



WICM

Winnipeg Inner City Missions
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Anishinabe Place of Hope
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First Steps to Employment
Project Coordinator
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First Steps to Employment Project

Is a program designed to support single adults while they develop positive employment skills.

Who Qualifies?

Adults between the ages of 30-50 who:

- Agree to live alone. This is a single's building and participants are allowed a maximum of 5 overnight visits per month
- Agree to volunteer a minimum of 3 hours per week within our Centers
- Agree to obtain employment in the future
- Agree to participate in counseling

Anishinabe Place of Hope

Those accepted into the First Steps to Employment Project have the opportunity to live in our safe, clean, sober apartment building.

We are not a social housing building!

What if you have addiction issues?

People with an addiction are welcomed to participate in the First Steps to Employment Project only if:

- They have been clean and/or sober for a minimum of 1 year which does not include incarcerated time
- They have an assessment from participating in an addictions program
- They have a letter of reference from an addiction facility and from an AA, NA, or CA group which they have been attending on a regular basis, and agree to continue with this support

We are not a treatment centre!

We have 19 single furnished apartments available for Project participants. Rent is \$739. Utilities are included. There is a phone service for \$25 a month and laundry is \$12. These costs are covered with participation in the program. Cable/internet is extra.

You must be referred to the program by a worker or agency who knows you such as:

- EIA
- AFM
- Salvation Army
- Pritchard House
- Ma Mawi
- New Directions etc

Place of Hope is:

- Prescription drug abuse free - Illegal drug free
- Smoke-free - Gambling-free – Solvent free
- Alcohol free

First Steps to Employment Project Fact Sheet

Participants :

- are between 30 and 50 years of age
- are able to stay with us for up to 3 years
- must be able to live independently
- must manage their addiction if one exists
- must be respectful to staff, the building, their apartment, each other, and community members in our drop in at all times
- must understand that this project is new and has never been done before in Canada
- must sign papers before they come in stating that they understand and agree with the project and its requirements
- must take part in all aspects of the project, or face eviction
- must work a minimum of 3 hours per week as per a work schedule at Place of Hope
- are paid \$37 per month if all the work has been done properly. The money is not given to participants. It is used to cover the costs of phone and laundry services.
- must each work through a First Steps binder that looks at employment barriers, education levels, interests, skills etc to develop a plan for their future
- must seek personal counseling to deal with barriers or any issues that have caused interference in finding and obtaining employment

Explanations:

- We are not a treatment facility although we will demand a drug test upon suspicion.
- We are not social housing. The building is maintained by the residents as per the work schedule.
- Participation in the project means checking the work schedule, showing up on time and doing the work to staffs satisfaction, letting staff know if there is a conflict with the schedule before the day they are scheduled to work, keeping staff informed of work/school schedules, taking care of any health or emotional issues that would hinder full time employment, making appointments to work through their binders, helping to make Place of Hope look tidy, attend resident/staff meeting when scheduled, and learn to live in the community in a healthy way
- We will evict for the following reasons: smoking in the building, any use of alcohol/drugs within the residents side of the building (resident or visitor), not fully participating in the project, failure to comply with the rules of APOH, failure to pay rent or getting behind in rent because the work was not done, disrespect of staff, other residents or the building

Anishinabe Place of Hope Rules

Safety Rules:

- No smoking in the building.
- No violence – verbal or physical
- No alcohol, drugs, solvents or abuse of prescription drugs by you or your guests. If you see someone in the building drunk or high or smelling of alcohol you must call the emergency staff number.
- All visitors must be signed in when they come in and out when they leave and must always be accompanied by a resident. Only residents must have a key.
- You cannot let anyone in the building or apartment area who is not there for you.

Respect Rules:

- Respect each other, the staff and the building at all times.
- Gossip (talking about someone when they are not present) will be confronted by staff.
- No visitors in the building from 11 pm to 8 am Sunday to Friday unless pre-arranged with staff.
- Noise carries in this wood-frame building so walk gently and limit noise after 11 pm.
- At night please hold all doors – staircase ones too – as they shut to limit noise.
- Laundry is to be done on the floor you live on, “he” soap only and not between 11 pm and 8 am.

