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## FORWARD

This booklet explains in brief our Cadre employee and Trainee Employee programs. They are the two highest levels of achievement available for students at Glenwood State School. These programs will grow more successful as the parents and public involved increase their understanding of them. This is one more of a series of publications to explain various phases necessary for a modern, balanced and progressive treatment and training program for the mentally retarded.

We invite your inquiries for more detailed and descriptive examples of these programs if you are particularly interested.



# Cadre Employees

## Introducing the

# CADRE Program

Supervised Vocational Program

Semi-supervised Living Quarters

Social Maturity

Over Age Eighteen

Potential for Promotion

# Cadre Employees

**DEFINITION:** A term applied to a student who can perform a job adequately; who lives in semi-supervised living quarters away from the patients; who is paid up to \$16 monthly in cash. Upon graduation from this program they may be able to live in a supervised community facility, or be promoted to Trainee status.

**SELECTION FOR CADRE:** The Teams and Vocational Habilitation Department select patients who show work stability, emotional and social maturity, and are over age eighteen. An important criterion is whether a patient will, in the future, be able to move into trainee status at Glenwood or to a supervised community facility.

**THIRTY DAY TRIAL:** Each boy/girl going into the Cadre program is on a thirty day trial before he/she is considered a Cadre officially. Uniforms are ordered after this period.

**LIVING QUARTERS:** The Cadre girls live in spacious, attractive quarters. Up to six girls sleep in a room, and all the girls share a large living room equipped with comfortable chairs, couches, and television. The girls may purchase their own curtains and decorate their rooms. Snacks are allowed in the evenings or on weekends, and patients make coffee or popcorn and have parties for special occasions, such as birthdays, etc.

The Cadre boys' quarters are as masculine as the girls' are feminine. They sleep in two large dormitories, but each boy has his own locker so that he has privacy for some of his personal belongings. They purchase these lockers out of their own funds and may also purchase bedside chests if they wish. These boys also have two large living rooms where chairs, tables, couches, a pool table, and a television provide home-like furnishings and entertainment.

**ON THE JOB TRAINING:** Cadres work in all areas at Glenwood and are a valuable part of our work force. They work forty-eight hours weekly, generally six days a week and eight hours a day. There are some Cadres who work in many different areas, as needed. For example, instead of being assigned to folding bedding out of a mangle at the Laundry every day, a Cadre on "extra gang" status may work in the canning factory during fall canning season, help in the greenhouse during early spring planting, assist a Clothing Clerk in moving heavy winter coats, etc.

Some Cadres cannot adjust to an assigned job but need two or three assignments before finding a job to which they are suited. Examples of type work done are: Laundry, Kitchen, Nursing in Hospital, ward Aides and Clothing. Progress notes are placed in patients' records regarding job changes, discipline or behavior reports, vacations, etc. Periodic reports go into all records at least twice yearly.



**WAGES:** How well a Cadre performs on his job (comes to work on time, behaves well while working, and quality of work) determines his salary. Salaries for Cadres start at \$8 monthly but can go to \$16 for very good performance. The Cadres are also privileged to receive their wages in cash; this differs from other students who receive their wages in canteen cards. This help Cadres learn to budget their money by savings, buying clothing or personal items, and spending some at our Canteen on snacks. Even learning how to count change is an important step in proper handling of wages.

Meals, room and board, and all medical and dental services are provided for all Cadres. Charges are not made to the counties during this phase of the student's training.

**T**TEAM SERVICES: The Cadre Employee continues to receive the same services of the Therapeutic Team as any other patient in the institution. Thus, he has available to him the Doctor, the Nurse, Social Worker, Vocational Habilitation Counselor, Recreation Worker, Psychologist, Attendant Trainers, Supervisors, and the Teacher. However, since he is entering into a work-oriented job training situation, the role of the Vocational Counselor takes on added significance and importance to the Cadre. A more meaningful working relationship is gradually developed between the Cadre worker and the Vocational Counselor as in the years ahead there will be growing emphasis placed on vocational capabilities leading to independent or semi-independent employment.

