

REFERRALS TO ARMAGH

You have been provided this information package, out-lining the referral process and requirements for residing at Armagh. You may be considering a referral to Armagh. (**A referral does not guarantee you a space at Armagh**) Please ensure that you read and understand the information below while considering this option. If you require assistance or have any questions please contact us at **Phone: 905 -855 -0299**

Referral Process:

Armagh accepts referrals from the local crisis shelters and the Peel Children's Aid Domestic Violence Team. Based on your individual situation, your worker may suggest that you consider a referral to Armagh. You and your worker will then complete the referral form and send it to Armagh. Armagh will review all referrals submitted based on availability.

The Following considerations are reviewed for all Armagh Referrals:

The woman's family size

The woman's specific needs besides housing, meets Armagh criteria and would benefit from the support of Armagh and would positively contribute to the environment of Armagh

Interviews:

When an interview is offered Armagh staff will contact the referring worker. Only those offered an interview would be contacted. An interview date and time will be arranged mutually with the woman, worker and an Armagh staff member. The interview will take approximately 1 hour. Armagh is not able to provide childcare during this interview so please ensure childcare arrangements prior to your arrival.

Conditional offer of housing:

Following the interview the referring worker will be notified if an offer is to be made or not.

When Armagh is making a conditional offer to a woman, we ask that you consider the following:

- ❖ You agree to abide by the rules/guidelines, please be aware that these may not be all of the guidelines or rules to be followed while residing at Armagh. A full list will be provided during intake
- ❖ You agree to and actively participate in any programs. If a woman is working or at school and cannot attend it is her responsibility to find out what was discussed at the session.
- ❖ You must pay your rent on time – Rent is based on Rent Geared to Income if you work staff will work out the amount of your rent based on your pay stubs showing your 'gross' earnings. If you are on Ontario Works then your rent will be the amount OW gives you marked for 'shelter'
- ❖ You must maintain a clean and safe unit- Staff of Armagh complete regular unit checks, we are looking for maintenance issues, health and safety issues and monitoring the cleanliness of the units.
- ❖ Families live in self-contained furnished apartments/units at Armagh. You would maintain this unit, cook your own meals, do your grocery shopping etc. Armagh is an independent living environment with supports. Armagh staff will assist you in wherever possible during your stay.

REFERRAL FOR ARMAGH

Please complete the following application. If you require assistance please ask the worker to assist you

Date you arrived at the shelter: _____

Do you have any children? Yes ____ No ____ How many children _____ Are your children with you? Yes ____ No ____

Name: _____ DOB: _____

Current Shelter: _____ Date of Referral: _____

Contact Information: how do we contact you? _____

Emergency Contact _____ relationship to client

In the event of an emergency we will notify this person and in the event that you are hospitalized do you give permission for us to release your children and belongings to this person? Yes _____ No _____

Alternate contact info \ shelter staff: _____

Telephone: _____ Ext: _____

You will be required to sign a confidentiality Form:

Partnership Status:

- ☐ Single ☐ Common-Law ☐ Married ☐ Separated
☐ Divorced

Types of Abuse you have experienced:

- ☐ Physical ☐ Emotional ☐ Verbal ☐ Sexual ☐ Financial

Have the police been involved with your situation? Yes ____ No ____

If so, please give brief details of incident:

Please list the names and ages of all your children

| Name | AGE | DOB | With Mom | | School and Grade | Day Care |
|------|-----|-----|----------|--|------------------|----------|
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Were your children exposed to or did they witness the abuse in your home?

Yes _____ No _____ please explain _____

Is CAS involved? Yes ____ No ____, please explain briefly

CAS worker name and contact info _____

Has there been any police involvement regarding the children?

Is there a Restraining Order in place: ☐ Yes ☐ No

Reasons:

Custody: ☐ No Order ☐ Interim ☐ Permanent ☐ Sole / Joint

Access: ☐ No Order ☐ Unsupervised ☐ Supervise



Immigration Status: ☐ Citizen ☐ Landed ☐ Sponsored
☐ Refugee ☐ None

Language(s) Spoken: _____

Would you be more comfortable with an interpreter? Yes ____ No ____

Who will arrange if needed? Referring Shelter _____ Armagh _____

Are you currently working on court / Legal Issues?

Yes ____ No ____ please explain briefly? Are you involved with a shelter court support worker and if so will you continue to work with her?

Lawyers Name: _____

Current Financial Status: ☐ Ontario Works ☐ UIC ☐ Employed
☐ Disability ☐ Support payments ☐ Other: _____

Other Housing Referrals: ☐ PATH ☐ Angela's Place ☐ Halton Housing
☐ Toronto Connections
☐ Other _____

Have you been approved for Priority Status **Yes** ____ **No** ____

Currently, please describe any of the following issues that you may be experiencing or dealing with.

