

ASSISTANCE TO PROGRAM CLIENTS AND TRANSIENTS

Effective March 13, 2001

All staff and volunteers are to please adhere to the following policy reminder when dealing with our clients.

1. Clients have volunteered to submit themselves to the Phase I or Phase II programs established, operated and monitored from the Men's Shelter. They have agreed to submit themselves to the immediate oversight of the Residence Director, with the assistance of the Ministry Chaplain, in regards to their spiritual, emotional, mental and material needs. This means that they look to these staff people, only, for guidance, recommendations and permission in all areas of their program while residing at our Rescue Mission.
2. While in their initial 12 week Phase I program, these clients are not to be directly offered any material assistance or help of any kind. Clients in Phase I must complete their programs without your assistance and within the strict guidelines established by this Mission and agreed to by the client. If clients approach you with any request for anything, you are to turn down the request and notify the Residence Director of such a request, so that corrective steps can be taken with the client as needed.
3. Clients in Phase II still require permission to be off site when not working. They are required to get permission to accept or change jobs, visit family or friends and be off site at church or other activities. Any assistance you wish to provide Phase II clients must first be approved by the Residence Director. This will ensure clients are maintaining their program agreement and moving in the direction they have communicated to the Residence Director.
4. Any desire you have to assist clients must first be communicated to the Residence Director. It is his responsibility to determine the client's need and whether your assistance will be beneficial to the client.
5. Assistance that relates to this memo is to be broad enough to cover everything. Examples include: jobs, visits to your home, housing, money, food, clothing, advise, etc.
6. The purpose of these policies is to maintain a healthy environment in which the client can make wise, responsible and personally healthy decisions as they move from our Mission toward independent living and self-sufficiency.

Initials

Date