Female Cadres are under the supervision of Team Two. All correspondence except personal letters to the Cadre should be addressed to Team Chairman, Team II, Attention Vocational Counselor.

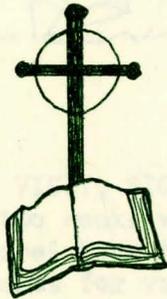
Male Cadres are under the supervision of Team Three. All correspondence except personal letters to the Cadre should be addressed to Team Chairman, Team III, Attention Vocational Counselor.

**C**LOTHING: Patients are very proud to be classified as Cadres, and they stand out from other patients with a special, attractive uniform. The boys wear green and white striped shirts with dark green trousers; girls wear green and white striped pinafores with white blouses. The word "Cadre" is embroidered on all uniforms. Our Clothing Center furnishes the uniforms, but clothing worn off-duty continues to be home furnished or state furnished if there are no relatives. Cadres may send their clothes to our Laundry, but most of the girls prefer to do their own laundering and ironing.



**M**EALS: All meals are eaten in the patient cafeteria and boys and girls eat together. This has proved to be conducive to good manners and behavior, and encourages pleasant conversation and relaxation, such as we all enjoy at mealtime. Also noted is improved grooming and neater clothing.

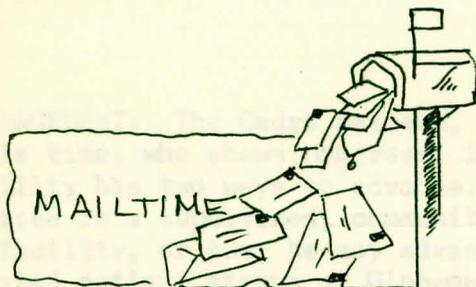
**C**LASSES: Some girls attend homemaking class or craft classes one to three hours weekly. Also, any patient who works in the Nursing Department is given a series of classes on such topics as: personal hygiene, bedmaking, bathing and feeding of patients, and use of telephone. In addition, some of the Cadres are in band or vocal music or, if near age eighteen, may be finishing some of the formal classroom courses.



**C**HURCH: Cadres are encouraged to go to weekly Chapel services, and if these are during their working hours, there are religious services they can attend at other times.

**R**ECREATION: Cadres are included in all patient recreation. This includes movies twice a week, dances once a week, and entertainment in the auditorium. Also, Cadres pay a dance band to play once a month just for them and the highest rated patients--there are usually about 125 present at these special dances, and each patient pays \$1.

These events teach Cadres how to behave properly with others, to practice good manners, how to dress neatly and in good taste--all essential to successful placement in the community.



#### VACATIONS, VISIT, SICK LEAVE AND MAIL:

Cadres have two weeks vacation annually. In addition, Cadres have two weeks sick leave. The arrangements for vacations and sick leave are intended to be as nearly like the job in the community as possible.

Weekend leaves and visits during the day are encouraged; however, requests for visits and weekend leaves are to be made in writing at least twenty-four hours prior to the time the visit is to take place. Requests for vacations should be made in writing at least two weeks in advance of the vacation starting date so that preparations such as packing of clothing may be completed.

Permission for vacations, weekend leaves and visits is given by the Team upon the recommendation of the Vocational Habilitation counselor on the Team who has the responsibility of consulting with the Cadre's work supervisor who determines whether or not the Cadre's training needs and work responsibility will permit this time off.

Requests for vacations and visits should be addressed to the Team Chairman, Attention Vocational Habilitation Counselor. (Boys to Team #3 Chairman, Girls to Team #2 Chairman).

**A**DVANCEMENT: The Cadre patient, after a reasonable time, who shows progress, improvement and capability has two ways to advance. One, he may be placed in a supervised, community work placement facility, or two, he may advance to the highest rated patient status at Glenwood, where he will receive training for unsupervised work and living placement.

Elaborating on the former, if a patient is selected for a supervised work assignment (in a nursing home, for example) much preparation and advance planning is done. Parents are contacted and asked to aid the patient in his adjustment in the new facility; there is a county resource person designated to check on the patient periodically, (this is generally a representative of the state vocational rehabilitation department or the county social welfare department) and our Vocational Habilitation counselor discusses all steps with the Cadre himself. In addition, the State Vocational Rehabilitation and Social Welfare Department representative send us periodic written reports on the patient's adjustment. A patient who adjusts satisfactorily in the community facility may be dismissed, if his county of legal settlement concurs.

