



Mission:

To provide a safe, supportive, drug free transitional living option for women recovering from chemical dependencies until such time they can reintegrate into their community.

OUR House, Inc. Resident Handbook

**34 Hart Avenue
P.O. Box 1134
Buckhannon, WV 26201
304-460-2117
RESIDENT HANDBOOK
Updated February 2023**

Goal

OUR House offers women who have made a commitment to live a drug and alcohol-free life, a safe environment in which to live and function. Our goal is to help you develop life coping skills that will allow you to master the social and professional demands of society. We believe that providing a safe, sober and harmonious living environment will enable you to learn and practice the principles upon which a lifetime of recovery can be built.

Prospective Residents

ADMISSION POLICY

Upon first contact with [O.U.R. House](#) staff, whether by phone or in person, staff will screen the potential resident to determine their appropriateness for residency. If the potential resident is identified as an unlikely candidate for admission, suitable referrals may be provided.

Admission Criteria may include, but is not limited to:

- Female, age 18 years of age or older
- Be willing and capable of contributing \$300.00 per month for the program fee. This will be due at the time of admission and each month of residency.
- Clean and sober for a minimum of 14 days (no acute medical withdraw symptoms)
- Have a primary diagnosis of alcohol and/or chemical dependency.
- Have adequate control over their behavior and assessed not to be imminently dangerous to self or others.
- Express a desire to recover from an active substance use disorder.
- Have a desire to recover using the 12-step program.
- Sign releases of information for medical, legal, and mental health histories.
- Pass a drug and alcohol test upon admission and agree to random drug screen testing.

OUR House, Inc. Resident Handbook

- Have an ability to use the program as a transition to independent living.
- Be assessed as medically appropriate and free of any long-term illness that requires isolation from others.
- Have the capacity for active participation in all OUR House activities and responsibilities.
- Be able to meet personal needs without assistance.
- Willing to work full time, be enrolled in school full-time, or a combination of both. If receiving disability income, resident must be willing to engage in volunteer work.
- Commit to total abstinence from drugs and alcohol.
- Respect the rights, views, and property of other residents and get along with others.

Exclusion Criteria

- Have a clinical diagnosis that meets the criteria for a higher level of care (e.g., acutely psychotic or a danger to self or others)
- Have severe permanent cognitive impairment that would prevent the applicant from participating in scheduled peer-led, peer-driven, social model house activities.

OUR House, Inc. Resident Handbook

- Have ongoing medical conditions, which require a higher level of monitoring and care than can be provided by OUR House.
- Due to our location we will not accept persons with certain criminal convictions (such as sex offenses, child abuse, violent crimes).

Screening

All prospective residents will be subject to an interview/evaluation with the Executive Director or their designee, in person and /or by phone. Photo identification must be available (a photocopy to be placed in the resident's file). A complete and signed application will be placed in the resident's file.

Guidelines and Procedures

1. **Chain of Command:** All resident's questions, concerns and comments are to be directed to the House Manager or the Director.
2. **Room Changes:** Residents may move to a different bed within the house when a bed opens based on seniority. Management must approve moves between rooms.
5. **Valuables:** One Unique Recovery House, Inc. staff and/or management **is not responsible** for resident's personal property. All items are brought in at the resident's risk and bringing valuables in is highly discouraged. This includes cash, money cards, checks, etc.

OUR House, Inc. Resident Handbook

6. **Emergencies:** The police should only be called in the case of real emergencies. In the case of minor incidents, inform the House Manager or Director. Each resident will provide staff with an emergency contact as well.
7. **Mail Etiquette:** All mail will be distributed by the House Manager or Director. Opening mail addressed to another person is a federal offense and a violation of house rules.
8. **Events:** Periodic events may be held at the house including barbeques, holiday events, etc. These events are provided for the enjoyment of the residents and their family and friends. We strive to make OUR House as close to a home environment as possible and believe that fellowship with others in twelve-step programs is an important aspect of recovery.
9. **Medical Needs:** Resident must sign a medical release of information with OUR House so that management can communicate directly with physicians. Resident must notify House Director of medical appointments and emergency visits to ER or clinics. It is the resident's responsibility to pay for personal doctor visits and all medications prescribed.
10. **Misc.:** Residents are not allowed any snacks, food, or drinks (water only) in their bedrooms. Residents may not leave the house until chores are complete. Residents will not leave dirty dishes in the sink or cups/ glasses sitting around.
11. **Lawncare:** Residents are responsible for upkeep of the yard, garden, and plants.

