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ABN: 36 027 507



# Canefields Clubhouse

## Members Handbook

**Supporting people with  
mental illness**

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# Welcome

## To Canefields Clubhouse

Thanks for dropping in and visiting our Clubhouse. Members and staff will answer any questions so please feel free to ask for assistance.

### Opening Hours

Monday to Friday  
8.00am-4.30 pm

We look forward to your membership!



### WHERE DID WE GET OUR NAME?

The areas in and around Beenleigh have historically been sugar cane farms, and as Clubhouse originated from Beenleigh and progressed in the Beenleigh community for 10 years its name has come from this. Cane is renowned for the fact that you can cut it down, burn it and it still grows again. To this day Beenleigh celebrates its cane farming heritage with an annual festival!

### CANEFIELDS CLUBHOUSE MISSION STATEMENT

Offering adults with a mental illness an opportunity to experience meaningful and productive lives within the community.



# CODE OF CONDUCT

Canefields Clubhouse is a safe and inviting place for everyone. To ensure this is the case we have a code of conduct. This applies to members, staff and visitors. The following behaviour is considered unacceptable.

- Rude or offensive clothing
- Swearing/bad language, especially when directed towards another person.
- Physical or verbal abuse (real or threatening)
- Drinking or illicit drug use
- Stealing or damage to property
- Discrimination of ANY kind
- Gossip, negative comments or other derogatory talk about others.
- Smoking inside the Clubhouse
- Releasing personal information about other members, without their direct permission

Canefields Clubhouse has procedures in place to help maintain the safe fun environment at Clubhouse and these procedures will be enforced if the Code of Conduct is broken



# GENERAL INFORMATION

**ORIENTATION :** Orientation tours are available, for everyone to learn more about the Clubhouse. Just ring for an appointment. We provide a free lunch for your first visit.

## **TRANSPORT PICKUPS:**

Beenleigh and Eagleby picks up are done daily between 8:45-9:15 and drop offs are done in the afternoon at 4:00pm

Logan pick-ups are done at 8:45am at the Logan clinic and dropped back at 4pm

Transport arrangements are flexible, please discuss your needs with the Clubhouse.

**LUNCH:** A two course meal is prepared by the catering unit everyday at a cost of \$4.00 (free on your first visit) book in for lunch by 11.30 am. Other options are available please ask the catering unit for more information.

**TEA AND COFFEE:** Canefields has an in house café which has a range of products available for a low price, so no need to spend big dollars on your coffee and snacks anymore! We cook fresh baked goods, and serve delicious hot and cold drinks.

**BREAKFAST:** We have breakfast available everyday, so come along for a great breakfast starting at 8.00am, toast and cereals are available and on the first Thursday of every month we have a hot breakfast with bacon and eggs!

**NO INTEREST LOAN SCHEME:** The No Interest Loan Scheme (NILS) program offers members on loan income the opportunity to access credit to purchase essential without any fees, charges or interest payments.

**GOVERNMENT SMOKING LAWS:** Due to the new smoking laws we have a designated smoking area at the Clubhouse, if you're a smoker just let us know and we can let you know all about it.

# Membership

**Membership at Canefields Clubhouse is free and for life.**

There are over 340 Clubhouses operating worldwide and upon membership you become a part of this worldwide community.

All participants in the Clubhouse are called members. Membership is open to any person over the age of 18 who experience a mental illness.

Members can spend as much or as little time as they want at the Clubhouse.

## **To become a member you are encouraged to:**

Come to the Clubhouse, meet members and staff, participate in the work ordered day and get to know what we are all about. Then fill out a personal membership form. This information will be kept confidential.

Once you have completed a membership form you automatically become a member and can enjoy all the facilities and services at the Clubhouse.





# What does Clubhouse offer?

Clubhouse provides a voluntary rehabilitation program for people who experience mental illness. Participants are called members, not patients or clients.

Canefields provides a safe, supportive, friendly environment where people are accepted as valued members of the community. Canefields relies on members talents, skills and strengths in order to function.

**A RIGHT TO A PLACE TO BELONG**  
**A RIGHT TO MEANINGFUL WORK**  
**A RIGHT TO MEANINGFUL RELATIONSHIPS**  
**A RIGHT TO A PLACE TO RETURN TO**



## Employment and Education Unit

- The employment and education unit provides members with support to rejoin the workforce or further education
- The unit assists with resume preparation, job applications interview skills or any other information or support members may require
- The unit also provides quality educational programs for Clubhouse members.

## Social Recreation

This is a great chance to socialise with new friends on outings such as :

- BBQ in the parks, sport days and other great outings  
the Clubhouse is always open to new ideas

We also have many other opportunities including in-house training such as computers training and first aid. Healthy lifestyle programs like lighten up, and reduce smoking, and aqua aerobics outside of the Clubhouse work ordered day. Please talk with members or staff to find out what is currently available.



# How does Clubhouse work?

Clubhouse is designed to mirror a normal work setting. Members and staff work side by side and share the responsibilities for all aspects of the Clubhouse operations. Clubhouse provides a work ordered day where members choose the unit they wish to participate in. Members are free to work in any unit or as many units as they want. Available work units include :

## **Administration and Reception Unit**

- Members have access to six computers as well as the internet
- Publish our bi-monthly newsletter
- Responsible for a range of clerical and reception duties including computer skills, newsletters, statistics, daily attendance, reports and photocopying.

## **Catering Unit**

- Plans menus and shopping lists
- Manage and shop to a budget
- Prepare and serve lunch daily
- Learn cooking techniques, kitchen technology and cleaning
- Basic maintenance of Clubhouse building



# Voluntary Participation

At Canefields members are encouraged to participate in the Work ordered day and take part in activities. Members are offered opportunities for self-help and mutual support and are encouraged to once again be in charge of their own lives.

Members choose their level of participation in the Work Ordered Day.

## **WHAT DO MEMBERS SAY ABOUT VOLUNTARY PARTICIPATION :**

- Extends your limits
- Helps keep the entire Clubhouse functioning.
- Learning new skills which can be transferred to the Workplace
- Build strong healthy relationships
- Have meaningful work to do though-out the day
- Build self confidence and self worth



# Our Day

At Canefields people learn by doing. Members gain valuable experiences and new skills that can then be used in the workplace for example, prepare the midday meal, writing the newsletter and completing reception duties. All of these skills and experience help prepare members for work in the community.

## Work Ordered Day

When you join you can choose a unit that you would like to work in. However, you always have the choice to work for another unit at any time. Each unit has a leader who is responsible for ensuring that members who wish to be involved in the unit have the opportunity to access those activities which interest them. Work in each unit is a shared experience with staff and members working together to perform all tasks, including maintenance and cleaning. You can also participate in transitional employment and education classes.



## Transitional Employment

Canefields members can have the chance to work in supervised paid work to regain confidence and self-esteem. With employment opportunities through the Clubhouse members have the chance to rebuild work skills and get up-to-date resumes in the process. Once members feel fully confident, they can then find themselves working towards getting a full time or part time job. For more information on this opportunity please talk to the employment unit

## Education

The Clubhouse has linkages with various educational agencies including Eagleby Learning Centre, TAFE, and local universities. The Clubhouse also offers in-house training and educational courses. In-house training is also run with the help of members with experience in these courses, such as computers. So even if you already know about the in-house training you can still get involved in helping assist those who are learning.

WE BELIEVE WORK  
HELPS TO KEEP YOU WELL

