



## HOW TO MAKE A REFERRAL

### To the Good Works Timothy House

Shelter for people without homes in SE Ohio

[www.good-works.net](http://www.good-works.net)

1. **Call us at 740-594-3333** or at 800-736-3602 (outside the Athens area).
2. 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. All referrals for shelter *must come by a phone call first.* For safety reasons, we do not accept anyone who comes to the door first – everyone must call first.
3. If the person you are referring is a client of yours or your agency, ask him or her to **sign a release of information.** This will assist us in coordinating services.

### HOURS OF OPERATION

- The Timothy House is open 24 hours a day except on weekends, when we may close the house for a few hours in the morning or afternoon.
- If you get our answering machine on a weekday, we're probably in a staff meeting. If you leave a message, we will try to get back with you as soon as we can.
- **We do not take in new residents or take calls for shelter between midnight and 8:00am.** Anyone calling between midnight and 8:00am will be asked to call back after 8:00am. We will set a move-in in time when shelter is granted.
- Evening curfew is 10:00pm for single adults and 8:00pm for families with children.
- **Friday Night Life** is Good Works' weekly community dinner, followed by activities for adults and children. The event is held from October-April at The Plains United Methodist Church and from May-September at the Good Works Luhrig Road Property. Residents are not required to participate, but the Timothy House is closed from 5:00pm to 8:00pm on Fridays.

### WHO CAN STAY AT THE TIMOTHY HOUSE?

- **We serve people who don't have homes from 9 southeast Ohio counties:** Athens, Vinton, Washington, Hocking, Perry, Jackson, Meigs, Gallia, and Morgan.
- **Travelers**, those passing through who are not from these counties, are usually granted only one night of shelter. They can petition for an extension but our decision to extend shelter is affected by 1) the number of current residents, 2) whether they have roots or reasons to be in SE Ohio, 3) their attitude, and 4) the weather.
- **Residents** of southeastern Ohio with **roots** and **reasons** to be here are provided shelter on a week-by-week basis for up to 30 days. After 30 days, residents are asked to sign a contract 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.**
- Some people who have **stayed with us before** are not permitted back on an emergency basis. In these situations, something happened during their stay that endangered them or others. We can meet with people who have had problems at our shelter on weekday afternoons to determine their eligibility for another stay. Your advocacy is welcome at these meetings.
- Persons without identification are only given one night of shelter.

### 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.
- All of our beds are bunk beds. We cannot guarantee a bottom bunk.
- There are some times during the day each week when the house is closed to everyone for a few hours.

## What Can a Resident Expect at the Timothy House?

<b>HELP</b>	Everyone who stays at the Timothy House is assigned a Care-giver to encourage them and help them make plans and get connected with resources in our community.
<b>Food</b>	Food is provided for everyone through donations from people in our community. Residents 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.
<b>Chores</b>	All residents are asked to help in the preparation and clean up of meals. Everyone is assigned a daily house chore and is responsible for their personal living space.
<b>Keeping Clean</b>	Residents are required to shower nightly and to clean up after themselves. Linens, towels, and toiletries are provided.
<b>Laundry</b>	The Timothy House has a washer and dryer that residents may use with permission
<b>Getting Clothes</b>	Residents who need clothing will be assisted in obtaining it.
<b>Bags/Luggage</b>	Residents may only bring up to 3 bags of personal belongings each. We don't have space to store more than this.
<b>Medication</b>	All medication is kept in a locked cabinet. Residents may get their meds anytime they need them by asking staff.
<b>Weapons</b>	We do not allow weapons of any kind. We reserve the right to determine what qualifies as a weapon.
<b>Missing Curfew</b>	When a resident does not return by 10:00pm and has not called to make prior arrangements, they have lost their bed and are no longer a resident. They may call after 5:00pm <u>the next day</u> to see if we have space for them.
<b>Entertainment</b>	The Timothy House has toys, games, puzzles, and books. We have many G and PG rated movies.
<b>Meetings</b>	Residents are required to attend House Meeting at 6:30pm on Tuesday evenings, Work Night at 6:30pm on Thursday evenings, and a weekly meeting with their Care-giver.
<b>Religion</b>	Although Good Works is a Christian organization, we have no required religious meetings or religious expectations for people who stay with us.
<b>Residents' Phone</b>	Residents may receive and make calls on the upstairs phone line: 594-5015.
<b>Saving Income</b>	All residents are required to save 75% of any income toward future housing.
<b>Sharing a Room</b>	When we have space, married couples are allowed to share a room together. Unmarried couples will always be placed in separate rooms.
<b>Smoking</b>	Smoking and other tobacco use is only permitted on the front porch.
<b>Staying In</b>	Normally the Timothy House is closed for residents without children from 10:00am to 5:15pm. However, exceptions are made to allow residents to stay in when they are sick, have worked all night, or when weather is severe.
<b>Visitors</b>	Residents may have visitors, as long as they clear the visit with on-duty staff. Visitors may not go upstairs and must leave by 10:00pm.
<b>Questions We'll Ask the Person Who Needs Shelter:</b>	<b>Four Factors that Influence Length of Stay:</b>
<ul style="list-style-type: none"> <li>○ Why do they need shelter?</li> <li>○ Have they ever stayed with us before? When?</li> <li>○ Do they have identification?</li> <li>○ Will children need shelter?</li> <li>○ Are they feeling ill? Are they taking meds?</li> <li>○ Do they have transportation?</li> </ul>	<ol style="list-style-type: none"> <li>1. Are they being honest with us and with themselves?</li> <li>2. What efforts are they putting into finding work, housing, and addressing other issues in their lives?</li> <li>3. Do they respect our house rules?</li> <li>4. What is their unique situation?</li> </ol>