

Elevation House

New Member Handbook

Elevation House is a resource for adults living with serious mental illness. Those who choose to come, are Members. Working alongside of each other, members and staff create meaningful relationships through meaningful work. Elevation House provides opportunities for wellness, safe housing, employment, continued education and social engagement.

KEEP IN TOUCH WITH ELEVATION HOUSE

@ElevationHouseRomeGA



@elevationhouseromega



@elevaterome



Elevation House Rights of Membership:

The right to a place to come...

The right to meaningful relationships...

The right to meaningful work...

The right to a place to return

Elevation House

www.elevationhouse.org
706-413-2323

THE CLUBHOUSE MODEL

Elevation House operates under the Clubhouse model of mental health recovery. This model encourages staff and Members to work side-by-side to perform the necessary work of the Clubhouse. Working during the day at the Clubhouse helps members focus on their strengths and talents. This helps to restore self-esteem, confidence and self-worth, and leads to recovery.

THE RIGHT TO A PLACE TO COME

Elevation House has different areas to work. Each area is called a unit. Each unit is designed to provide the Clubhouse with needed services.

We start the morning off with breakfast. The **Kitchen Unit** members and staff serve coffee and nutritious breakfast items for reasonable prices.

Because we are at the Clubhouse all day, we need to eat lunch. Members and staff cook and serve a nutritious meal daily. The cost is \$1.50.

In the **Clerical Unit**, Members and staff take attendance, work on computers, produce a monthly newsletter and provide us with a daily newsletter to keep us informed of all

THE RIGHT TO MEANINGFUL RELATIONSHIPS

Members have the freedom to choose what area of the Clubhouse they work in and with whom they want to work. Being a part of the Clubhouse helps defeat the feelings of loneliness that often come when a person is isolated and has nothing meaningful to do. Working together to help each other gives meaning to one's life and helps establish good long-lasting.

There is time for work and a time to play, Elevation House offers members a chance to get together in the evening and on weekends. Elevation House is open on all major holidays. We have fun together doing things like watching videos, going to the mall or out to eat. We often go to popular cultural events such as plays or concerts as well as sporting events including baseball or football games. Through the various social events members are able to make good friends since they have joined the Clubhouse.

THE RIGHT TO MEANINGFUL WORK

The Clubhouse is organized and carried out in a way that continually reinforces the message of being needed and belonging. This is not difficult because each member is The message that each Member's involvement is an important contribution to the community is a message that is communicated throughout the work day. The skills, talents and creative ideas and efforts of each member are needed and encouraged. Staff and members work side-by-side each day throughout the Clubhouse to make sure all the work is completed.

It is by working side-by-side with each other during the work-ordered day that we develop meaningful relationships, establish trust of others and gain the skills and self-confidence we need to take advantage of opportunities that will improve our lives.

Employment Opportunities

In addition to the meaningful work provided at the Clubhouse, the transitional employment program (TEP) at Elevation House provides the opportunity for all members to go to work on jobs with local businesses. The job experiences are time-limited and last about six months. Through TEP, members can return to work, expand work

experiences and obtain good job references. Elevation House supports members throughout their TEP experience by providing on-the-job training, supervision and support. All members have the opportunity to try a variety of transitional employment placements while at Elevation House.

For members who have successfully completed transitional placements, Elevation House offers assistance to find independent employment with local businesses. Elevation House continues to support members who are working on their own job. The employment dinner and meeting that is held weekly is an excellent time for members to celebrate accomplishments, discuss employment issues and receive the support they need to stay on the job.

THE RIGHT TO A PLACE TO RETURN

The last right of Clubhouse membership is that membership is voluntary and without time limits. We go by the motto, "Once a Member always a Member." It is important that every member knows that Elevation House must be a safe place. We must guarantee this to all members. If you decide to become a member, please do not jeopardize your membership by being a threat to others or interfering with other's rehabilitation. Verbal or physical abuse and stealing infringe on the rights of others and is not tolerated. Illegal street drugs and alcohol consumption or being under the influence of these on the premises will not be tolerated.

