

NAMATJIRA



HAVEN LTD

ABN: 28 126 018 497

108 Whites Lane Alstonville NSW 2477 Ph: 02 6628 1098 Fax: 02 6628 0520 www.namatjirahaven.com

APPLICATION/REFERRAL PROCESS FOR RESIDENCY





YOU MUST READ THIS INFORMATION BEFORE YOU COMPLETE AND SEND YOUR APPLICATION.

To save your time and effort we recommend that before completing the Application form (attached) you read this information pack and phone Namatjira Haven and ask to speak with the Intake Officer if you (or your client) have any questions about your eligibility for admission. We can discuss the circumstances of your application and inform you of additional documentation that may be required to complete the assessment process.








Any person who has current matters before the courts or parole board will need to be referred by MERIT or Parole. If there are legal conditions or any Court orders current, or where requested by the Intake Officer, the current facts, criminal history, bail or bond or ADVO orders are to be provided. **Without this we may not assess your application.**

ELIGIBILITY CRITERIA

To be accepted as suitable for admission you must:

-  Be an Aboriginal male (there are very limited beds for non-Aboriginal men);
-  Be aged 18 years or over;
-  Have a current drug and alcohol problem or dependency;
-  Have a desire and willingness to make change.

You will not be accepted if you:

-  Have a Bail application or current court matters unless referred through MERIT;
-  Have a Sentence Appeal before the courts;
-  Are in custody on remand or on appeal;
-  Are subject to any type of electronic monitoring;
-  Have current or recent Sexual offence charges or are on a Register of Sex Offenders (One off historical charges/convictions of more than 10 years ago are assessed on a case by case basis and the facts must be supplied);
-  Have current or recent charges for major crimes of violence (one off historical charges/convictions of major violence more than 10 years ago are assessed on a case by case basis); this can also include multiple crimes of violence and the facts must be supplied.
-  Are subject to an ADVO/AVO where there are strict no contact orders in place or a serious assault has occurred where the protected person is living in the local area



(Lismore or Ballina LGAs). ADVOs/AVOs relating to protected persons living outside the local area are assessed on a case by case basis. You must supply a copy of the ADVO/AVO;

- ✎ Are under the care of Public Guardian or a Trustee, or have high needs physically (self-care and mobility) or intellectually;
- ✎ Are on an Opiate Treatment Program e.g. prescribed Methadone or Buprenorphine;
- ✎ Are on anti-psychotic medications or opiate medications (medications that are anti-psychotic but only for temporary reasons are assessed on a case by case basis) ;
- ✎ Do not consent to us collecting, using and sharing your personal information where needed so we can assess your application, and report on and evaluate our service.

All referrals must be voluntary, including referrals via MERIT and Probation and Parole, and applicants must show a motivation to change.

We are predominately a self and health referral service. Our local community have asked that our service to be mostly for men without legal matters that are ready to make changes in their lives or are unwell and need support to make changes.

If you have current minor drug and alcohol related charges, these can be partially assessed on a case by case basis and the matter may require being finalised before assessment. We will not provide a letter of acceptance or confirmation of a bed for court.

**You may call the intake officer if you are not sure.
The Intake officer is available Mondays to Thursdays 10am to 4pm**

The process is

1. You lodge a written application (someone can help you do this) which includes legal documents if you have Legal matters including Parole or Bonds, or we request them.
2. If you cannot access this form either through a service or online you can ring for a time for an assessment with the intake officer.
3. You call and speak to our Intake Officer (within 48hrs of lodging the application (9am to 3pm Monday to Thursday) who will check your information, ask you for any information not supplied, confirm you consent to do our program and assess your clinical need for Drug & Alcohol Rehabilitation.
4. If suitable you will be accepted and placed on a Wait list (there are rarely immediate beds available, and we have a priority system in place for local Health referred applications) -You must ring weekly from this point.
5. You may need some form of detoxification prior to admission into the program. We will discuss this with you during assessment.
6. You are admitted - transport and other arrangements are discussed when you have been allocated a bed date



Namatjira Haven reserves the right to refuse entry to any person who does not supply sufficient information to determine eligibility or who fails to provide information later seen to affect eligibility rules. Applicants must:

- 🌐 **Communicate with us themselves** during the assessment process - no applicant will be admitted via third party without communication with us - this can relate to consent.
- 🌐 Be willing to change behaviour - if it is found after admission that you are not interested in change then Namatjira Haven reserves the right to discharge you
- 🌐 Agree to abide by all of the Rules of Namatjira Haven during residency, including complete abstinence from alcohol and drugs (except where prescribed and within our criteria) and non-violent, non-threatening community participation.

