

## ADMISSIONS

Most people looking for vocational services come to Chimes after funding has been approved by the applicable funding agency. We are happy to have a preliminary discussion with anyone who is interested in our services and we will assist with the application process. Where necessary, we will also help to get funding approved.

Chimes welcomes inquiries and visits from families, caregivers, case managers, school personnel and advocates looking for the right vocational program. To schedule a tour or obtain more information, please call our Admissions Coordinator at 410-358-6661.

Chimes vocational programs are funded and licensed by the state of Maryland. The following vocational services are accredited by the Commission on Accreditation of Rehabilitation Facilities, (CARF International): Community Employment Services, Job Development and Employment Services, Job Supports, Job Site Training, Comprehensive Evaluation Services and Organizational Employment Services.

*Chimes, its subsidiaries and affiliates, do not discriminate in the provision of services to persons served and are equal opportunity employers as stated in the Chimes Policy on Non-discrimination in accordance with all federal, state and local laws.*



# Chimes

## Chimes Maryland Vocational Services

Terry Allen Perl Center

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## Vocational Services

One of the cornerstones associated with Chimes Maryland programs is the concept of fulfilling potential and maximizing independence of our participants, thereby improving the quality of their lives. This is best achieved by providing appropriate supports, choices and opportunities to the people we serve and support.

Our vocational program provides specialized supports to adults, as well as to youth from age 18, with intellectual and developmental disabilities and related conditions. Specialized supports are also available to accommodate those with multiple disabilities. Our facility based sites are located in east and west Baltimore County and are fully accessible. Our employment opportunities, both supported and competitive, are throughout the Baltimore Metropolitan Region. The overall emphasis of our vocational services is to instill the coping skills and specific job skills required for successful participation in an integrated employment experience.

## Work Services

This program provides vocational assessments, work adjustment and skills training, and job placement opportunities involving contract fulfillment work such as assembly and packaging. We have contracts with local businesses and industries and services may take place at one of our facilities, such as the Terry Allen Perl Center in west Baltimore County, or a contract may require that the participant and staff work at the customer's facility. Based on the individual's aptitudes and interests, the program participant has access to training in social skills, acceptable work behaviors, work related hygiene, community mobility, money management, basic safety skills and the technical job skills required to work on a particular contract.

Some participants prefer the type of work that Work Services offers and choose to remain in it for the long term. Others find that the training and experience from the program enables them to move into competitive employment opportunities in the community.



## Career Assessment

Career assessments are provided to individuals who possess the potential for community employment. There are three types of career assessments: Situational, Exploratory and Comprehensive. The type given may depend on the person's prior assessment(s) and work experience. The Chimes Career Assessment Coordinator provides an individual report with recommendations, which guides the participant and team in the development of a career path and supports that the person requires to be successful in the workforce. All career assessments are coordinated with and funded by the Division of Rehabilitation Services.

## Food Services

Food service is a Chimes specialty. We currently operate four cafes: Three Bells, Chimes Bistro, Saw Mill and the Chimes Café. Each café is open to the public and serves as a training site to program participants interested in food service. Participants receive on-site training and cross training in food preparation, handling and sanitation, retail sales, customer service and applicable health department regulations. Individuals may also participate in a 15 month training program to become Servsafe Certified. Many of our participants move on to competitive employment within our cafes or alternate opportunities throughout the Baltimore area in restaurants and other business establishments.



## Community Employment Services

This program prepares adults for employment in the community, both supported and competitive. Jobs are available either in enclaves (a team working under the supervision of a Chimes professional) or individual placements, both full and part time, with a minimum of 20 hours a week of paid work. Major areas of enclave participation include: food service, utility work, janitorial, and customer service. Independent or competitive employment opportunities may include, but are not limited to: clerical, retail, food service and warehouse work. Participants receive on the job training, follow along support, and counseling. Additionally, program participants are also guided in resume development and interview skills. Regardless of the type of employment, we strive to match each participant's capabilities and interests to the particular job.

## Liberty Clubs

Liberty Club is a service model that focuses on individual choice. Liberty Clubs are operated at both the Terry Allen Perl Center on the west side and the Kelso site on the east side of the Baltimore area. Participants are encouraged to make choices and select activities or work, both paid and volunteer, that they wish to engage in throughout the day. Liberty Club members typically select a combination of offerings based upon their interests and abilities. Activities include: arts and crafts, music, movies, culinary training, computer training, exercise programs, community excursions and special events. Some individuals transitioning from school will choose the Liberty Club model, because it offers them an array of experiences and opportunities that help them define their interests before moving to a more rigorous vocational or employment setting. Older workers sometimes move to the Liberty Club model in order to make a gradual transition towards retirement and leisure activities.

## Caring Trained Professionals

Chimes ensures that each person participating in our vocational program receives the type of support that is specific to his or her needs and preferences. Our staff of professionals is specially trained to work with our participants and they receive continuous training in the application of best practices to promote job readiness and community employment for the persons we support. Staff includes: Direct Support Professionals, Job Coaches, Behavioral Specialists, Nurses, Case Managers Program Managers.

Chimes also utilizes and/or coordinates with an array of licensed professionals in community practice to support our participants such as physicians, nutritionists and specialty therapists.