Rules that keep costs and rent down:

- TV, radios and lights are to be turned off when you leave your apartment.
- If your window is open the air conditioner or heat must be off.
- The elevator is a high energy cost for WICM. Use the stairs whenever you can.
- Overnight visits are limited to 5 a month and staff must be notified.
- You cannot do your friends’ or family’s laundry at APOH.
- Church is not compulsory. Residents can have dinner or have coffee on Sundays only if they attend church or if they drive for us or assist with serving or clean up.
- The APOH kitchen including what is in the fridge and APOH kitchen and cleaning supplies are off limits. Each resident is responsible for buying their own cleaning supplies, toilet paper, food, milk etc. If you borrow a pot or dishes etc please return as soon as possible.

Admission Procedure for the First Steps to Employment Project at Anishinabe

Place of Hope

1. The candidate is given our info package and asked to read it carefully. The package includes information about our rules and expectations plus the Pre-assessment Tool. This is the referral form necessary to be filled in by an agency person who knows the candidate.
2. An interview is arranged between the candidate and the Social Work staff to establish whether or not the person is eligible for the Project.
3. An intake assessment is done with the Social Work staff when an apartment is coming available.
4. A completed assessment is put into the waiting list file to wait for an upcoming available apartment.
5. There may be a few people on the waiting list. When an apartment is coming available the Admissions Committee will meet and choose the right person for the Project and the building at that time. They may pick a second and third choice in case we are unable to get hold of the first person.
6. The person selected is called to see if they are still interested. We will try 2x to reach that person before calling the next person.



Pre-Assessment Tool for First Steps to Employment Program

(Agency Referral Form)

Client's Name: _____ Date: _____

Client's Address: _____ Client's Phone: _____

Agency Referring: _____

Agency ph #: _____

How long have you known client? _____

First Steps to Employment Program Requirements:

Is client between the ages of 30-50? Yes No

Is client willing to live alone? (Apts. are for singles only) Yes No

Is client willing to volunteer/work a minimum of 3 hours per week?

(The centre is maintained by the residents) Yes No

Is there, or was there, an addiction? Yes No

What kind? Alcohol ___ Drugs ___ Solvent ___ Cigarettes ___ (The facility is smoke-free)

Gambling ___ Prescription drugs ___

How long clean/sober? _____

Is client getting help with the addiction? Yes No

What kind of help?

Is client's goal to work? (full or part time eventually) Yes No

Is client on disability? Yes No

(If yes, client must have a form filled in by their doctor that they are able to work.)

Is client prepared to work through the Project requirements (binder work)? Yes No

(To help determine the barriers to successful employment)

Does the client have any criminal charges pending? Yes No

If so, please specify, _____

Comments?

Referred by: _____

Position: _____

What participation in the First Steps to Employment Project means

- Making appointments to work with Crystal through your First Steps binder
- Checking the work schedule
- Showing up on time for any scheduled work times or doing the work assigned on your own time
- Doing all work to staff satisfaction not just in a hurry to get it done
- Letting project Staff know if there is a conflict with the schedule before you are scheduled to work not the day of
- Helping to keep Place of Hope looking good and safe at all times
- Checking in with Project Staff from time to time if you are working or in school.
- Learning to live in APOH community in a healthy way
- Taking care of any health or emotional issues that would hinder full time employment
- Attending resident/staff meetings when scheduled

Reasons for Eviction

- Relapse into any addiction without informing staff immediately
- Smoking in the building.
- Drinking or doing drugs or misusing prescription drugs in APOH or allowing your guests to do so in the building.
- Gambling that affects ability to pay rent and Project participation
- Not fully participating in the First Steps to Employment Project. i.e. not meeting work requirements, not developing personal goals and plans, etc - see the previous page
- Failure to comply with APOH rules.
- Failure to pay rent
- Disrespect of staff, other residents or the building.