



# Creative Empowerment Opportunities

“Empowering People for Success”



## **PROGRAM DESCRIPTION**

**9974 Dixie Hwy, Anchorville**

### **History**

Creative Employment Opportunities, Inc., DBA Creative Empowerment Opportunities (hereinafter referred to as CEO) was established on April 1<sup>st</sup>, 1993. We currently have 5 locations in Macomb County, St. Clair County, Oakland County and Wayne County to proudly serve Persons Served with intellectual disabilities and those in recovery from mental illness. We focus on the 12 Core Skill Development areas during the service day. CEO is a CARF accredited organization. CARF is the Commission for Accreditation of Rehabilitative Facilities. The mission of CARF is to promote the quality, value, and optimal outcomes of services through a consultative accreditation process and continuous improvement services that center on enhancing the lives of the persons served.

Our Mission... We believe that all people are entitled to respect, dignity, independence, community integration and the opportunity to make choices in their futures.

### **Person Served**

Our Vision... “Empowering People for Success”. Our services are delivered in a Person First environment, embracing the culture of “Gentle Teaching”. We provide care and support to Persons with intellectual disabilities and those in recovery from mental illness. Our support team follows each Persons Plan of Service to provide the necessary assistance and skills the Person is seeking. The Persons are encouraged to select meaningful goals to increase independence. We comply with the Home and Community Based Services and encourage community inclusion. The Persons Served has the opportunity to be a part of the monthly Person Served Advisory Committee that is run by and for the Persons we support. A daily visual calendar of activities is posted in each center for Persons to be knowledgeable about their daily activities and assist with transition. A Monthly Communication Record is sent home with the Person to share their progress and goals obtained throughout the month. A monthly calendar of activities is created and is posted on our website [www.creativeempowerment.org](http://www.creativeempowerment.org).

### **Employee Training**

Our support team is provided with many trainings that take place upon hire and annually. Before an employee is hired, we conduct background checks which include a criminal history, sex offence registry, driver’s license check and a Recipient Rights check. All new employees receive policy and procedure training, First Aid, CPR, Gentle Teaching and Non-violent Crisis Intervention prior to working with the Persons we serve. Employees will receive training through the Office of Recipient Rights and additional training through our funding agencies.

### **Safety Information**

A First Aid Station is at all CEO locations. The station will contain items needed to ensure Universal Precautions. The medication cabinet and all supplies necessary are kept in a locked cabinet. This is also the area for a Person to relax if not feeling well or exhibiting communicable illness. The Safety Data Sheets (SDS) will also be located at or near this station. All information, ingredients and precautions for all products used in the building will be found in the SDS book. Employees receive training on dispensing medications and providing basic first aid.

## Selecting Community Empowerment Service

Persons seeking services from CEO can start the process by receiving services from your local Community Health agency. The Community Health agency will assign a Support Coordinator to develop a Person Plan of Service with goals that are medically necessary. Upon selecting CEO services, a meeting with the Person Served and their support team will take place at the Community Empowerment service location selected. The Support Coordinator will then authorize the services that the Person will receive at the designated Community Empowerment Center. Once CEO receives the Authorization, a phone call will be made to the Persons home letting them know when they can start and the time of pick up if transportation is included in the Authorization. In the event the Authorization is denied, the Person may Private Pay for the service(s) they are seeking.

## Menu of Services

### **Community Empowerment Center –**

This program is for Persons Served who needs to improve adaptive skills. Services are provided in a classroom setting, with a structured lesson plan focusing on the 12 Core Skill Development areas. Skills addressed are Activities of Daily Living, Functional Academics, Social Skills, Recreational Skills, Relaxation, Communication, Horticulture, Technology, Sensory Integration, Pre-Vocational Skills, Vocational Skills and Physical Health. Persons interested in gaining employment skills can focus on work preparatory, aimed at preparing for paid or unpaid employment, not job task-oriented. They will work on specific areas that the Person may need additional support. Essential barriers to future employment are addressed and abilities strengthened.

**Enhanced Staffing** – May be available once the need has been established per the Person’s Plan of Service and the funding agency has approved the authorization. The Persons will then have an in-serviced Skill Building Instructor assigned to work only with them. The Person may select any one of the services offered. This service may also be authorized for community employment.

