

Transitional Housing Guest Guidelines

Transitional Housing refers to a supportive – yet temporary – type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support, life skills, and in some cases, education and training.

Oxford County Community Health Center's – Housing Stability Team operates the Transitional Housing program for adults 18+ within Oxford County (must be an Oxford County Resident). We have one program within Woodstock and one program within Tillsonburg. Within these programs, there is external Landlords who own the building in which the programs are run out of. When you enter the program, you can stay within the program up to 364 days. Rent is to be paid the 1st of every month, pay directs are put in place with OW and ODSP. If alternate ways of payment need to be coordinated, please explain to the team during intake. Within these homes the participant has to be able to complete the skills of independent living, cooking, cleaning (themselves and their space), scheduling and attending their own appointments, accessing their own groceries/personal items and capable of problem-solving skills to work through difficult situations. These homes are not accessible, the participant must be able to physically do stairs along with the above skills as support workers are not permitted on site, other then the Housing Support Worker. When participants are participating within the program, there is no curfew and it only asked to check in with the Housing Worker once a week.

This is not just a room rental; participants must be willing to:

- Participate in Life Skills programming
 - Agree to Guest Guidelines
 - Engage with Housing Workers
 - Have goals to achieve with supports
- Be open minded to other supports such as CMHA, ADSTV, CES etc.

COOPERATIVE LIVING

While residing at the transitional house, all participants will be treated with dignity and respect. **There is a zero-tolerance policy for discrimination of any kind** (race, sexuality, religion, appearance, occupation, capabilities, and other economic status). **Any discriminatory actions may result in immediate discharge from the program.** Cooperative living expectations are that all transitional housing workers and participants will be treated with respect and willing to resolve conflict when it arises.

Initial for agreement: Type Initials Here

TRANSITIONAL HOUSING WORKERS/ PROGRAM MEETING REQUIREMENTS

Your transitional housing worker is here to give you support while you reside in the transitional housing program. Their role is to help you set goals, achieve those goals and connect you to your community. Workers will monitor your progress and try to be available when you need assistance. The Housing Worker is on site Monday – Friday 830-430 (No one is onsite through the evening/nights and weekend. The Housing Worker is your main support to help you work through your goals while you are in the program. You are required to meet with the Housing Workers weekly to discuss your goals and progression through these steps. Workers will coach you wherever they can and help connect you with the most appropriate community resources and supports. **Failure to meet your worker at your designated times may result in a warning. After 3 consecutive missed meetings/warnings, the workers will be required to review your stay.**

TRANSITIONAL HOUSING WORKERS/ PROGRAM MEETING REQUIREMENTS CONT.

When communicating with the housing worker/team, by text, email or in person, you must be respectful. No discrimination or harassment will be tolerated and this may lead to immediate discharge. There is a chart within the home when to contact the House Worker during off site hours. It is an important part of the program to be able to live and complete daily tasks without connection with the Housing Worker.

Initial for agreement: Type Initials Here

CONFIDENTIALITY

The transitional housing workers of the OCCHC and partnering agencies work very hard to protect the confidentiality of all our participants. Please respect all participants confidentiality while staying at the transitional house. Do not let strangers or visitors know who is staying within the house at any given time or former participants whom have been discharged. If someone asks you if someone is here, please let the workers know. Confidentiality is still in effect when leaving the house and going into community.

Initial for agreement: Type Initials Here

LAUNDRY FACILITIES

Laundry facilities are available in the basement for free. The laundry facilities are for participants in the program only. We ask that you are respectful and mindful of the times you are doing laundry. No laundry after 11pm. Laundry days are assigned by room numbers. You can find these posted throughout the house.

