**

*House of Hope Resident Handbook
706 Longmont Street
Gillette, WY 82716
307-682-3148
secondchancegillette.org*

*House of Hope*

***Mission Statement***

 *Our Mission is to walk alongside men and women recently released from incarceration and alcohol and substance abuse treatment and aftercare programs into our community. Our Mission is to provide re-entry assistance and support systems to help them rebuild their lives on the foundation of God’s Word.*

***Message from the House of Hope Program Director***

*My name is Jeannie Miller and I would like to personally welcome you to the House of Hope and assure you that while you are here, we will provide you with our best services. The House of Hope is a congregate transitional housing program for men recently released from incarceration or substance abuse treatment and aftercare programs.*

*Congregate transitional housing assistance is provided to men who face more severe challenges and barriers to identifying and securing permanent housing. Our ultimate goal is to move residents into permanent supportive housing as quickly as possible and provide time limited case management and wrap around supportive services to help them attain self-sufficiency.*

*Jeannie Miller*

*Second Chance Ministries, Director*

***Our Core Values:***

* *We possess a passionate Love for God.*
* *We value honesty, perseverance, courage, spiritual growth, and forgiveness based on biblical principles.*
* *We display courage in adversity.*
* *We are committed to integrity and accountability at all times.*
* *We will work to protect and enhance the dignity and self-respect of every person we serve.*
* *We will be part of the solution, not the problem.*

***Staff Members***

*Program Manager: The Program Manager will direct and supervise the House of Hope congregate transitional housing program. All residents are accountable to and will meet for, at least, one hour each week with the Program Manager to discuss their Program Plan, their progress, concerns and grievances.*

*Resident Monitor: The Resident Monitor will reside in the premises and will maintain a week night and weekend schedule. The resident Monitor will assist residents with any concerns, issues, and questions and ensure they abide by all Guidelines and Expectations as set forth in the Resident Handbook.*

***Guidelines and Expectations***

* *Residents will remain alcohol and drug free, participate in drug testing and permit their room to be searched for contraband.*
* *Residents will not attend or visit any event or location where alcohol or illegal drugs are present.*
* *Residents will voluntarily submit to a urinalysis test upon request of the staff due to reasonable suspicion, at the cost of the resident.*
* *Residents will not bring weapons, pets, alcohol, illegal drugs or drug paraphernalia onto the premises or into the house.*
* *Residents will not use tobacco products or any smoking devices in the house; this includes ALL forms of cigarettes, pipes, and vaping devices. Smoking/vaping is only allowed in the outside**designated smoking area.*
* *Residents will open a savings account and will make monthly deposits to their savings accounts in an amount determined by the resident and Program Manager.*
* *Residents must be up and out of bed by 8:00 AM every weekday unless their work schedule requires them to sleep during the day.*
* *Residents will notify the Program Manager or designee in advance of any late night activities.*
* *Curfew is 9:30 PM to 8:00 AM, except for approved passes. Lights out is at 11:00 PM except for work schedules.*
* *Residents agree to allow staff to perform curfew check of their room.*
* *Residents will maintain good grooming and personal hygiene habits.*
* *Residents will keep living space clean and participate in cleaning the facility on a daily basis.*
* *Residents will treat peers and staff members with respect.*
* *Each resident will participate in Second Chance Ministries activities and weekly in-house meetings and training programs.*
* *Residents will submit to the Program Manager a weekly schedule of their activities, on Sunday evenings.*
* *Residents will inform staff members of their daily plans, use their personal sign-out sheet prior leaving the premises; residents will specify where they are going and a telephone number where they can be reached while off site.*
* *Weekend passes/furloughs will be given to residents on an individual basis, will be intended for family visits, and must be approved by the Program Manager at least 24 hours in advance.*
* *Residents will notify the Program Manager in advance of all employment, education and out of town travel schedules.*
* *No single guest will constantly be present. Guests may only visit residents in public areas of the facility on the main floor, cannot stay overnight and must depart by 9:00 PM Sunday through Thursday and 10:00 PM Friday and Saturday. Any guest may be asked to leave by the staff.*
* *Residents will use ear buds for all electronic devices which are subject to scanning for inappropriate material.*
* *Residents are encouraged to attend the Tuesday, evening “Growth Group” and Sunday & Thursday evening “Life Recovery Group” along with a “Christ Centered” Church and Friday night “Celebrate Recovery” held at the First Assembly of God Church.*
* *Residents will help develop a weekly “menu” for the evening meals and each resident will be expected to cook one of the evening meals each week.*
* *Residents who own a vehicle will provide the Program Manager with a copy of their driver’s license, vehicle registration and proof of insurance.*
* *There will be no physical violence, threats, emotional abuse, stealing or foul language. Disruptive behavior that disturbs the harmony of the facility may lead to resident(s) being discharged.*
* *Destruction of the facility or anyone’s personal property will be subject to damage restitution.*
* *As a resident I understand and agree that this document and these Guidelines and Expectations may be amended and changed at any time by the House of Hope. If they are changed, the Resident will be provided a copy of the new document and Guidelines and Expectations.*