**Volunteering** – The Person’s receive Skill Building assistance in area’s defined in their Plan of Service. This service will benefit Persons who might need improvement in areas of; self-help, socialization. This is an opportunity for the Persons to “give back” to the community by providing an unpaid work experience to develop key skills needed for employment. An agreement will be made with the establishments prior to beginning volunteering. Volunteer sites are located in the communities near the CEO locations and are considered acceptable by the Department of Labor.

**Greater Community Empowerment Services** – Providing integrated community experiences to reinforce skills that are not job task-oriented. Some concepts learned may consist of improving safety skills, task completion, problem solving, money management, communication, mobility, etc.

**Supported Employment Program** – Our Job Development Team work directly with Michigan Rehabilitation Services and Persons who have demonstrated sufficient adaptive and vocational skills that are interested in community employment. Once an assessment has been completed with the Person and an employment site has been established an authorization approval is needed by the funding agency for the Person to be provided a Skill Building Instructor to assist with specific job training and emotional support, also to act as a liaison between the Persons Served, Coworkers, and Management. Instructors will ensure all workplace rules are known, understood, and followed; and monitor for any safety concerns.

**Micro-Enterprise Opportunities-** This program is designed for Persons who have demonstrated good work skills and have developed an idea for a small business that they can operate independently. These Persons develop a business plan (with the assistance of staff), run the business, and receive compensation from business profits. Some examples of current micro-business projects are; Selling crafts and other products made by Persons Served, selling pop and/or snacks, horticulture – growing and selling fruits & vegetables etc. Participants are encouraged to be as independent in their self-employment as possible, but are given staff support as needed.

**Transportation** – CEO provides primary and/or secondary transportation at most facilities. Primary transportation is designed to transport Persons between their homes and their selected service sites. Secondary transportation is that which transports Persons from a CEO Service site to a job site, or community activity and back to CEO. Transportation is provided in well-maintained vehicles. Each vehicle in the fleet is clearly marked on the back door with CEO LOGO and phone number. Transportation is an additional service that can be addressed during the intake process.

**Program Information**

**Empowerment Center Name:** CEO Anchorville

**Program Supervisor:** Kimberly Atwood

**Address:** 9974 Dixie Hwy **City:** Anchorville

**State:** MI **Zip:** 48004

**Phone:** 586-716-9920

SERVICE	YES	NO	DESCRIPTION OF SERVICE
Transportation: Ambulatory	X		This location has four 15 passenger vans for transportation to and from the Empowerment Center and community activities
Transportation: Non-Ambulatory	X		This location has 1 wheelchair van which holds up to 4 Wheelchairs and 4 passengers for transportation to and from the Empowerment Center and community activities
Community Empowerment Academy	X		At this center, Persons have an opportunity to participate in the Empowerment Academy. This is a 12 week course that offers 5 different classes the Person may sign up for. The academy meets each week and the Person receives a certificate of completion after completing the course. An example of the academy courses are; fishing, arts & crafts, games, bowling, dancing, the courses change each semester.
Community Integration	X		Volunteering, Employment, Skill Development
Skill Building Classrooms	X		This location has 3 Classrooms. Classroom 1 is a skill building class which works on all sorts of activities such as Math, numbers, Exercise skills, phone skills and etc. Classroom 2 is a work skill class which works on resumes, Janitorial work, and money skills. Classroom 3 is a low functioning class which works on numbers, colors, motor skills, helps with feeding and changing.
Micro-Business/Contract Work	X		These centers offer various contract work and micro business for the Persons to own and operate in order to generate an income and paid work must be written and approved in the Persons Plan of Service. Some of the business includes Blue Water Shoppers, 7-11, Janitorial work and Van Washing.
Visual Communication	X		There is a community classroom which displays a visual board with the daily calendar of events. This board has a picture of each Person going out into the community, which group they are assigned to and which activity they will be doing. The board also displays a picture of the assigned staff member for each group.
Gym		X	
Library	X		At this location we have the 2 Book shelves in classroom 2 that carry books and magazines
Social Recreation Center	X		There is a Social Recreation Center with an air hockey table, Piano and fozze ball table. These activities provide a teambuilding experience and healthy competition.
Computer Lab	X		At this location we have a few computers in classroom 2 to help practice typing up resumes for future employment
Exercise Center	X		An exercise room contains a variety of different low impact equipment for the Persons to use. The Skill Building Instructors will assist the Persons while explaining the importance of health and fitness.
Art Center		X	
Relaxation Center		X	
Kitchen	X		The lower level has a full working kitchen. Persons are taught how to make healthy meals. This is a "hands on" experience for Persons wishing to learn about cooking, eating healthy and maintaining cleanliness.
Horticultural	X		For a horticulture experience, this location has a few fruit trees and two raised garden beds for Persons to grow, maintain and harvest various vegetables and flowers.
Green Space	X		This center has a nice big front yard which offers shade under the tree, has 2 picnic tables, a memorial bench and patio table to view nature and conduct outside activities.
Pet Therapy		X	
Wheelchair Accessible	X		This location has wheelchair accessible entrances, classrooms, bathrooms.
Personal Care	X		This location has 1 changing bed in classroom 3 and a handicap bathroom to do more personal care
Enhanced Staffing	X		This location offers services for Persons with Intellectual Disabilities, those recovering from Mental Illness, Autism Spectrum and Persons requiring Enhanced Staffing.