# Trainee Employees

## Introducing the

# Trainee Program

Advanced Vocational Training

Handles Own Wages

Unsupervised Living Quarters

Plans Own Leisure Time Activities

Over Age Eighteen

Highest Patient Classification

Competitive Employment--The Goal

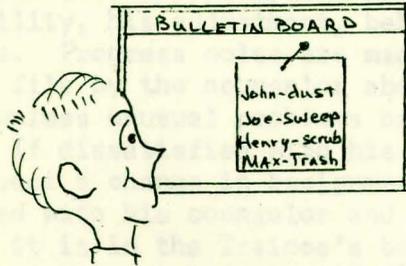
# Trainee Employees

**DEFINITION:** A term applied to a student who has achieved certain levels of work ability; who can handle his/her own money; who can live in an unsupervised environment; who can plan most of his recreational and spare time activities; and who is age eighteen or over. The highest patient classification at Glenwood.

**TRAINEE SELECTION:** A patient is selected for the Trainee-Employee program by the Team and Vocational Habilitation counselor on their judgment of the patient's potential and demonstrated ability for employment and community living.

**ADJUSTMENT TO TRAINEE-EMPLOYEE LIVING:** The Vocational Habilitation counselor has daily contacts with the patient during the first several weeks following transfer to Trainee status. As the patient begins to adjust to his new life the contacts are less frequent but regular. Also, of help to a new Trainee, is assignment to a room with an experienced, adjusted Trainee. This more experienced person will help the new Trainee get up on time, remind him of cleaning chores and in general serve as a big brother or sister.

**C**OUNSELING: A Vocational Habilitation counselor is available to the patient at all times. Preferably, a Trainee is to discuss his problems or questions with his counselor during the counselor's working hours, but the patient may call his counselor at night, on weekends or anytime he feels he urgently needs to talk to someone. The counselors spend time visiting the Trainees' wards, going shopping with them, teaching them hygiene, proper dress and make-up, counselling about boy-girl relationships, job problems or family relationships as they may arise.



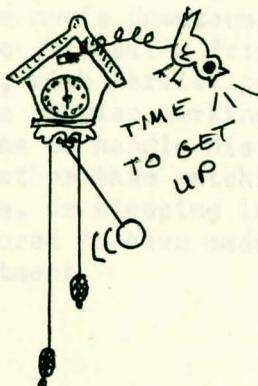
**L**IVING FACILITIES: Trainee-Employees have living quarters away from patient living areas. Girls live in our Employees' Cottage and boys in our Industrial building. There are two or three to a room, but they all share a living room, which is equipped with comfortable chairs, television and a table for hobbies. Snacks are allowed, and they can make coffee and popcorn. The patient is to do his share of cleaning, make his bed, wash his clothing and iron it, if he does not wish to send his clothing to our patient laundry. His relatives are allowed to visit his quarters briefly, if it doesn't disturb the other Trainees, but Trainees are encouraged to visit with their relatives off the grounds.

ON THE JOB TRAINING: The Trainees work in the following areas: Garage, Storeroom, School janitors, Shoeshop, Bakeshop, Cafeteria, Laundry, and at Lacey Hall helping care for patients. Forty-eight hours a week is the schedule for working; this is generally eight hours a day, six days a week. A Trainee works with attendants, job supervisors, or, at times, on his own. Ratings are done on the trainee's work performance by the Trainee counselor and work supervisor, and others, when needed. These ratings measure the patient's progress and work ability, his adjustment, behavior and attitude. Progress notes are made in the patient's file by the counselor about twice yearly unless unusual problems or job changes occur. If dissatisfied with his job the Trainee can request a change in assignment which is discussed with his counselor and a change is made if it is in the Trainee's best interest.