House Integrity & Good Neighbor Policy

House Integrity rests on the principles of **HONESTY**. When any resident violates the rules and customs of OUR House, it disrespects the efforts of every other resident who is honestly working to establish a plan for lifelong recovery. Maintaining the integrity of OUR House means that if you have personal knowledge of the occurrence of any of the violations listed below, you must report it to the House Manager immediately.

- ☐ Use of alcohol and /or drugs.
- ☐ The presence of alcohol or drugs on the premises.
- ☐ The use of Energy Drinks
- ☐ Smoking or use of smokeless tobacco in any part of the house other than the designated area located behind the house.
- ☐ Pornographic material on the premises.
- ☐ Breaking another resident's anonymity and confidentiality.
- ☐ Weapons of any kind are strictly prohibited.
- ☐ Sexual harassment and /or sexual activity on the premises.
- ☐ Leaving the house or staying out after curfew (unless at work)
- ☐ Stealing from O.U.R. House premises, donated items, other resident, visitors, or staff.
- ☐ Lying to OUR House representatives. (staff, board members, volunteers)

While it may be tempting to not report on someone else in the house, you must remember that you are not helping them in their recovery by being part of covering up their negative, self- defeating

OUR House, Inc. Resident Handbook

behavior. Half measures should not be practiced or tolerated when it comes to making sure that OUR House is a safe, positive environment for you, for your fellow residents and for those residents yet to come. **If it is known that you had personal knowledge of a violation and failed to report it, you are subject to same discipline as resident that violated rules.**

Resident Restrictions and Privileges

This list is not all-inclusive; other restrictions may be verbal or added as needed.

I. During initial 30 days of Residency

- a) No visits with significant others are permitted on or off premises unless prior approval is received from the Director. Communication may be in the form of phone or letters only. Residents are to have no home visits or social gatherings during the first 30 days.
- b) Employment and / or school schedule will need to be obtained within 30 days of initial date of residency at One Unique Recovery House and provided the director and House Manager.
- c) Resident may not have any overnight stays off premises in the first 30 days.
- d) Curfew of 9:00pm. on weekdays and 10:00pm. on weekends. Exceptions will be made only for employment-related reasons (verification will be required). All parolee's curfew is 9:00pm. All days of the week unless meeting or employment.
- e) All residents will sign out when leaving the house: indicate date, time, where they are going, and who they are with. When leaving the house (unless for work) you will be accompanied by staff or another resident. Both must sign out. Residents may not sign out / in for anyone other than self.

All residents are to go in pairs unless going to work. *Can't emphasize this enough.*

OUR House, Inc. Resident Handbook

- f) Each resident will select a Home Group within first 60 days.
- g) Each resident is required to select a Sponsor within first 30 days. (may be a Temporary Sponsor)

1st week

Relinquish cell phones and car keys to the director/ house manager. No personal phone calls or internet services permitted. This week is to be used to becoming familiar with house mates, house rules, meeting places and times.

2nd week -

May use house phone and internet for job search, doctor appointments and other related services.

3rd week -

Report to Director - list of jobs applied for or volunteer work done (when / where)

4th week -

At the end of the 4th week, the resident may have her cell phone returned. Director must have phone number. Residents are not to be on their phone after 11:00pm. unless in crisis at which time they will notify the Director. May have car keys returned - must inform director when driving. **Residents on probation or parole or other supervision must adhere to cell phone restrictions as set by their individual supervising officer.**

II. Resident Expectations

1. Resident is required to respect the anonymity of all residents. Resident and House business is confidential and must not be discussed outside of the house. Violation of this policy will be grounds for immediate discharge.
2. Resident will be responsible for completing assigned chores. Chores will be assigned at the house meeting with peers and house manager.

OUR House, Inc. Resident Handbook

3. Residents are expected to always maintain a respectful noise level while in the House.
4. Rooms are subject to inspection at any time by O.U.R. House staff. Room should be kept neat and clean, and the beds should be made daily.
5. On Saturdays, all House cleaning must be completed by no later than 12:00 noon. House must be cleaned by all Residents and inspected by staff.
6. Residents are expected to plan their time accordingly to complete their individually assigned chores.
7. Resident rooms are set up to house 2 people each. When there is only 1 person in a room, she must keep the entire room clean. Half the room must be kept ready for the next person to move in. All rooms have 2 beds and 2 dressers and 1 nightstand and lamp. Two of the rooms have two closets, the other two rooms must share a smaller space. There is a limit of 21 hanging pieces of clothing. All other clothes, tee-shirts underwear, night clothes, socks must fit in designated dresser. No more than 4 pair of shoes (boots, sandals, tennis shoes, etc.) Any other clothing may be stored in the attic in a box or tote, no trash bags, with resident's name on it.