## Map to the CEO Anchorville Location

9974 Dixie Hwy.

Anchorville, MI 48004

Phone: (586)716-9920 FAX: (586)716-9928

Program Supervisor: Kim Atwood

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



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## Anchorville Community Empowerment Center Description

Revised 8/3/23, 7/22, 6/18

Creative Employment Opportunities, Inc. DBA Creative Empowerment Opportunities a Michigan non-profit service corporation and an equal opportunity, at-will employer.



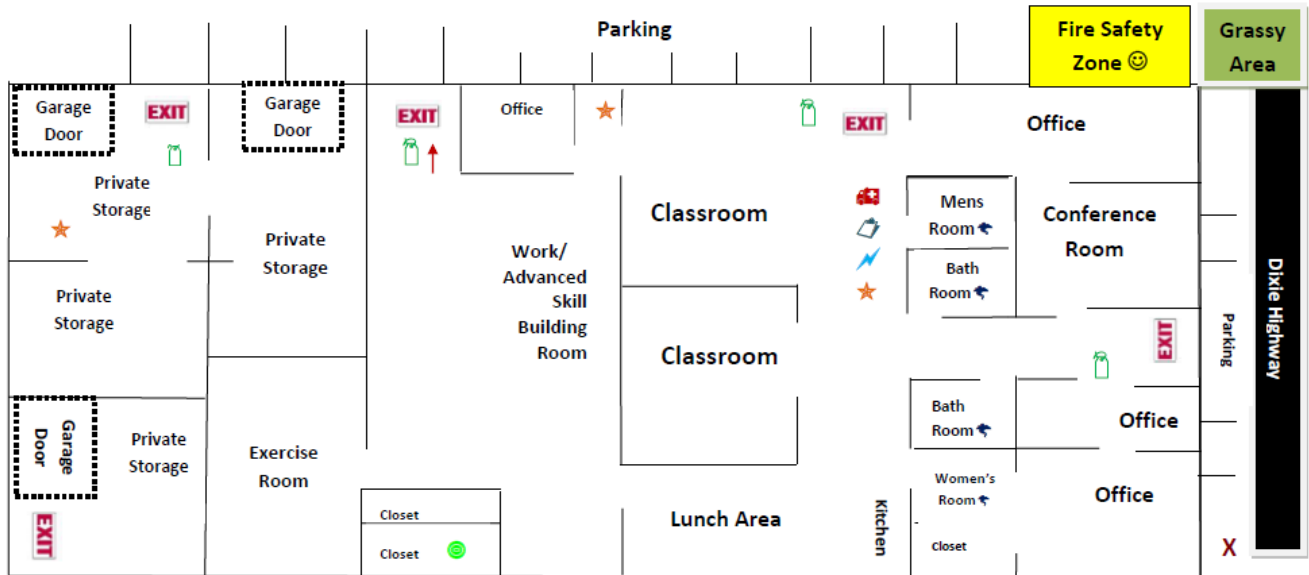
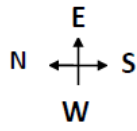
# CEO ANCHORVILLE



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(586) 716-9920



- Key: X=Gas Shut off   ●=Electrical Shut off   💧=Water Shut Off   🚑=First Aid Station   ★=Infection Control Station  
 🗑️=Emergency Disaster Kit   🧯=Fire Extinguisher   🌀=Tornado Area   📄=Material Safety Data Sheets