



HOW TO MAKE A REFERRAL

Updated 5/2023

To the Good Works Timothy House

Shelter for people without homes in SE Ohio

www.good-works.net

1. **Call us at 740-594-3333** and tell us about the person you are referring. If you are able to refer someone in advance, that will be our preference.
2. If the person you are referring is a client of yours or your agency, ask him or her to **sign a release of information**.
3. After you call, **have the person who needs shelter call us, or give the phone to them**. We will do a **telephone interview** that may last for 15-20 minutes and **ALL** referrals for shelter *must come by a phone call first*.
4. During the phone interview, we will talk with them about their situation, how soon they need shelter and whether we think we can help them. Then, we will ask them for their phone number and/or ask them to call us back in about 2 hours for an answer. In most cases, we will offer them a face-to-face meeting with us. If the person has stayed with us before, we may not be able to assist them for a few days. If they call on a weekend, we will ask them to call again on Monday. For others, we will try to assist them as best as we can, as soon as possible and in some cases that day. Good Works staff consult on every person seeking shelter.

HOURS OF OPERATION

- The Timothy House is able to provide shelter between 5:00 pm and 10:00 am every day. Staff are typically available 24 hours a day except on weekends. We try our best to return messages promptly.
- **We do not take in new residents or take calls for shelter between 6:00 pm and 8:00 am.** Anyone calling between 6:00 pm and 8:00 am will be asked to call back after 8:00 am Monday – Friday.
- Evening curfew is 10:00 pm for single adults (exceptions are made for work); and for families, curfew is 8:00 pm young children, 9:00 pm with older children.
- **The TH is closed every Friday until 8:00 pm for Friday Night Life**, Good Works' weekly community dinner, followed by activities for adults and children. Residents are not required to participate.

WHO CAN STAY AT THE TIMOTHY HOUSE?

- **We serve people who don't have homes from 8 southeast Ohio counties in our service area:** Athens, Vinton, Washington, Perry, Jackson, Meigs, Gallia, and Morgan.
- **Non-residents:** We only do telephone interviews with people calling from our service area. Our decision to grant exceptions is affected by 1) their roots or reasons for being in SE Ohio, 2) their attitude, and 3) inclement weather, and 4) the number of current residents we are already serving.
- **Residents** of southeastern Ohio with **roots** and **reasons** to be here are provided with a place to live on a week-by-week basis for up to 30 days. After 30 days, residents are asked to sign an agreement detailing their plan and commitment to work on the issues in their lives that led them into this situation.
- **No one under the influence of non-prescribed drugs or alcohol will be granted shelter.** We expect people with recent addiction issues to have a recovery plan.
- Some people who have stayed with us before have endangered themselves or others. We can meet with people who have had problems at The Timothy House to determine their eligibility for another stay. Your presence and advocacy are welcome at these meetings.
- Persons without identification must provide contact information for a person we can talk with who can identify them in order for us to be able to consider helping them.

SOME LIMITATIONS

- All of the bedrooms at the Timothy House are on the second floor, so we are not able to house persons whose physical health problems prevent them from climbing stairs.
- Our residents must be able to bathe, bathroom, clothe themselves, feed themselves, and manage their own medications.
- All of our beds are bunk beds. We cannot guarantee a bottom bunk.

Timothy House Structure: What Can a Resident Expect at the Timothy House?

HELP	Everyone who stays at the Timothy House is assigned a Caregiver to encourage them and help them make plans and get connected with resources in our community.
Food	Food is provided for everyone through donations from people in our community. Residents can volunteer to cook family-style dinners for the house Monday-Thursday. Residents with food stamps or income are welcome to buy personal food or make contributions to the house. Residents can pack a lunch each day.
Chores	All residents are asked to help in the preparation and clean up of meals. Everyone is assigned a daily house chore and must keep their personal living space clean.
Keeping Clean	Residents are required to shower nightly and to clean up after themselves. Linens, towels, and toiletries are provided.
Laundry	The Timothy House has a washer and dryer that residents may use with permission.
Getting Clothes	Residents who need clothing will be assisted in obtaining it.
Bags/Luggage	Residents may only bring 2 bags of personal belongings each. We don't have space to store more than this.
Medication	All medication is kept in a locked cabinet. Residents may get their meds anytime they need them by asking staff. Residents must be able to manage their own medication.
Weapons	We do not allow weapons of <i>any</i> kind. We reserve the right to determine what qualifies as a weapon.
Missing Curfew	When a resident does not return by 10:00 pm and has not called to make prior arrangements, they have lost their bed and are no longer a resident. They may call <i>the next day</i> to see if we have space for them.
Entertainment	The Timothy House has toys, games, puzzles, and books but no TV.
Meetings	Residents are required to attend House Meeting at 7:15 pm once a week and a weekly meeting with their Caregiver.
Religion	Although Good Works is a Christian organization, we have no required religious meetings for people who stay with us.
Saving Income	All residents are required to save 75% of any income toward future housing. Rare exceptions are considered when discussed in advance.
Sharing a Room	Everyone staying at the Timothy House is asked to be flexible in regards to sharing room space. Unmarried adults are placed in separate rooms. Though families with children may be given a private room, this is not a guarantee. Couples without children are not given a private room.
Smoking	Smoking and other tobacco use is only permitted on the front porch.
Staying In	Normally the Timothy House is closed every day from 10:00 am to 5:00 pm. However, some exceptions are considered on a case-by-case basis if requested.
Visitors	Residents may have visitors, as long as they clear the visit with on-duty staff. Visitors may not go upstairs and must leave by 10:00 pm.
Questions We'll Ask the Person Who Needs Shelter:	
Four Factors that Influence Length of Stay:	
<ul style="list-style-type: none"> ○ Why do they need shelter? ○ Have they ever stayed with us before? When? ○ Do they have identification? ○ Will children need shelter? ○ Are they feeling ill? Are they taking meds? ○ Do they have transportation? ○ Do they have any legal issues? 	<ol style="list-style-type: none"> 1. Are they being honest with themselves and reflecting that honesty to us? 2. What efforts are they putting into finding work, housing, and addressing other issues in their lives? 3. Do they respect our house rules? 4. What is their unique situation?