NO APPLICATION WILL BE ASSESSED WITHOUT PERSONAL CONTACT FROM THE APPLICANT - THIS INCLUDES PERSONS IN CUSTODY

IT IS UP TO YOU TO CONTACT US - WE WILL NOT CHASE YOU we will hopefully find someone to support you while you wait to help you if needed

Wait Times vary and your position on the Wait List will be determined by our assessment of your circumstances. Priority will always be given to local Aboriginal men who have no current Court matters or Orders and have compromised health.



Gulgiuwen Residential Program for Men
PO Box 14 Alstonville NSW 2477 www.namatjirahaven.com
We acknowledge our funders: NIAA, DoH, CS NSW, NSW Health, NCPHN



INFORMATION FOR APPLICANTS

Namatjira Haven Drug & Alcohol Healing Centre is an Aboriginal residential drug and alcohol service offering respite for up to 26 weeks to men needing intensive support in dealing with a drug and/or alcohol problem or dependency. Namatjira Haven is situated in a rural setting just outside of the village of Alstonville, midway between Ballina and Lismore on the Far North Coast of NSW.

We offer the Gulgiwhen Program which aims to support you in your efforts to make changes in your life. We will encourage you to utilise your own strength, motivation and enthusiasm to reach your goals.

The Gulgiwhen (Change) Program consists of:

- 🌍 Daily groups which focus on becoming more self aware and self motivated and thus more independent. We use several facilitators to cover social & emotional well being, drugs, alcohol and health education, relationships, enhancement of life skills, strengthen culture, lore and connections and developing new coping skills to enable you to manage day to day life.
- 🌍 One to one case management and counselling
- 🌍 A Culturally specific focus and relevance. This includes: Elder/Uncle Mentor Support, Cultural activities, a Talking Circle and participation in cultural events
- 🌍 Stress reduction activities and creativity
- 🌍 Access to a range of health services relevant for your improved health

Note: Namatjira Haven primarily follows a harm reduction focus in line with current Public Health Policy. We are not a 12 Step focussed Centre and so do not attend or run AA, NA or Smart meetings. Namatjira Haven's prevailing attitude towards men with drug and alcohol issues is one of compassion and empathy. We are strengths based and have a focus upon CBT based strategies.

At Namatjira Haven we realise that each man has his own story and that each person's drug or alcohol use may be different to another's. We therefore consider your particular circumstances, including the impact of trauma and cultural harm. We do require you to be a drug and alcohol free while at Namatjira Haven and we will work with you on what your long-term goals may be around substance use. We expect that all residents attend all program activities. We also require respect for self, others, property, for Aboriginal Culture, Lore and the land Namatjira Haven sits on.

Admissions are accepted during Office Hours - Monday to Wednesday -

Admissions outside these times must be negotiated with Intake Officer

No person will be collected off an early morning ex Sydney (3.30am) train. You **MUST** discuss travel arrangements with us when you are allocated a bed date.

Program Cost

The rent is set at 65% of your Centrelink Support payment (before rent assistance is added) and is deducted via CentrePay. Your Centrepay deduction will be set up higher in the first few weeks to get you to 2 weeks in advance. (Do not get an advance payment from Centrelink before arrival) You will also be charged a minimum \$50 linen and cleaning fee on exit if you do not return cleaned linen or leave your room clean on departure. All residents are charged a \$50 non-refundable administration fee.



On departure, any rent refund will be repaid into your bank account within 7 working days (one week) of leaving. You cannot get cash refunds. **You need to plan your departure with staff 7 days ahead.**

What to Bring

- 👤 Current Medicare Card, Health Care Card, Bank ATM card and any photo ID you have.
- 👤 Any prescribed medications and or current scripts. (please list medications on your application)
- 👤 Enough clothing for at least one week. Bring covered shoes for work programs.
- 👤 A bath towel, toiletries and **liquid** laundry detergent. You may bring your own linen if you wish.
- 👤 Any other personal items which are allowed (you should ask prior to admission) and which may assist to help you feel at home. A beach towel in warm weather. No electrical appliances.
- 👤 You may bring your Mobile phone however there are strict rules on when you may use that. You must provide us with the phone number and hand the phone at times in according to the rules. Any person on no contact AVO or phone behaviour issues may have further restrictions.
- 👤 If on JOBSEEKER you need to let your Workforce (Job network) provider know you are coming and get help from them to set you up on MYGOV before entry. Please make sure you remember your log in and password information.
- 👤 If you are going to want to transfer money to family during your stay you must be set up for online banking before you arrive. See your bank for this before you enter.

What Not to Bring

- 🚫 Alcohol or drugs of any kind except where prescribed and allowed.
- 🚫 Valuable items.
- 🚫 Weapons of any kind, including pocket knives.
- 🚫 Pornographic or violent material including R rated DVD's and CD's. These will be confiscated
- 🚫 Do not bring any electrical appliance without first discussing with Intake Officer. No TVs or heaters to be bought in.