***Confidentiality***

***Resident Confidentiality****: Residents of the House of Hope have a responsibility to maintain strict confidentiality of other residents in the program and information shared between residents and within the various program groups.*

***Staff Confidentiality****: The House of hope staff will respect the privacy of the residents and hold in confidence all information regarding residents. Confidentiality may be broken without resident consent in situations in which there is suspicion of criminal activity, those named in signed release of information documents, the safety of the resident or other individuals are at risk, child or elderly abuse is suspected, or other compelling professional reasons exists.*

***Resident Conflict Resolution***

*Violation of these “Guidelines and Expectations” or other forms of contrary behavior may be cause for discharge from the House of Hope. Residents are expected to use the following guidelines to resolve conflicts with other residents:*

* *A resident having difficulties with another resident will first discuss the problem or issue with the other resident.*
* *If the two residents cannot resolve their conflict, they will meet with the Program Manager.*
* *If the Program Manager cannot resolve the conflict and the conflict is disruptive the offending resident maybe discharged.*
* *A discharged resident(s) may appeal the discharge action by notifying the Program Manager in writing or verbally within 72 hours of the discharge action. The discharged resident’s appeal will be reviewed by a committee of the Board of Directors and their decision will be final.*

***Resident Grievance***

*Residents are encouraged to speak with the Program Manager if they have a grievance in regards to the program, facility or disciplinary actions. If the resident is dissatisfied after discussing his grievance with the Program Manager, he may file a written grievance with the Board of Directors. A committee appointed by the Board of Directors will meet with the resident and render its decision, which is final.*

***Discipline and Discharge***

*Outlined below are the rule infractions that will result*

*in a resident being immediately discharged from the House of Hope:*

* *Non-compliance: In the event a resident is out of compliance with their “Program Plan” or other provisions of the “Resident Handbook” the first consequence will be a “Verbal Warning”. If this proves to be ineffective a “Written Warning” will then be issued to the resident.*

*If the resident continues to be non-compliant he will be discharged from the House of Hope, and Probation and Parole will be notified.*

* *Physical aggression or threat of harm to another person.*
* *Sexual harassment or sexual conduct including, but not limited to kissing and touching.*
* *Possession of weapons, drugs, drug paraphernalia or alcohol on person or found in their possession during search.*
* *Dispensing or sharing of prescribed medication with another resident.*
* *Drug or alcohol consumption while being a resident at the House of Hope.*
* *Violation of the confidentiality rules.*
* *Leave without Notice: If the resident leaves the premises/program without appropriate notification, the Program Manager may discharge the resident after a seventy two hour period of time.*
* *If a resident becomes re-incarcerated while residing at the House of Hope, the Executive Director and the Program Director will evaluate the situation. The two directors will determine if the resident will be retained during the period of incarceration and hold the residents bed up to forty-five (45) days or discharge the resident and offer the bed to another candidate. If the resident is not retained, his property will be released to those he has named, or disposed of if no one is named.*

***Case Management Services***

*Case management services are time limited and specifically focused on stabilizing residents in our transitional congregate housing and the eventual acquisition of and sustainment of permanent housing.*

*Case management includes:*

* *An assessment of each resident’s financial resources and their level of self-sufficiency.*
* *Developing resident’s life and program goals and strategies.*
* *Assessment of housing, resources and support services to help residents overcome barriers to acquiring and maintaining permanent housing.*
* *Ensuring residents have access to resources related to health care, mental health services, substance abuse treatment and aftercare programs.*
* *An assessment and identification of each resident’s life skills and financial literacy deficiencies and creation of a training/development program.*
* *Development of a personalized “Program Plan”.*

***Employment Services***

*The Employment Services program includes resident access to career counseling, employer outreach, and job placement and retention services throughout Campbell County.  Services include:*

* *Coaching residents in interview techniques and role playing*
* *Assist residents in the preparation of their resumes and cover letters.*
* *Assist residents with their job search by providing access to a telephone and computer.*
* *Provide transportation or financial assistance for a tank of gas for their vehicle to job interviews.*
* *Employment verification.*
* *Provide residents with financial assistance on an as needed basis for urinalysis tests, Addiction Severity Index Assessment, and other pre-employment requirements.*
* *Provide work clothes including coveralls, steel toed boots, gloves and shirts.*
* *In-kind support including donated personal clothing and hygiene supplies.*
* *Financial assistance for Mine Safety and Health Administration (MSHA) testing and other pre-employment training programs.*