Initial for agreement: Type Initials Here

FIRE SAFETY

Transitional housing workers will show you where the fire exits are. ***(Fire safety plan can be found in the common room at the front of the house)*** Be aware of all the fire exits. You must respond to any alarm whether you believe there is a fire or not. All participants will gather on the sidewalk down the street and will not return to the building until a member of the fire department or worker instructs you to do so. Workers will inform you if it is a false alarm. **If you are aware of any safety hazards throughout the house, please let your worker know so we can notify the landlord immediately. Candles and any other items that may be a fire safety risk are prohibited from in the house.**

Initial for agreement: Type Initials Here

BELONGINGS

We have limited storage space; therefore, we ask that you only bring what you need when moving in. Clothing, toiletries, personal items etc. For security reasons we cannot store any large amounts of cash or valuables for you. We advise you to **lock your room** at all times when not in your room as the OCCHC or landlord is not responsible for any lost or stolen items. If you are discharged or leave without notice and leave your belongings behind, we will store them for a maximum of 7 days only. After 7 days your belongings will be donated to the local thrift store. We ask that you PLEASE do not leave belongings behind we do not have the manpower to clean out units upon discharge.

Initial for agreement: Type Initials Here

CELLPHONES/WIFI

Cellphones are permitted in the house. Wi-fi is accessible and included in your rent. It is against the OCCHC Transitional Housing policy to take photos in the house or on the property due to confidentiality. (Other participants could unwillingly be in the background of photos etc.)

Initial for agreement: Type Initials Here

TELEVISION/COMPUTER

There are/is common space(s) for participants to utilize and watch TV. Please be mindful of other participants while using the TV and common spaces. Volume, time of day/night and please clean up after yourself. TV rooms are closed at 11pm. Please be mindful of the content viewed in common areas. The laptop (Huron House) set up in the common area is a shared space for all participants. Please limit your computer time to 1 hour at a time. Computer is closed at 11pm.

Initial for agreement: Type Initials Here

SMOKING

Smoking is not permitted in the building under any circumstances. You may smoke in the designated smoking area. There is a smoke butt disposal provided. Please respect the landlord's property and do not leave cigarette butts all over the ground. Smoking anywhere else on the property or in your room may result in immediate discharge. ***No Bongs to be used on property ***

Initial for agreement: Type Initials Here

PERSONAL HYGIENE

All participants are encouraged to shower or bathe daily. All participants are responsible to clean the tubs, showers, sinks, toilets once they are done using them. **WE DO NOT HAVE CLEANING STAFF**. We ask that you keep your hygiene supplies, and towels in your rooms as there is limited space in washrooms. We want all participants to enjoy a clean facility. Please do not flush personal care items down the toilets. Proper disposal of sanitary napkins, tampons, and diapers are necessary to prevent disease. Please be mindful of time of day you are showering.

Initial for agreement: Type Initials Here

SCENT FREE FACILITY

We request that you refrain from using strong fragrance items in your rooms such as air fresheners etc.

Initial for agreement: Type Initials Here

CHORES

Chores are to be completed daily. **ALL** house guests are required to be an active member in keeping the house clean and a positive space to live. Failure to participate in house chores will result in discharge. Within the home the housing worker can implement a chore chart, and assigned each person a weekly task to be responsible in addition to the daily expectations of cleaning up after making a meal, after using the washroom or common area space.

Initial for agreement: Type Initials Here

ROOM INSPECTIONS

Room inspections will be completed minimally bi-monthly to ensure rooms are tidy, free of food, pests, weapons and no damages. The room inspections are important as they will bring on coachable life skills moments by your workers. Notice will be given when these checks will be completed. We can enter your space if we have concerns of your safety or if we have not been able to connect with you.

Initial for agreement: Type Initials Here

WEAPONS/VIOLENCE

Any form of weapon found while in transitional housing will result in immediate discharge. Any acts of physical violence towards workers or other participants will result in immediate discharge. We ask that you refrain from bringing any weapons or illegal items into the house. If any dangerous items are found, it may result in immediate discharge from the program.

