model integrates safe housing, employment, meaningful social roles, and autonomy to promote and support members in mental health recovery. This program is for eligible veterans.

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## **Community Participation**

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Community participation provides opportunities for pre vocational, crossing bridges, and life skills participants to spend a portion of their program day in community activities. Activities are based on participant interest and promote greater inclusion into the community. Activities may include volunteering, memberships, sports, clubs, and tours designed to expand participant's personal network and increase employability.

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## **W.I.S.E. Program**

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VTDC's Work and Independence Skills Evaluation (W.I.S.E.) Program provides participants hands-on training, independent living skills, and occupational work skills as an alternative to paid production work. W.I.S.E. modules cover a gamut of occupational and independent living settings such as office work, grocery, retail, food service, customer service, hospitality, laundry and cleaning, tools and maintenance, job readiness, and entrepreneurship. Participants gain exposure to a variety of settings as part of an evaluation to

use community resources such as parks, pools, and movies, and access informal supports such as service clubs, senior programs, and other community opportunities. They also have the availability to seek volunteer positions as part of this program. Each individual's service varies depending on need and funding availability. A Program Specialist will work with each individual and their staff person to develop a weekly schedule of activities. This allows for consumer choice and activities based on his/her interests. The direct care staff complete daily summaries and a monthly report of the activities conducted. The program specialist is an active member of each trainee's Individualized Support Plan (ISP) team. In coordination with the County Supports Coordinator, the Program Specialist provides valuable information and assists in creating trainee driven outcomes within the plan. The plan is reviewed on a quarterly basis by the Program Specialist and trainee. An annual HCH goal is also monitored by the Program Specialist.

For more information, please call the number listed on the back page relative to your area.

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## **Life Skills Habilitation Program**

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VTDC's Life Skills Habilitation Programs, with sites in Seneca and Shippenville, are designed for individuals with multiple and severe disabilities who are unable to participate in the larger work-oriented Work Activities Programs. The Life Skills Program is based on a "Person Centered Approach" process, whereby each individual's own interests and choices are incorporated into their programming needs. The ultimate goal for each Life Skills participant is to work towards developing a circle of support within the community so the individual can experience a more independent and meaningful lifestyle. Life Skills is staffed by trained and dedicated Life Skills Coaches. The Coaches work with participants in

facility teaching daily living skills such as cooking or baking, laundry and personal hygiene, to the extent of the participants' capabilities. Other facility-based opportunities are available to the trainees such as simulated or contracted work for the Work Activities Program, a variety of games, puzzles, sensory stimulating items and cognitive motor skill tasks. Trainees also enjoy looking at books or magazines and having articles of interest read to them by staff, working on arts and crafts projects, listening to music, watching videos, exercising, socializing, and just relaxing. There are sensory rooms located at the Seneca and Clarion sites that provide more opportunities for the more severely disabled individuals. Each site has a picnic table and outdoor yard area accessible to participants in the summer. VTDC's Life Skills Habilitation Program is unique in that the program strongly emphasizes daily community integration activities, in addition to facility-based instruction. Some of our typical community activities include bowling at the local bowling alleys, swimming at Polk, eating out, shopping, walking at the bike trail and Clarion and Cranberry Malls, visiting area nursing homes, and having a picnic at the local park. In addition, we enjoy special trips throughout the year to places such as Kraynak's for Easter and Christmas, the Erie Zoo, World of Mazes, the Venango Museum, a ride on the OC & T train, and the local and state parks. At Life Skills, we are always looking for new and exciting places to visit and activities to do. To register for the Life Skills Habilitation Program, call the number listed on the back page relative to your area and ask for the Life Skills Program Specialist.

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## **Fairweather Lodge Program**

The Lodge is a living arrangement specifically designed for persons with mental illness who are active members of society and want to live independently. Those who benefit the most are persons who may not be able to find safe, affordable Housing, and who have difficulty paying for food, utilities,

and other necessary expenses on their own, but could do so with the help of other household members. Lodge members are encouraged in a variety of ways to assume responsibilities for the day-to-day operation of the household. Members establish the rules they are to live by and participate in the employment opportunities which can provide for a comfortable standard of living. Since Fairweather Lodge program goals are to encourage self reliance with other group members, on site staffing is limited, however staff offers support and serves as advisors to Lodge members, as needed, and are available in emergency situations. A Lodge Program Manager and other VTDC staff are available to assist members with accessing community programs that help promote independent community living. Currently, there are two Fairweather Lodges located in Venango County and three in the Clearfield/Jefferson area. Those who wish to learn more about the Fairweather Lodge Program can call the number listed on the back page relative to your area.

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## **Fairweather Training Lodge**

The Fairweather Training Lodge is a living arrangement designed specifically for persons with mental illness, who are active in their recovery and wish to live more independently. The Fairweather Training Lodge provides a high level of support for individuals that may have greater needs. It is appropriate for those individuals who may be trying to reintegrate into the community or attempt to live more independently with hope of succeeding as valued members of the community. Members of the Training Lodge will be exposed to positive educational and practical methods of daily living in the hope of building the skills necessary to be able to move into a regular Fairweather Lodge, or even live on their own within the community. The benefits to living in a Fairweather Training Lodge include: Professional onsite staff, 24 hours a day, 7 days a week; Affordable group living while respecting one's freedom; A safe, healthy, stable and caring environment; and an Ability to increase self-sufficiency and personal growth through education and job training. Staff will encourage residents to take part in life skills training, financial management, conflict resolution, healthy relationship