***Employment, Attending College, and Job Searching***

*House Of Hope residents are required to job search, work, perform community service, or attend college a minimum of 30 hours per week. For example, someone attending college and enrolled in 12 credit hours would be required to job search or work a minimum of 18 hours per week. The time required for homework assignments does not count toward the 30 hours. This policy aligns with Adult Treatment Court of Campbell County, and with Wyoming Probation and Parole’s Intensive Supervised Probation.*

***Fees and Reimbursements***

***Fees:*** *There is a mandatory, minimum $100 per month house fee for all residents. Upon securing employment, residents will then pay house fees of 25% of their take home pay plus $50 for food; not to exceed $550. Any employed resident who is unable to pay the house fees, or who fails to pay by the last day of the month will be required to attend the next board meeting and discuss their reasoning for not paying with the board of directors. The resident will be required to present receipts and pay stubs for explanation of expenditures and income.*

*For those attending college, grants are considered income, loans are not considered income. After tuition is paid, 10% of the net amount of your grant is to be paid toward house fees.*

***Reimbursements:*** *Residents will reimburse Second Chance Ministries for the cost of work clothing, tools and Walmart gift cards, cash advances for vehicle fuel, insurance and repairs, permanent housing financial assistance and financial assistance for MSHA and other pre-employment tests and to obtain personal legal documentation. Repayment terms and conditions will be negotiated between the resident and the Program Manager.*

*It is very important residents repay/reimburse Second Chance Ministries to enable it to use the funds to assist other residents and men and women recently released from incarceration, alcohol and substance abuse treatment and aftercare programs.*

***Telephone Use***

*The telephone policy ensures reasonable rules and procedures governing the use of the house-phone by residents in the least restrictive manner. The house-phone is located in the residents’ day room and maybe used between the hours of 8:00 AM and 9:00 PM unless it is an emergency. Calls will be limited to 30 minutes. The house phone will be used for employment, appointment or personal calls.*

*Residents may have their own cell phones. Cell phones may not be used or on during training programs, resident meetings and groups.*

***Computer Use***

*A computer with internet accessibility is available for resident use in the small office on the second floor next to the stairs. The computer maybe used between the hours of 8 AM and 9 PM daily. Each resident is restricted to computer sessions of no more than 90 minutes. The computer will be used for employment purposes only and will be scanned periodically for inappropriate material.*

***Laundry***

*A clothes washer and dryer are available to residents to wash and dry their personal and work clothes, towels and wash cloths, and linens and bedding.*

*The laundry facilities may be used between the hours of 8 AM and 8 PM daily. If you have a partial load of laundry please see if the Program Manager has any house laundry or another resident who has laundry so that the washer has a full load.*

***Transportation***

*Van transportation is available to all residents for travel to approved appointments (medical, mental health, parole and probation), shopping, and employment interviews and to obtain personal legal documentation. Limited financial assistance for vehicle fuel and limited vehicle repairs (if necessary) is available to assist residents with transportation to employment interviews. A transportation schedule will be maintained to enable residents to schedule transportation in advance in order to meet the needs of the resident and to ensure staff is available to drive the Van. Transportation services include transportation to medical appointments, mental health services and programs, job interviews, documentation assistance, housing placement, purchase food and to attend Church services.*

***Documentation Assistance***

*The House of Hope program provides documentation assistance to its residents. Documentation assistance includes obtaining, replacing and renewing personal documentation, including Social Security, Wyoming*

*Driver’s License, birth certificate and Wyoming state identification card.*

***In-House Groups and Programs***

*The House of Hope provides in-house educational and training programs to assist residents in acquiring the skills and knowledge to help them attain self-sufficiency. In-house programs will include life skills training, financial literacy (budgeting, banking services, credit cards, and credit reports), nutritional training, and situation management programs (Anger Management, Thinking for a Change and Conflict Resolution) for a nominal fee. The programs and groups are mandatory and will be included in each resident’s “Program Plan”.*

***Permanent Housing Placement and Assistance***

*Permanent housing placement and assistance includes identifying housing needs, preferences and locations; assisting residents with lease negotiations; providing financial assistance with housing subsidies required to help our residents secure/ obtain permanent housing. Financial resources are available to residents to pay shadow subsidies, first and last month’s rent, move-in costs, utility deposits, rental assistance; and assistance in overcoming housing barriers (poor credit history or debt, prior eviction, and criminal history).*

***Responsibility and Indemnity***

*House of Hope and Second Chance Ministries shall not be responsible for any loss, property damage, personal injury or death as to any person, including the resident, arising out of the condition of the premises, negligence, intentional tort, and breach of contract or other cause of action. Resident releases Second Chance Ministries from any claim and cause of action for property damage, personal injury, or death caused by any negligent act or omission of Second Chance Ministries, its employees, directors or agents. Further, the Resident agrees to indemnify House of Hope and Second Chance Ministries against any loss occasioned by resident’s use or occupancy of the premises from any cause, including damages, punitive damages, costs, attorney fees and litigation expenses incurred by Second Chance Ministries.*

 *revised 1-17-18 jm*