☐

I am coping with the present stress but need assistance to plan eg:

☐

I feel overwhelmed and unable to manage and/or in denial

☐

I am motivated to change and welcome support.

☐

I am able to set realistic goals and have plans to achieve those goals

☐

I am a self-starter and motivated

☐

I am able to follow through on commitment or tasks given

☐

I have been avoiding and hoping no one will notice me

☐

Being pro-active in resolving issues/problems

☐

Other – Please list below

Please describe your stay at the current shelter?

Living at Armagh means that you will be interacting with other women and children with differing abilities and from diverse backgrounds. All women and children are welcome at Armagh and we strive to provide a safe and inclusive space. Do you feel that this is an environment that would work for you? Yes ____ No ____ please explain _____

Are you able to assess the immediate, short term and long term needs of you and your family?

| Immediate | Short term | Long term |
|-----------|------------|-----------|
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What supports do you feel you have in place now? Family, friends, agencies or professionals

Please identify the kinds of supports that Armagh may be able to assist you with

- ☐ One to one counseling
- ☐ Case management support
- ☐ Goal setting
- ☐ Budget counseling
- ☐ Coping Skills ie; anger management, assertiveness
- ☐ Addictions: alcohol/drugs
- ☐ Social Skills
- ☐ Conflict Resolution
- ☐ Job skills or computer training
- ☐ Parenting Skills
- ☐ School registrations for the children
- ☐ Housing
- ☐ Legal Aid/Lawyer

☐

Ontario Works

☐

Immigration

☐

ESL classes

☐

Other: please list below

Will any of the staff from the current shelter continue to work with you?

Yes ____ No ____

In what capacity will they be involved? (Such as THSP, legal support worker)

In your own words please tell us why are you applying to reside at Armagh?
Please be Specific.

Do you or your children have any medical \health\ mental health/ differing ability/ Chronic health issues that we should know about? Yes ____No ____
e.g. asthma, diabetes, limited mobility, arthritis, low vision, hearing impaired etc. If yes, please explain?



A LITTLE BIT ABOUT ARMAGH

BUSINESS:

There are two (2) staff, a Transitional Housing Support worker and Child and Youth Worker. Both provide direct service/support to the women and children living at Armagh. The hours of business are Monday – Friday 9:00 a.m. – 5:00 p.m. From time to time we may also have students completing their field placement.

Moving In – Move ins are completed on Mondays – Thursdays at 11:00 a.m. or 1:00 p.m. These times are specific due to other work commitments of staff and the length of time it takes to complete an intake. It is very important when a successful candidate has been given a move in time that she arrive at Armagh on time as scheduled otherwise the moving day may have to be changed but she will have to pay the rent from the original date given for move-in, since the unit has been reserved for that particular woman.

Moving Out – Move outs are completed Monday – Friday between the hours of 9:00 a.m. and 2:00 p.m. again these times reflect the necessary amount of time required to complete a smooth move out.

RESPECT:

It is an expectation of Armagh that residents will make every effort to get along with the other residents. We do however recognize that at times you may not like every woman or child that is living at Armagh. We do expect that everyone will treat and greet each other with respect and dignity.

We need all residents to respect the property of Armagh both inside and outside the house. It is also the residents' responsibility to maintain a clean and safe apartment unit. Armagh staff complete unit checks on a regular basis, if you are out, we will enter to do our inspections for maintenance issues, and to ensure the apartments are being maintained in a way that provides a healthy and safe environment. It is also the mother's responsibility to ensure her children clean up the play areas when they are finished playing.

SAFETY AND SECURITY:

- ❖ There are no visitors allowed on Armagh property without pre-approval by Armagh staff.
- ❖ Under no circumstances is the address and location of Armagh to be given.



- ❖ Residents are not to discuss other residents to people not living or working at Armagh.
- ❖ Support groups/programs are mandatory for all residents to attend.

POSSIBLE EVICTION:

It is rare that Armagh staff find that they must evict a resident from its property; however there are situations that arise that leave us no other choice. We believe it is only fair to inform you of the reasons that you could be evicted from your unit. This way you can make choices that enhance your stay at Armagh rather than hinder your stay. Listed below are the rules that must be followed;

- ❖ No alcohol on the property
- ❖ No candles/incense burning on the property
- ❖ No smoking in your unit
- ❖ No deep frying in the building
- ❖ No illegal drugs of any kind on the property
- ❖ Non payment of rent
- ❖ Having continuous difficulty with other residents in regards to cooperative living.

If while you are living at Armagh and we should determine that you have not been seen or have had no contact with staff for 3-4 days and have not informed staff that you will be away for an extended period of time;

Staff Will:

- Enter your unit to check and see if you are there
- Attempt to contact you
- Attempt to call your emergency contact person to make contact with you

If we are unable to make contact through the above steps we will then call the police and report you missing.

Interview completed By: _____

Applicants Signature

Dated

Interviewers Signature

Dated