

## Application & Intake Process (FEB 2013)

Step 1 – **Apply** - Complete application and receive Community Handbook

- Potential community members are given more of an in depth picture of life at the Refuge.
- Review of community handbook, discussion of values
- Starting to envision the mutual relationship between existing members of the Refuge and the potential community member (What do we have to offer each other?)

Step 2 – **Visit** with people who live in community at the Refuge

Step 3 – **Demonstrate Commitment** - Keep visiting with the community (where possible)

- Applicant's initiative and ongoing desire to live at the Refuge is important.
- We don't usually chase people, and we're glad when people make it clear that they want to be part of the Refuge!
- It's important to make connections and try to get to know people – it's not just a matter of showing up!

Step 4 – **Meet** - Follow up meetings with Application Team for an intake interview (Refuge member as part of the team)

- Get to know you more
- Discussion about goals, anticipated length of stay, etc.
- Discussion about the Refuge schedule, expectations, financial details etc.

Step 5 – **Discernment** - Community discussion

- There is normally 1-2 weeks between community discussion and decision, allowing discernment time.
- Gather input from the current members, intake team, and residential support worker.

### Things to note:

- *Visits with the community should be arranged ahead of time and the best time is Monday evenings.*
- *When you're an applicant, this might seem like a challenging process. When you're a community member, it's comforting to know that you will have a chance to get to know your potential housemates. You'll be able to speak up and be heard if you have thoughts or concerns. The Refuge's core values guide the application process.*

Step 6 – **Decision**

- The team makes a recommendation and brings it to the community and the individual
- The date for admission/residency is established.
- The Residential Support Worker is identified.

Step 7- **Get Organized** for orientation and move in

- Questions are asked during the Monday night meeting:
  - who will assist with the move?
  - Who will review the routines?
  - Who will Introduce the new member to other members?
  - Are there any special needs that we can consider?