	Good	Fair	Poor
Attitude	✓		
Promptness		✓	
Neatness	✓		
Reliance			✓
Interest		✓	

WAGES: Wages for the job training are \$32 monthly paid in cash. From this, the patient buys clothing, pays for entertainment and bus and train fares on vacations, and purchases his own refreshments, such as candy, pop, coffee, cigarettes.

Guidance is given the patient on how to spend his money wisely; to save a part each month; to resist buying unnecessary items, etc. Clothing a patient has when first promoted to Trainee status is his to keep. Room, board and laundry and all medical and dental services are provided for the Trainee.



**DAILY SCHEDULE:** Every patient's schedule for work is different, depending on his work assignment, but most schedules are approximately the same. One typical schedule is as follows:

6:00 a.m.	Arise
6:30 a.m.	Breakfast
7:00-11:30 a.m.	Work
11:00-Noon	Dinner
Noon-4:00 p.m.	Work
4:00-5:00 p.m.	Rest
5:00-5:30 p.m.	Supper
5:30-9:00 p.m.	Regularly scheduled recreation and leisure time
9:00-10:00 p.m.	Bedtime

**R**ECREATION: Movies are shown twice a week, which Trainees may attend if they are not working. Monthly special co-educational activities provide opportunities for the patients to practice social graces, conversation and acceptable behavior. A Trainee may bowl downtown or go to the movie downtown. He can go to Omaha shopping or visit a friend or relative for the day, with permission, and if it is not during his regular working hours. A Trainee who learns to handle his leisure time in these ways, rather than watching television all the time, or sleeping in his off hours, is considered to have made a successful social adjustment.

**V**ACATIONS, VISITS AND TRIPS: Trainees earn two weeks paid vacation every year. These vacations must be approved in advance by the Vocational Counselor commensurate with the training needs of the Trainee and the work load of the institution. Help is given where needed with transportation arrangements, and packing. Weekend or one day visits can be approved by the counselor during off duty time. Trips to Omaha, Council Bluffs, or Glenwood are encouraged, to help the patient learn about eating in a restaurant, ordering from a menu, how to locate restrooms, in which stores to shop, using a telephone, use of an elevator and escalator, etc. Trainees may go downtown for meals on their days off, but this is not encouraged since their meals are already paid for in our Cafeteria.

**T**RAINING FOR COMMUNITY LIVING: Other important areas of training include:

- Cleaning bathrooms
- Changing bedding
- Understanding prices, labels
- Use of an alarm clock
- Importance of being on time
- How to find a job
- How to complete an application
- Notifying employer when ill
- Use of medicine and First Aid kits
- Use of vending machines and Laundromats
- Budgeting wages
- Checking accounts
- Use of public services or recreational facilities, such as post office or swimming pool.



**C**HURCH: Trainees are encouraged to go to our weekly services or downtown to a church of their choice.

**A**DVANCEMENT AND COMMUNITY WORK PLACEMENT:

When the Trainee has satisfactorily completed his on the job training program and has demonstrated an ability for employment and community living, efforts are intensified toward the goal of community work placement. Whenever possible work placement is made in the Trainee's home county. This is done so that the combined efforts of the Trainee, the Trainee's family, Glenwood State School and all appropriate county and state organizations can cooperate in planning. While the Trainee, the Trainee's family and Glenwood State School are naturally most concerned about a good living arrangement and appropriate job, we have been most fortunate in developing a good working relationship with our county organization and our state agencies so that all can work together as a team.

The State Division of Vocational Rehabilitation has assigned full time staff at Glenwood to coordinate the services to patients who are placed from Glenwood with the work of the regional office. The County Board of Supervisors has designated one person in each County to serve as an official liaison person in behalf of Glenwood patients. These people are most directly involved in finding adequate placements and providing appropriate follow-up services. After the Trainee is placed on the job, the county representative and the State Vocational Rehabilitation Counselor will maintain contacts with the Trainee who is encouraged to contact these persons regarding problems which might arise in any area of adjustment.

If, after at least one year, the Trainee has achieved one year of successful employment and community living and upon the recommendation of the county representative, the Vocational Habilitation Department and the State Vocational Rehabilitation Counselor, the Trainee may be discharged from the Glenwood State School.

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