Namatjira Haven does not take responsibility for a resident's belongings

Rules - Namatjira Haven encourages self-responsibility - we are not a prison but we do have to have certain rules that residents are required to abide by. The main rules are obvious - no drug/alcohol use and no violence. The other rules will be explained to you during admission period.

Phone contacts - Residents are able to have their mobile phones while at Namatjira Haven, which may only be used during certain times and not available after 9.30pm. Any buying of second phones to get around this rule will result in eviction. We reserve the right to check phones are not decoys

Visitors - Visiting hours are on every Sundays between 12 .30 and 4pm. Visitors also are allowed each second non outing Saturday (same hours). Special arrangements may apply to persons travelling long distance to visit with approval. Please discuss prior to arranging a visit.

Residents and visitors must abide by any AVO/AVDO orders. Failure to do so can result in eviction and reporting. You are responsible for your visitors, including children. Visitors are to abide by the same rules as residents and will be asked to leave if they disregard these rules. The dining room, verandas and the gardens are accessible for visitors. All other rooms including bedrooms are not accessible. You may show your visitors around on their first visit.



Rooms - You will be allocated a single room on admission and linen will be issued. You will be responsible for cleaning your own linen and room and maintaining it in a tidy state. Rooms will be checked for WH&S.

Leave - No regular leave in first 8 weeks. Compassionate leave to attend funerals or other family emergencies will be granted on a case by case basis. After 8 weeks a day leave may be granted dependent upon progress and circumstances. Overnight leaves do not occur until week 12 if staying for a longer program. We may deny leave if not in your best interest or where contrary bail orders exist.

Shopping & Outings - Shopping times and outings are scheduled in the program timetable.

Smoking - No smoking is allowed at Namatjira Haven (or near our motor vehicles). Smoking is allowed in one designated outside area at front gate only; failure to follow this rule may result in eviction.

Program calendar - An example of the Weekly Program is included at page 7 below. Please note this is subject to change seasonally as group programs change.

Important Information: All applicants MUST read the Application Information pages 1 to 7 before completing and signing the application form- the last 2 pages- all questions must be completed in full.

Consent to collect, use and share your personal information - signing this form gives consent to collect, use and disclose your personal information in order to assess your application. In signing and submitting your application, you agree that the staff from Namatjira Haven may collect, use and disclose personal information about your application with other government and non-government agencies (including but not limited to Housing Providers, Health & Wellbeing Services, Legal Services, Family and Community Services, Medicare Australia, Centrelink, Alcohol and Other Drug services, Employment & Education Providers) for the purpose of assessing your eligibility and suitability for our service and for evaluating our application processes.

Privacy law means any information we collect, use and share still remains confidential within our service and within any other service we share information with. Your information is de identified where used in research and reporting processes.

For referrers: The Application form is attached (last 2 pages). Please add your contact details. Once completed in full and signed, scan and email those 2 pages only to the Intake Officer on admin@namatjirahaven.com. Please ask the applicant to phone within 2 days (see days below) on 02 6628 1098 asking to speak to the Intake Officer. The Intake officer takes calls Mondays to Thursdays 10am to 4pm. Any communication regarding this application is to be directed to the Intake Officer.

BEFORE PROCEEDING - Check again the criteria items page 1 & 2 and ring if not sure



Namatjira Haven Drug & Alcohol Healing Centre – Residential Weekly Program (as at November 22)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Between 7am & 8.30am complete	Exercise /chores Meal, Shower	Exercise /chores Meal, Shower	Exercise /chores Meal, Shower	Exercise /chores Meal, Shower	Exercise /chores Meal, shower	Exercise /chores Meal, shower	Exercise /chores Meal, shower
9.00am	House Meeting	House Meeting	House meeting	House Meeting	House Meeting	House meeting	House meeting
9.30am	Shop run Counselling till 2.30pm	Leave for TAFE	Shop run Counselling till 2pm	Your time	Your time Counselling till 2.30pm	Prepare for 2 nd Sat outing or shop run	Wash vehicles
11am	Group	TAFE	Group	Group	Group	9.45am lock up to leave	Self care relaxation
12.15pm	Lunch	1pm if TAFE	Lunch	Lunch	Lunch	Lunch	Lunch
1.30pm	1.30 pm QML Pathology Case management tasks	Your time Case management tasks	Men’s fire prep	1pm WH&S/ Case management tasks	Case management tasks.	2 nd Sat Outing 2 nd Sat visitors 12.30 to 4pm	Visitors from 12.30pm
2.30pm	Art based yarn	Gardening & grounds or gym& art room clean	Men’s fire	2pm Music & Doctor	2.30pm Gardening & grounds.	2 nd Sat Outing 2 nd Sat visitors	Visitors
	Art based yarn	Gardening & grounds or gym & art room clean	Men’s fire	Music	Gardening & grounds	2 nd Sat Outing 2 nd Sat visitors leave 4pm	Visitors
4pm	Pack up at 4pm	Pack up at 4pm	Men’s fire	Own activities Residents	4 pm Prepare for weekend wind down	Clean up from outing clean BBQ	Visitors leave by 4.00pm
5.30pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6.30pm	Relaxation	Relaxation	Fire Circle	Relaxation	Relaxation	Relaxation	Relaxation fire
11.00pm	Lights off before	Lights off before	Lights off before	Lights off before	Lights off	Lights off	Lights off before

