



HOW TO MAKE A REFERRAL

Updated 8/2023

to the Good Works TIMOTHY HOUSE & SIGN OF HOPE

Shelter for people without homes in SE Ohio

www.good-works.net

The process for seeking shelter for the Good Works Timothy House and Good Works Sign of HOPE is very similar, though we do require a higher level of partnership for anyone who is applying to Sign of HOPE

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 them 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 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 to call us back in about 2 hours for an answer. In most cases, we will offer them a **face-to-face meeting** called a pre-admit. 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 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 5:15 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). For families, curfew is 8:00 pm with young children and 9:00 with older children. For anyone staying at Sign of HOPE, curfew is 9:30 pm.
- **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, 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.
- Bedrooms at The Timothy House are on the second floor, and we have bunk beds. We cannot guarantee a bottom bunk.

WHO CAN STAY AT THE SIGN OF HOPE?

- Sign of HOPE is intended to temporarily (up to 14 days) house those people from our service area who, for reasons of disability, having a pet, or some other reason, cannot be served by The Timothy House.
- In order to work with anyone at SOH, they must be able to provide a person with whom we can be in close partnership throughout their stay. This can be a caseworker or friend who is available at any time we should need to consult or pick them up.
- All residents must still be able to bathe, toilet, feed, and clothe themselves, and manage their own medications.

Good Works Structure: What Can A Resident Expect At The Timothy House (TH) or Sign of HOPE (SOH)?

HELP	Everyone who stays at TH or SOH 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 and must keep their personal living space clean. Everyone staying at TH is assigned a daily house chore.
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. Residents of SOH will store their belongings at the TH.
Medication	All medication is kept in a locked cabinet at the TH. Residents may get their meds anytime they need them by asking staff. Residents must be able to manage their own medication. Residents of SOH will need to get their medications from staff before leaving for SOH at night.
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 curfew 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.
Sign of HOPE Hours	Residents of SOH must arrive to the TH by 9:30 pm. Staff will meet them there at 10 pm to walk them to the other facility for the night. They will receive a wake-up call at 7:30 am and must leave by 8 am and can have breakfast and visit the TH until 10 am. They may leave earlier, but the TH does not open until 7:30 am. Residents cannot access SOH between the hours of 8 am and 10 pm. Their belongings will stay in a locked cabinet at the TH.
Entertainment	The Timothy House has toys, games, puzzles, and books but no TV.
Meetings	Residents are required to attend House Meeting at 7:00 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 TH is asked to be flexible in regard to sharing room space. Unmarried couples and married couples without children are placed in separate rooms. Though families with children may be given a private room, this is not guaranteed.
Smoking	Smoking and other tobacco use is only permitted in designated locations.
Staying In	Normally the TH is closed every day from 10:00 am to 5:15 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?