Housing Opportunities

Elevation House offers assistance to help members secure safe and affordable housing. Elevation House has housing resources available to members upon request.

Educational Opportunities

In order to reach their career goals, many members are interested in continuing their education. Elevation House provides the support and assistance members need to

further their education. Members can receive assistance on any educational opportunity from working on their GED to graduating from college with a degree in their desired field. During the day, members have access to peer tutors and can also use designated computers to access the internet and complete classroom assignments.

Wellness Opportunities

Each day at 12:00pm, a wellness meeting is held to discuss wellness issues. At 12:30pm, a wellness activity is also conducted. Elevation House places a significant emphasis on wellness. We recognize the importance of physical well-being and its connection to mental health. We strongly encourage you to make healthy lifestyle changes to support your recovery. These meetings give you an opportunity to educate yourself in the area of wellness. As a new member you are invited to attend and participate.

Other Things You Should Know

- **Your Rights:** Protecting the human rights of our members is a very highly held value at Elevation House. As part of the initial orientation for new members, there will be an overview of Member Rights and Responsibilities.
- **Member Records:** You are able to access your own records while at Elevation House; however, only the records that are created at Elevation House will be available to you. If you wish to review records created by any outside providers, you must request permission from them to do so.
- **Goal Planning:** As a member of Elevation House you will be asked to set goals on, at least, an annual basis. For instance, the goals may be focused on employment, building interpersonal relationships, education, and independent living. The main purpose of these goals is to help you be successful. These goals encourage you to focus on your areas of interest. Every ninety days you and a staff person of your choosing will record what progress you have made in working on your goals.
- **Use of Phones:** Members are welcome to receive calls at Elevation House throughout the day. No personal long distance calls should be made from any Elevation House

phone. Also, when you are at the Clubhouse, please make sure your cell phone is on vibrate and step outside to take personal calls so that you don't disrupt the work going on.

- **Smoking:** There is no smoking or tobacco use of any kind allowed on Clubhouse property.
- **Employment/Education Dinner:** Each Thursday from 4:30- 5:30pm, there is a dinner and meeting to celebrate students and members working, and to discuss school or work related issues and accomplishments. All members who are interested in employment or going to school are invited to attend.
- **Meals:** Most snack bar meals cost around \$2.00. The main meal in the dining room costs \$1.50. For your convenience, meal tickets can be purchased for the entire month. Tickets can be purchased at the Meal Desk in the Kitchen.

- **Clubhouse Hours:** The Clubhouse is open from 8:00 AM until 4:30pm on Monday, Tuesday, Wednesday and Friday, and from 8:00 until 5:30pm on Thursday. The Clubhouse is open monthly on the evenings for socials, dinners and other planned social activities. The Clubhouse is also open on all major holidays, including Christmas and Thanksgiving.

- **Transportation:** The City of Rome Transit Department has a bus drop-off and pick-up location in front of the Clubhouses. Members in need of financial assistance with bus passes should see the executive director

- **Member Grievance:** If you feel that you have been mistreated for any reason, you are free to file a grievance. Please complete the grievance form and return it to the executive director. Your concerns will be addressed immediately.

Clubhouse Values

Here at Elevation House, respect for ourselves and others is a standard we hold in high regard. Treating ourselves and others with respect and dignity is a core value. Aggressive behavior, discriminatory behavior and harassment of other people will not be tolerated and will be immediately addressed. If you observe or experience such behavior at the Clubhouse, please notify the executive director or another staff person immediately.

Please remember that Elevation House is a place where we all need to feel comfortable. Be respectful of the fact that asking colleagues to borrow things such as money, cigarettes, etc., may make them feel uncomfortable.

Thank you for helping us make Elevation House a great and friendly place to be!

Safety

For safety purposes, please familiarize yourself with all the fire exits. Elevation House practices fire drills and other disaster drills from time to time. Again, your safety is our primary concern. If you notice an unsafe situation please notify the executive director or another staff person immediately.

In case of a mental health crisis during evening hours or on the weekends, call the Georgia Crisis & Access Line and/ or download the app on your smartphone.

