

## About Community Services Group

Since 1972 Community Services Group (CSG) has been dedicated to providing quality, community-based mental health and intellectual and developmental disability services throughout Central and Northeastern Pennsylvania. With nearly 1,800 employees, CSG has developed a spectrum of specialized programs to meet the needs of the individuals we serve.

Our programs and services include adult mental health, intellectual and developmental disability, children's mental health and autism services. We believe that these services, in conjunction with a caring, dignified setting, promote growth and provide opportunities for the individuals in our programs to reach their full potential.

We are committed to and take pride in providing services which empower individuals and promote independence and wellness.



Susan C. Blue, President/CEO

CSG is the preferred choice for individuals and referral sources because of CSG's network of comprehensive mental health, intellectual and developmental disability (IDD), and children services and its commitment to empowering individuals and promoting independence and wellness.



COMMUNITY  
SERVICES GROUP

*A Network of Services. A World of Possibilities.*

### Tempo Clubhouse A CSG program

Grandview Plaza  
790 New Holland Avenue  
Lancaster, PA 17602

Voice: (717) 392-2300  
Fax: (717) 399-3459

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

## Tempo Clubhouse

A CSG Program



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SERVICES GROUP

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## Tempo Clubhouse

### *More than 30 years of quality and service*

Tempo was founded as a vocational rehabilitation program in 1983. The vocational program transitioned into a clubhouse in July of 1998, following standards published by the International Center for Clubhouse Development. Tempo is designed to offer individuals the opportunity, in a gradual and supportive manner, to return to competitive employment. Members can participate in various work units, learning skills and gaining experience, confidence, and knowledge. Throughout the work-ordered day, members learn skills useful in finding and maintaining employment within a supportive environment.

Tempo Clubhouse follows the 36 standards published by the International Center for Clubhouse Development. Clubhouse members and staff work side by side to keep the Clubhouse running. Everyone in the Clubhouse is equal and there is a strong sense of ownership by the members. The Clubhouse guarantees all members the following rights: a right to a place to come; a right to meaningful work; a right to meaningful relationships; a right to a place to return. Membership to Tempo Clubhouse is a lifetime privilege, and it is the member's choice as to how long they will utilize the various opportunities within the Clubhouse.

### **Civil Rights Compliance**

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you, as an individual in this facility, have the right: to be provided services at this facility and to be referred for services at other facilities in a nondiscriminatory manner, without regard to, race, color, religion, creed, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, Limited English Proficiency (LEP), ancestry, and disability.

Program services shall be made accessible to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

## Work-Ordered Day

Tempo Clubhouse is divided into two work units: The Kitchen Unit and The Clerical Unit. Each plays a role in the function and maintenance of the entire Clubhouse.

The Clerical Unit offers members the chance to learn or improve on their skills in the following areas: Receptionist duties, billing, data input, outreach, tours, filing, copying, typing, research, statistics and survey tracking, graphic arts and other necessary projects.

The Kitchen Unit offers members the opportunity to build or improve on their skills while working in Tempo's kitchen food shopping, preparing meals, budgeting, operating the cash register, bookkeeping, etc. The Kitchen also oversees the operation of Pot of Gold, Tempo's thrift shop, where members work to process donations, price and upkeep clothing and other items, maintain the store and wait on customers. Other responsibilities of this unit include fundraising, maintaining the dining areas and rest rooms, taking care of the large variety of clubhouse plants, and many other tasks.

## Employment

The clubhouse assists members in their work towards competitive employment by helping to complete applications, write resumes, develop interview skills, etc. The resources to maintain employment are offered through transitional employment, supported employment and independent employment, depending on the needs and wants of the member.

## Insurance and Fees

Funding is provided through the local MH/MR/EI office and by contracts with the Office of Vocational Rehabilitation (OVR).

## Referrals and Information

For more information, call 717.392.2300

## Our Location

Tempo Clubhouse is conveniently located in Lancaster at:

Grandview Plaza  
790 New Holland Avenue  
Lancaster, PA 17602  
717.392.2300



## Hours of Operation

Tempo Clubhouse operates  
Monday, 8:00 am – 4:30 pm  
Tuesday, 8:00 am – 4:30 pm  
Wednesday, 8:00 am – 4:30 pm  
Thursday, 8:00 am – 4:30 pm  
Friday, 8:00 am – 4:00 pm