Residents are to attend all activities and groups unless specifically excused for a valid reason. All residents must attend weekly Fire Circle also.

Residents MUST hand their phones in at 10.45am (back at 4.30pm) and 9.30pm or earlier if going to bed (back at 7am) and before all activities if they occur before 11am.eg TAFE

Smoking is not allowed on site or near vehicles. There is one designated area only at front gate in free time only

This Program is subject to change at any time



ABN: 28 126 018 497

108 Whites Lane Alstonville NSW 2477 Ph: 02 6628 1098 Fax: 02 6628 0520 www.namatjirahaven.com

Scan and email these 2 pages only (do not send the first 7 pages)

Email: admin@namatjirahaven.com

APPLICATION FOR RESIDENCY you should have read the criteria pgs 1,2 before filling in this form

Important Information: All information supplied remains confidential and is protected by privacy legislation. Please give as much information as you can **All questions must be completed.**

Please read and sign this declaration - Please confirm by signing below that you have read and understand the information given pages 1 to 7, that you have been truthful, you are male and that you are 18 years of age or older and you consent for us to contact other services or agencies where needed to assist with information to assess your application for entry into Namatjira Haven. You are aware that withholding of or giving misleading information may result in a non-acceptance or discharge after intake. You are advised that any application data required for reporting or evaluation and research does not enable you to be identified.

Please sign here Date of Application:/...../.....

1.) Last Name: First Name:..... D.O.B:/...../..... Age:

Your ATSI Status? (circle one) Aboriginal Torres Strait Islander

Both Aboriginal and Torres Strait Islander Neither Aboriginal or Torres Strait Islander

If you identify as Aboriginal, what nation do you identify as coming from (optional)?

2.) **Usual** Address:...(Put which town if homeless)

Your mobile phone number:

If you are in custody which Correctional Facility are you in? CNI.....

Next Parole Date/...../..... Note: You have consented above to providing your criminal history current facts and any orders. Note: if you are in custody on remand we cannot accept your application.

Which of these best describes your **usual** accommodation: (Please circle)

Renting Boarding Own your Place Staying with Family/Friends Not Fixed Homeless Other

3.) Have you ever been previously admitted to Namatjira Haven? Yes No

If yes What Year:..... Length of Stay:.....

4.) Are you in a current relationship? Yes No



5.) What is your current employment/income status? (Please Circle)

Employed Full Time Employed P/T Pensioner Student Unemployed Other

Do you have a current Medicare card? Yes No Do you have a current keycard? Yes No

If on JOBSEEKER; Do you have a Workforce Provider and set up on MYGOV to report? Yes No

If you do not have these you will be asked to obtain these prior to entry. Please discuss with the intake officer

6.) What alcohol/drugs have you used regularly in the past month? Describe how much you use daily.

.....
.....

7.) Briefly describe what you are hoping to achieve coming to Namatjira Haven.

.....
.....

8.) Do you think you need help to detox before entry? Yes No

*All persons accepted must be Drug & Alcohol free on admission.
If your application is accepted, this requirement, and options for a withdrawal management program (e.g. Detox),
will be discussed with you during assessment.*

9.) Do you have a Medical or Mental Health issues? (Please Circle) Yes No **If yes, please detail and include any medicines you are taking**

.....
.....

10.) Do you have any current legal matters? courts or parole board or a current ADVO/AVO? Yes No
If yes to current court matters or parole board you may be advised to apply through MERIT or your Parole Officer
and details of your offences will be required before your application can be assessed.
If yes to current AVO/ADVO you will need to provide a copy.

11.) Details of your Referrer eg Parole or MERIT officer or Health or Community worker referring you.

Name of referrer Organisation.....

Phone Email.....Office.....

12.) To your knowledge are you related to, or do you have a relationship with, any staff member or current resident of Namatjira Haven? Yes No If yes, Who is the staff member or current resident?

.....

**Thank you for your application. Please ring the Intake officer within 2 days.
The Intake officer is only available Mondays to Thursdays 10am to 3pm.**