Initial for agreement: Type Initials Here

SUBSTANCE USE

We understand some participants may choose to use substances while residing in the transitional housing program. We ask that you do not use substances in the house or on the property. Please reach out to your worker to create a safety plan if you choose to use substances. All participants may be at different stages of their substance use and we do not want to risk triggering other participants. Please respect this policy for the safety of everyone in the house. **If you are found to be using substances, storing substances or paraphernalia, or selling substances at the transitional housing program it will result in immediate discharge.**

Initial for agreement: Type Initials Here

THEFT

Theft will not be tolerated. Stealing from workers, participants, the building or landlord will result in immediate discharge. Being respectful of the property and neighbours. Items within the home and property are not to be tampered with or changed without discussion with the House Support Worker. Sheds on property are not to be entered, housing workers are the only ones permitted into these areas. Being respectful of 'Staff Only' areas (whether or not they are lock or not, these areas are not to be entered).

Initial for agreement: Type Initials Here

FOOD

Let workers know of any allergies so we can create a plan to keep you the safest in the house with the communal kitchen. **All meals are to be eaten in the kitchen/dining area.** We ask that you refrain from bringing meals into the common areas and your rooms to avoid pests. Water is permitted in rooms only. **Kitchen is closed at 11pm.**

Initial for agreement: Type Initials Here

NO VISITORS POLICY

Due to the size of the home, along with respecting the privacy of those living in the home and neighbours, no visitor's policy is in effect. If you violate this policy, you could be putting everyone else who resides at the home at risk. If you are found to have visitors in the house or on the property, it may result in immediate discharge. It is understood that food deliveries, or people being pick up/ drop off for leaving the property is different then someone staying on site for an outdoor or indoor visit.

Initial for agreement: Type Initials Here

LIFESKILLS COACHING

As a participant of this program, you are required to participate in mandatory Life Skills coaching classes. Your case worker will ensure you have the appropriate schedule for these classes. *There is a posted Monthly schedule through out the home to show the scheduled classes and programs for that month. If you are unable to attend a session, please connect with the housing worker. (Cooking, Cleaning, Home Maintenance, Budgeting, Healthy Relationships, Safety and more!).* You Must Attend at minimum 1 session a month.

Initial for agreement: Type Initials Here

FURNITURE/DONATIONS

Furniture/Donations in common areas are not for participants. Please ask a worker before taking any of the donations/belongings throughout the house to your room. The items are put throughout the house for all participants to enjoy. The large furniture donations are for participants transitioning out into the community/ independent living after completing the program. Please ask before moving furniture in the house.

Initial for agreement: Type Initials Here

ROOMS

You are renting rooms – You will have a key for your space, it is asked you always keep your door locked, if you misplace your key, please do not go through your window. You will need to sleep on the couch until the Housing Worker returns to the home to unlock your room to get your key/ New key. Please do not hammer, drill or paint any walls without permission. Do not go into any other rooms empty or occupied and help yourself to any other items. If you need something please ask the Housing Stability Workers. Your belongings must always remain in your room We ask the you refrain from leaving personal items in common areas. There is to be no visiting in each others rooms, please use common areas and spaces around the home to visit and connect with your housemates.

Initial for agreement: Type Initials Here

ANIMALS/PETS

No Pets or Animals are allowed in the home or on the property. If you have a service animal, you must have the required documents and license provided to the program upon signing this document. If any guest is found to have an animal on the property, they will be discharged immediately

Initial for agreement: Type Initials Here

Video Surveillance

There is video surveillance onsite. Please be aware of your actions, if there are concerns these will be reviewed. If there are actions noticed that go against these guidelines immediate discharge can take place.

Initial for agreement: Type Initials Here

I voluntarily participate in the transitional supportive housing program for adults 18+ operated for my benefit by the Oxford County Community Health Centre and the Private Landlord and agree to abide by these rules/guidelines. I understand that the OCCHC Transitional Housing Program is a program and the OCCHC and Private Landlord intends for the living accommodation to be exempt from the Residential Tenancies Act (RTA) and fall under the Transitional Housing Act (THA). Within the Transitional Housing Act, if guidelines are not followed and respected you could be discharged immediately (given 1 hour to gather items) to leave the property.

Participant Name (Please Print)

Participant Signature

Date

Witness Signature

Date