

CANEFIELDS CLUBHOUSE HOUSING

NOW OPEN!

TERMS & CONDITIONS

Terms and Conditions.

Canefields Clubhouse is a rehabilitation program for people with mental illness.

As part of this program Canefields Clubhouse strives to provide decent, safe and affordable housing for its members as a right of Clubhouse membership.

Canefields Clubhouse owns and manages its own house, Prestige House, a transitional housing opportunity available for existing and potential members of Clubhouse.

Entry into Prestige house is dependent on a successful application and screening process.

Prestige House has 3 permanent rooms & 1 short term room. Accommodation in our short term room means approved tenants can stay for up to 6 weeks only whilst looking for more permanent accommodation. Terms & conditions apply.

We have created this introduction and information document for anyone interested in living in Prestige House. Take your time to look through this information at your leisure; our staff will be available to sit with you and talk over any questions you have.

Rights and Responsibilities when sharing with others

A calm living environment is necessary for effective rehabilitation; when people move out and someone else moves in the dynamic of the household changes. A major part of your commitment to the housing program is to ensure everyone feels welcomed, safe, secure and respected to help achieve this calm environment. Any private assets are just that; don't assume that you can use other people's property without asking for their permission.

House Meetings

Meetings are held Wednesday mornings at 10.30am.

Attendance at the weekly house meeting is compulsory. We encourage all Prestige House tenants to actively participate in the house meeting which is an opportunity to discuss with your fellow housemates the sharing of household chores, as well as matters relating to issues such as the privacy of ones own space, shopping, budgeting etc. Meetings are held Wednesday mornings at 10.30am.

Attendance/participation in the Clubhouse

Tenants of Prestige House are expected to attend Canefields Clubhouse at least one day a week. Clubhouse is open between 8am and 4.30pm Monday to Friday and there are also social recreation activities on weekends and evenings.

The staff of the clubhouse manage its resources enabling members to discover and engage with opportunities in society including:

- Provide support to access employment opportunities, supported and independent employment
- to advance education opportunities
- provide support to members to acquire and maintain safe, decent dignified housing
- assisting members to obtain entitlement benefits, psychiatric and medical treatment and in utilizing other community resources as needed
- provide transport to and from clubhouse and to appointments
- provide advocacy to members
- work collaboratively with other organisations to provide services

Finance

Living within your means and being able to manage your own finances is very important in achieving your goals.

Your rent and electricity and water expenses will be automatically deducted through Centrepay via Centrelink as part of your fortnightly rent payment.

There is a Prestige House 'kitty' that all tenants contributed \$10 a fortnight. This money covers the gas expenses as well as the shared household cleaning products. Any other bills you may have are your responsibility. If you find it difficult to manage your money a staff member in the clubhouse will be happy to assist you in creating a budget.

It is a Canefields Clubhouse policy that we encourage members not to lend or borrow money or cigarettes to/from other members.

Food

You will pay for your own groceries and do your own shopping for all your personal needs.

If others decide to buy extra food for their individual use, then you must make sure to not eat other people's food. Food that is purchased by individuals and stored in the kitchen is private property of the owner, and we ask that you respect each other and don't eat food that isn't yours.

Everyone is most welcome to cook a meal, please be responsible to clean the kitchen as soon as possible so that others can have access to the kitchen should they wish to also cook.

We ask that any mess in shared space is cleaned up.

Keys

Each person living in Prestige House has their own lockable bedroom. A copy of this key is kept at the Clubhouse. All other front and back door key will also be provided for access. Canefields staff will not enter your room unless you have given approval or there is an emergency.

Cleanliness and personal hygiene

Keeping ourselves and our surroundings neat and tidy is an essential part for your recovery and other people's comfort.

Private Space

There are communal areas but you will have your own room with a lockable door; your room is yours and it's your responsibility to keep it clean. Things you can't do in your room are: anything that puts yourself or your fellow flat mates at risk, anything that is illegal, smoking, and drinking of alcohol. People are only allowed into your room if they have your permission and likewise you are expected to not enter into other people's room without their invitation to do so.

