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# PARTNERS IN RECOVERY

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*Employment Program*



“Something happens when you go to work every day. You just feel different when you get out of bed. You feel you have purpose.”

ANN KAUNDA  
*Member*  
Progress Place

“The program addresses both a business need and a community responsibility. It’s truly a partnership that benefits everyone.”

JANE ALLEN  
*Chief Diversity Officer*  
Deloitte





# PROGRESS PLACE

PARTNERS IN RECOVERY

## Employment Program – *A True Win Win*

Progress Place offers its members living with mental illness the opportunity to return to work through paid part-time transitional employment at local businesses. These positions offer a bridge back into the workforce and allow members to add to their experience, build confidence and establish current references.

Progress Place's employment program is unique in the social service community. Each of our employment partners dedicates an entry-level position to our program. Members of Progress Place are given the opportunity to transition into these positions for six-month terms. Candidates are recruited, trained, supervised and supported by Progress Place staff. Progress Place staff also visit the job site weekly, and cover all absences in order to ensure that workflow is never interrupted.

Employers gain dedicated and productive employees, while Progress Place members acquire worthwhile opportunities with effective support. Our on-going success with the business community is based on a commitment to each employer's needs along with our belief in the importance of work.

To find out how Progress Place's employment programs can help your business, email our employment development team at [partners@progressplace.org](mailto:partners@progressplace.org) or call 416.895.8005.

# PARTNERS IN RECOVERY

## PROGRESS PLACE TRANSITIONAL EMPLOYMENT PROGRAM

At some point in a person's life, a crisis may occur which significantly affects home life, education, and career. Afterwards, individuals need help to reestablish what was once taken for granted. Progress Place is an organization that does just that for people who have experienced mental illness and are now working towards recovering the aspects of their lives that were interrupted. Progress Place was established in 1976 as one of Toronto's first community mental health programs. In 1984, Progress Place adopted the Clubhouse approach to psychosocial rehabilitation, a model that now exists in 29 countries worldwide.

With community partners such as Deloitte & Touche, Blakes, Cassels & Graydon, Dentons LLP, and many more, we provide members of Progress Place Clubhouse the opportunity to return to work. With the full support of Clubhouse staff, part-time temporary employment positions (i.e. file clerk, mailroom assistant, collator and other positions) act as stepping stones back into the workforce. Members work in these positions to add to their experience, build confidence and establish current references. Progress Place makes these placements our top priority; candidates for these positions are recruited, trained, supervised and supported by Progress Place staff at no cost to employers. Progress Place staff also visit the job site weekly, and cover all absences in order to ensure that work flow is never interrupted. Absence coverage also ensures the program is easy and flawless for employers and fellow employees. Many of the companies we work with have been our community partners for decades, proving that a good deed can also be a good deal.

We thank you for the opportunity to share more about our program, which has proven successful both locally and internationally. A partnership with Progress Place is a way to contribute to the community and the social responsibilities we all share.



**PROGRESS  
PLACE**

576 Church Street, Toronto, Ontario M4Y 2E3 Canada  
TEL 416.895.8005 FAX 416.323.9843  
[partners@progressplace.org](mailto:partners@progressplace.org) [www.progressplace.org](http://www.progressplace.org)



Michael Huerta  
File Clerk  
TC LHIN  
Partner since 2008

## RESPONSIBILITIES

- Interpreting and filing documents
- Auditing files for accuracy and removal of duplicates
- Compiling information into topical sector folders



**Ontario**

Toronto Central Local Health  
Integration Network

Réseau local d'intégration  
des services de santé  
du Centre-Toronto

Emerita Villasan  
Catering Staff  
Compass Group Canada  
Partner since 1989

## RESPONSIBILITIES

- Monitoring the coffee and soup stations
- Refilling cutlery trays and napkin holders
- Bussing tables and tidying seating area



# PARTNERS IN RECOVERY

## COSTS AND PRODUCTIVITY BENEFITS FROM USE OF THE TRANSITIONAL EMPLOYMENT PROGRAM

*The Transitional Employment (TE) Program is used by many employers as a cost-effective way to staff entry-level jobs.*

### HOW DOES TRANSITIONAL EMPLOYMENT BENEFIT YOUR COMPANY?

#### SIGNIFICANTLY REDUCE TRAINING TIME

It is common for entry-level jobs to have a high turnover rate. This high turnover rate results in a substantial amount of staff time being used in training situations that are non-revenue generating. With Transitional Employment, all new staff are trained by us at no charge to you.

