



## First Steps to Employment Project

### **Who We Are.**

The First Steps to Employment Project is for single adults ages 30-50 who are committed to change. We support adults as they achieve an overall increased wellness and reach life goals. Our program focuses on each individual's success while providing support in the development of positive life skills.

### **What We Do.**

With support from our social worker, participants of the program develop a positive work ethic, enhanced social skills for employment and improved self-confidence. To ensure accountability and success of our participants we offer transitional housing and require that every participant fulfill basic tasks while enrolled in the program.

- o Including:
  - -volunteer a minimum of 3 hours per week within the centre (ie: cleaning, maintenance work)
  - -Agree to focus on their overall wellbeing, with the goal of working independently in the future.
  - -Agree to participate in support services (ie: counselling, regular meetings with staff, WICM community events.)

We understand that many individuals may need to take many first steps before they can achieve a successful wellbeing.

### **What We Provide.**

Our program operates out of A Place of Hope, a 19-suite apartment building located at 415 Logan Avenue, downtown Winnipeg. at A Place of Hope we offer:

- A safe and secure living environment for people who are working to change their life circumstances.
- On/Off site Access to a social worker
- Supportive staff who understand that life can be challenging yet know that it can be turned around to be filled with success and wellness.
- Transitional housing for participants of the program.

## **What We Expect.**

As indicated upon acceptance, to be a part of the First Steps to Employment Project each participant must agree to follow the rules of the program. These rules include:

- -agreeing to participate in the services provided (ie: support services, WICM community events, basic chores)
- Agree to work on personal goals of employment and independent living
- Be willing to change and working towards a life of wellbeing

Note: If the participant is unwilling or neglects to follow the rule of the program, they may be asked to leave.

## **A Place of Hope: Facts & Rules**

We care about our residents and will take every precaution in ensuring they feel safe and welcome at A Place of Hope. If you ever feel unsafe, unaccepted or are having a tough time making rent or accessing food. Please speak to a staff member, as we are here to help in every way possible and are willing to make accommodations to suit each resident's specific needs.

### **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 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 are allowed a key.
- Do not let anyone into the building or apartment area who is not there for you.
- If you have concerns about your safety or the safety of another individual, notify a staff member **first**.

### **Respect Rules:**

- Make appointments to meet with the Social Worker regularly.
- 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 are allowed in the building from 11 pm to 8 am Sunday to Friday unless pre-arranged with staff.

- Be cautious as this is a wood-frame building and noise carries, please limit noise after 11 pm. This includes slamming doors, loud music, and visiting with guests.
- Laundry is to be done on the floor you live on. Please use **high efficiency (he) soap only** and refrain from using the machines between 10 pm and 8 am to limit noise.

### **Rules that keep costs and rents 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 turned off.
- The elevator is a high energy cost for WICM. In efforts to reduce costs, try to use the stairs whenever possible. Stairs are also great exercise!
- Overnight visits are limited to **5 visits per month**. All guests must be signed in upon arrival.
- You cannot do your friends' or family's laundry at A Place of Hope.
- Church is not compulsory. Residents are welcome to attend dinner or Sunday afternoon coffee only if they attend church services, volunteer to drive or assist in clean up.
- Items in the APOH kitchen are off limits to all residents. Residents are responsible for purchasing their own cleaning supplies, food, toilet paper etc. If a resident wishes to borrow an item (ie: pots, pans, bowls) from the kitchen, all items must be okayed by a staff member and returned as soon as possible.)

### **Resident Chores and Basic Duties:**

A Place of Hope is not social housing. The building is maintained by the residents as per an assigned chore schedule. As a part of the project's requirements each resident is expected to fulfill their duties as assigned.

- It is the resident's responsibility to check the chore schedule for their assigned task. A new chore schedule will be posted every week. **Note:** we are here to help! In order to avoid conflicts please notify staff of any conditions (ie: school, work, vacation, medical) that may interfere with their ability to work.
- Residents are required to complete their chores on time and to the satisfaction of the staff.
- Residents are required to maintain a clean apartment. A yearly inspection of apartments will be performed by staff members. Staff must be notified of any damages or required maintenance prior to inspection.

***Note:*** We can evict residents for smoking in the building, any use of alcohol/drugs (by resident or visitors), not fully participating in the project, failure to comply with the rules at A Place of Hope, failure to pay rent or getting behind in rent without making arrangements with a staff person and disrespect of staff, other residents or the building.

Please contact the First Steps to Employment Project Coordinator, Crystal McKeen with any questions or to find out more information at **204-942-8682 ext 223** or email **[crystalmckeen@wicm.ca](mailto:crystalmckeen@wicm.ca)**