Medication All prescribed medication must be kept secure in the safe provided in each tenants bedroom wardrobe. The Safe should be kept locked at all times. You are able to select your own unique code for the keypad. Failure to keep medication secure is a breach of your agreement.

Communal Space

Shared space like kitchen, living room, toilets, garage and garden is everybody's responsibility. All tenants will be sharing the duties required to keep these areas tidy and clean.

Transport

The clubhouse does have a transport system, however we will encourage & assist you to access public transport as much as you comfortable with. Please talk to staff about your transport situation, in particular if you require assistance.

Visitors

The purpose of Prestige House is to provide a safe place for its tenants as part of the recovery process. As part of respecting other peoples space there will be a no visitor policy in place. Should anyone want to spend time with friends or family, please respect this recovery process by arranging to meet family or friends off the premises.

Strictly NO visitors from outside agencies or clinical teams are permitted to visit at either of our houses.

Pets

There is one bird present on the premises belonging to the House Liaison Officer; sorry no pets are allowed in the house.

Telephone/Internet

There is no telephone provided at Prestige House, tenants will be responsible for their own mobile phone calls need to be made staff will assist you to identify local public phone services in the area.

Staff

The Staff of Canefields clubhouse actively promote the development of members' aspirations regarding participation, employment, education, housing and social involvements. Staff are always available to offer support and assistance.

- Individual plans are formulated with each member identifying goals, including employment, education, housing and social involvement. Active participation in the program is promoted. The best outcomes for a members' recovery are achieved when family, carers, clinicians, psychiatrists and GPs are included in the recovery plan.
- This includes support with employment, education, housing and social involvements. The individual plan is formulated to support members progressing toward these goals. Practical guidance and advice is offered by staff and geared toward members realizing aspirations, cooperation with others and circumventing the effects of mental illness and social maladjustment.

Alcohol

No alcohol is to be kept or consumed on the premises at any time. If you wish to drink, you could visit a friend or go to the pub. Any inconvenience caused to others by your over consumption of alcohol will be regarded as a breach of your commitment in participating in the Clubhouse program.

Cigarettes

Smoking is not allowed inside the house, however if you wish to smoke there will be designated smoking areas outside the house.

Drugs

Any form of illegal drugs or substances will be seen as a breach to your agreement and an eviction may occur or police involvement or legal implications to yourself.

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Complaints or Concerns

Complaints or concerns can be addressed at the regular house meeting. The house meeting is one area where you can voice your concerns and reach agreements. Or alternatively you can choose to resolve any concerns individually or speak to a staff member if you need support.

Learning to interact and advocate for yourself and others is important skills. You will be given other information in your pack to make more formal complaints.

Violence, threats and stand over tactics will not be tolerated.

Consequences:

Any breach of your responsibilities may result in you receiving a Notice to Remedy the Breach notification and this will contain both an explanation of the breach and how you are expected to remedy your action/or lack thereof and include a timeframe in which you have to act.

Should this still not resolve the matter and you receive a further Second Notice to Remedy the Breach notification this will contain information on the first breach notice and ask you to fix this problem, if you choose not to fix the problem in this breach notice this could result in a breach of your agreement to actively participate in the Clubhouse program and you might be asked to exit the program. In extreme cases where threatening, violent or illegal actions have occurred you could be given an immediate Notice to Leave

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Contacts; Sally Osborne

Jak Dennison

Phone 38070951

Learning to interact and advocate for yourself and others is important skills. You will be given other information in your pack to make more formal complaints.

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BREACH NOTICES;

1. Notice to remedy the breach – times frames could be;
 - a. 5 days
 - b. Immediately
2. Second Notice to remedy the breach – times frames could be;
 - a. 5 day
 - b. Immediately
 - c.
3. Notice to Leave
 - a. 5 days notice to find alternative accommodation
 - b. You may be asked to leave immediately

How to Apply

Complete the two page application form and return to Canefields Clubhouse.

The form can be emailed to you, collected in person from the clubhouse or your support worker, or downloaded from our website

www.canefieldsclubhouse.org.au. You will be contacted within 3 days to arrange a time for a meeting with a Clubhouse staff member to discuss your application in more detail.