#### EMPLOYER SAVINGS IN VACATION ENTITLEMENTS

Because employment is transitional, workers will only be at the site for six to eight months and will not be entitled to vacation. Thus, there will be no interruption in productivity flow, and you will not have to worry about training your own staff for back-up.

#### NO ABSENTEEISM

All employers face lost productivity resulting from the use of sick time. Many employers find their absenteeism is greater in entry-level positions. Transitional Employment has a built-in solution to this substantial problem. If a Progress Place worker is absent, our staff trainer will work in their place at no charge to you, thereby saving productivity and/or salary.

#### COST SAVINGS IN COMPANY BENEFITS

Because Progress Place workers are part-time contract, no employer contribution to company benefits is necessary. This results in more cost savings to our employer partners.

#### PART TIME FLEXIBILITY

Many companies face peak time customer or work-load demands. The opportunity to concentrate staffing hours is a great asset. We provide the flexibility of working shorter shifts starting and finishing any time between 9am and 5pm (i.e. 10am-1pm, 11am-2pm, 1pm-4pm, etc.).



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partners@progressplace.org www.progressplace.org



Leonard Hutchings  
Order Assembler  
Body Plus  
Partner since 2007

## RESPONSIBILITIES

- Compiling individual company orders
- Preparing and assembling skid orders



Bozena Lukaszuk  
Retail Associate  
Winners  
Partner since 2003

## RESPONSIBILITIES

- Processing and pricing of merchandise and accessories
- Security tagging and coding merchandise and accessories
- Assisting in display of merchandise

**WINNERS®**



# PARTNERS IN RECOVERY

## TRANSITIONAL EMPLOYMENT FACT SHEET

### *How is the Program Implemented?*

- The program is an effective and long-term arrangement that employers can use to satisfy their entry-level employment needs.
- Staff from Progress Place will perform potential Transitional Employment (TE) jobs for a number of days to ensure that the duties can be performed consistently and accurately by our members.
- New employees will be trained on the job, by Progress Place staff, until they are ready to perform the job independently and productively.
- Progress Place staff will continue to monitor productivity and provide as needed support throughout the placement by visiting the job site weekly.
- Progress Place guarantees daily absence coverage at no cost. Our staff will work on the job should a member be absent for any reason.
- To make TE effective, members must perform to your company standards in order to maintain their placements.
- When you participate in Transitional Employment you designate positions within your organization that will be filled by Progress Place members on an ongoing basis. Unlike some employment programs, we do not expect the job to be either a “training” opportunity or a stepping stone to full time employment. We simply do your job to your specifications.
- The job you provide will be performed for approximately six months by one of our members. After six months on the job, that member will leave to pursue other opportunities. A new member, often one that has been working in Transitional Employment at another company, will then be trained and placed in the position.
- The program is also an easy way for employers to expand on employment equity opportunities, and improve their corporate image.



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Ilana Backman  
Mailroom Clerk  
Borden Ladner Gervais LLP  
Partner since 2004

#### RESPONSIBILITIES

- Data entry/logging of courier services
- Delivering and collecting mail



Thaya Thambiratnam  
Custodial Staff  
The Globe & Mail  
Partner since 1999

#### RESPONSIBILITIES

- Organizing of board and meeting rooms
- Dusting, cleaning and polishing the lobby and reception areas

**THE GLOBE AND MAIL** 



Our vision is that all people living with mental illness have the opportunity for full recovery.

Progress Place is dedicated to improving the lives of people living with mental illness. We offer programs and services which provide opportunities for recovery through friendship, employment, education, housing and recreation in a welcoming and accessible environment of support, respect and dignity.



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for their generous support of this project.*

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PHOTOGRAPHY: PLEXMAN PHOTOGRAPHY

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