

### Joie's Phoenix House-Application/Referral

**Please Note: We encourage you to fill out the application with as much detail as you feel comfortable sharing. The more information you provide, the better we can understand your needs and support you. Completing all sections thoroughly will also help us process your application more efficiently.**

Joie's Phoenix house is a second-stage housing program for women and their children who are fleeing family violence. The program offers safe, fully furnished 1-to-4-bedroom suites in the city of Cold Lake, along with case management and individualized support to help families work towards long-term independence.

During the family's stay, we offer both group and individual programs tailored to each person's needs.

#### JPH Program Information

- JPH delivers healing-centred educational programming with the added support of subsidized housing.
- JPH is a sober, dry living facility. Residents are expected to cook, clean, and maintain the integrity of their apartment units. You are responsible for attending community appointments and being self-sufficient in all day-to-day tasks and responsibilities, both inside and outside of your home.
- The length of stay at JPH ranges from 6 months up to 2 years. For clients without children, stays are typically shorter. Clients are free to leave at any time within the two years when they feel ready to transition.
- At JPH, we believe open communication is key to your success. When you keep the team informed about how you're doing, it helps us walk alongside you more effectively and support you in reaching your personal goals. You're not alone on this journey.
- Our safety protocols are not meant to be overbearing; they are in place to help ensure that you and your children are safe, supported, and able to thrive during your time at JPH.
- At JPH, we are a program rooted in relationship building, honesty, and integrity. We approach our work from a client-centred, trauma-informed perspective, recognizing that trust and respect are essential to healing and personal growth.
- JPH is a dry facility that requires a minimum of three months of sobriety prior to acceptance. Bringing alcohol or drugs onto the premises will result in immediate discharge from the program.

#### Building and Security Measures

- JPH is a 12-unit building spread over three floors, with suites ranging from 1 to 4 bedrooms. All utilities, including internet, are included, and laundry facilities are available on each floor.
- Building access is secured with fob entry. A receptionist is on duty during the day, and a welcoming lobby covered welcome desk is present in the evenings to ensure safety.
- For added security, cameras are installed in the common areas of the building, including hallways, training rooms, the backyard, and the front yard.

- JPH staff offices are located on the ground floor near the Unity Community Kitchen. Staff are available Monday to Friday, from 8:30 AM to 4:30 PM.
- The backyard features garden beds, one for each unit, a play structure for children, a designated smoking area, and a fire pit.

### Program Safety Measures

- Tenants are required to complete an Out of Program Overnight Form and meet with a Support Specialist to create a Travel Safety and Overnight Plan before staying out of the program overnight.
- This form and plan must be approved before leaving Joie's Phoenix House program.
- When travelling or staying out of the program, communication is an essential part of your safety plan.
- This may include scheduled text or phone call check-ins.
- If we do not hear from you at the times outlined in your travel safety plan, a Support Worker will attempt to contact you.
- If there is still no contact within 24 hours of your scheduled check-in, the RCMP will be notified to conduct a wellness check, and a missing person's report will be filed.
- If absent for 48 hours without notice, staff will conduct a wellness check.
- Frequent absences may require a program review.
- JPH is a safe house. For everyone's safety, the location of the facility and the identities of the other tenants and staff must be kept strictly confidential.

### Visitors Policy

- No males are allowed on site, except under specific conditions.
- The only males allowed to visit without supervision are your adult children, father, or brothers.
- No current or ex-partners are permitted on site under any circumstances.

### Joie's Phoenix House Tenant Expectations

1. **Damage Deposit + Rent Payment**  
Rent must be paid prior to move in and on time and in full each month, unless a third-party payment arrangement is in place.
2. **Daily Programming & Participants Meeting**  
Residents are required to attend daily group sessions and participate in weekly apartment checks. Attendance and availability for these are mandatory during your stay at JPH.
3. **Staff Connection & Engagement**  
Building and maintaining consistent communication with staff is a vital part of the JPH program and your personal progress.
4. **Substance-Free Environment**  
JPH is a dry facility. No alcohol or illegal substances are permitted on the premises at any time.
5. **Apartment Cleanliness**  
Maintaining the cleanliness of your apartment is a requirement while you are at JPH. You are expected to always keep your space in good condition.

**6. Apartment Checks & Inspections**

Weekly apartment checks and inspections will be conducted. Your cooperation is expected.

**7. Check-ins & Case Planning**

You are required to attend weekly check-ins and actively participate in case planning.

**Application Information**

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Is it safe to call or leave a message?  Yes  No

Email Address: \_\_\_\_\_

Preferred contact method:  Call  Text  Voicemail

Current Living Situation: \_\_\_\_\_

Current Address or Shelter Location: \_\_\_\_\_

Are you in a safe place?  Yes  No

Language Spoken: \_\_\_\_\_

Have you stayed with Stepping Stones in the past?  Yes  No

• If yes, when? \_\_\_\_\_

**Referral Information (if applicable)**

• Are you being referred to JPH by an organization: Yes  No

• If yes, organization's name: \_\_\_\_\_

• Contact name: \_\_\_\_\_ Number: \_\_\_\_\_

Who should we contact with to complete the Get to Know Us: Applicant  Support Worker

• Current Address or Shelter Location: \_\_\_\_\_

**Children/Dependents:**

Name	Birthdate/Age	Gender	Does the child live with you?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

• How many are in your care: \_\_\_\_\_

• Are you able to parent without hands-on assistance:  Yes  No

• If no, what areas do you need support with, if any: \_\_\_\_\_

• Is CFS involved?  Yes  No



• CFS Worker's name: \_\_\_\_\_ Contact: \_\_\_\_\_

### Eligibility – Mandate Criteria Check

- I have my children in my care or am working to reunite with them.:  Yes  No  Unsure
- I am experiencing family violence:  Yes  No  Unsure
- I am currently sober and committed to maintaining sobriety:  Yes  No  Unsure
- I am seeking safe housing with supportive programming:  Yes  No  Unsure
- I can attend and participate in mandatory programming:  Yes  No  Unsure

### Safety Information

- If you have experienced family violence, name the person causing the harm:  
\_\_\_\_\_
  - Relationship with you: \_\_\_\_\_
  - Criminal Record/Charges:  Yes  No
  - Are there any protection orders or ongoing safety concerns?  Yes  No
  - If yes, please explain: \_\_\_\_\_
- Do you have a criminal record?  Yes  No

### Substance Use History

- To help us understand your needs or readiness for sober living:
  - Have you used alcohol or non-prescribed drugs in the past 30 days?  Yes  No:
  - If yes: What substances were used? \_\_\_\_\_
  - Frequency of use:  Daily  Weekly  Occasionally  Never
  - Most recent use: \_\_\_\_\_
- Are you currently involved in any recovery or harm-reduction programs?  Yes  No
  - If yes, what program? \_\_\_\_\_
- What kind of support are you looking for: \_\_\_\_\_

### Managing Tenancy

- Are you able to budget and pay rent on time?  Yes  No
- Are you able to maintain cleanliness in your home without help?  Yes  No
- Are you able to cook and provide healthy meals without support?  Yes  No
- Are you able to do laundry without support?  Yes  No
- Reasons for leaving the last tenancy: \_\_\_\_\_
- Source of Income: \_\_\_\_\_
  - Canadian Child Benefit (CCB):  Yes  No
  - Income Support:  Yes  No      Do you need help applying?  Yes  No