III. Overnights

Residents on probation or parole or other supervision must adhere to restrictions as set by their individual supervising officer.

Overnight Passes: Overnight passes may be granted at the discretion of the director if the following criteria are met:

- a. Resident has been in the program for more than 30 days and be current with program fee payments.
- b. Resident has attended all required meetings that week.
- c. Resident has completed all their assigned chores that week and have planned to have his/her chores covered while away.

d. *Pass request must be completed in writing prior to Thursday at 5 pm. and given to the director.*

IV. Medications

- Resident will provide a list of all medications taking to the director.
- Resident will self-administer medication as prescribed by a physician.
- Resident should not discontinue medication for any reason without a physician's order.
- Resident may not be prescribed narcotic or other addictive medications.
- Medication will be stored out of plain view from other Residents. For example, in a dresser, closet.
- Expired medications or medications resident is no longer taking must be given to the director to dispose of appropriately.

V. Visitors

All visitors must be pre-approved by Director.
Visitors are allowed on the first floor only, and not in the bedrooms or hallway. Visitors in recovery need to have a minimum of 90 days of sobriety unless staff is present.

VI. Termination of Residency

1. A one-week notice is requested prior to voluntarily move out.
2. Upon leaving, Resident's bedroom should be thoroughly cleaned.
3. Any Resident discharged for any reason will not be permitted to return to the premises as a Resident or visitor for a minimum of 60 days. Discharged Residents must have a clean urine test in order to return.

OUR House, Inc. Resident Handbook

4. Resident will not be permitted to return to the premises as a Resident or Visitor if they used any illegal drugs or alcohol or possession of illegal drugs and alcohol on premises.
5. Upon discharge, personal belongings must be picked up within 30 days or the belongings become the property of One Unique Recovery House.
6. Resident's program fees need to be current to retrieve personal belongings.
7. If a resident leaves without notice, she will not be permitted back into the house. Her belongings may be packed up by her roommate and she may call to plan to pick them up.
8. Program monies paid will not be returned to Resident if was asked to leave for rule violation or relapse discharge.

REWARDS FOR COMPLYING WITH ALL OF OUR HOUSE RULES / REQUIREMENTS

- A successful recovery foundation.
- Access to various recovery literature: AA, NA, AlAnon, Celebrate Recovery
- A nice clean bed for sleep, beautifully furnished home to live in, food to eat.
- You will have electric, gas, water, sewage, trash disposal, cable and Smart TV, telephone and Internet services including WiFi.
- DVD player with recovery-oriented movies.
- Life Skills training
- A computer and printer for your use.
- USPO mail service
- Access to community assistance with clothing – Parish House and Salvation Army
- Volunteers to help you with transportation.
- Opportunity to find a career or attend school.
- Peer support services
- Pride is self for being responsible.

Examples of Imposed Restrictions

Written / Verbal Warnings - *Given by the Director or House Manager for inappropriate conduct / dress / rule breaking, etc.*

1. May only leave house for necessary appointments, meetings, and work.
2. Assigned extra chore (s)
3. No overnight or weekend passes
4. Increase mandatory meeting attendance.
5. Discharge from the Program **
6. Revoke cell phone privileges
7. Pick up trash on Hart Ave. from end to end

This list is not all-inclusive; restrictions / reprimands will not be unreasonable and may be made known to resident in writing and signed by director and resident.

****with approval from at least one member of the Executive Board of directors. (President, Vice-President, Treasurer and / or Secretary).**

Examples of Rewards Offered

Given at the discretion of the Director or House Manager for performing above and beyond standards. (This is only an example of rewards that may be give)

1. Freedom to leave the house alone to go to places within walking distance.
2. May have another housemate do a chore for you.
3. Movie at Upshur Cinema
4. Shopping trip to Meadowbrook Mall
5. Pizza and movie night at home
6. Trip to Wildlife Center
7. Ticket to Skateland
8. Free Frosty from Wendys

9. Free meal at McDonalds

RESIDENT TRANSPORTATION

Residents of One Unique Recovery House are encouraged to take responsibility for their own transportation needs.

1. Residents need to plan for their own transportation needs. If a resident owns their own vehicle, they may use it while living at O.U.R. House. They must provide copies of their valid driver's license, vehicle registration and appropriate insurance. The vehicle must be in good condition with current WV inspection sticker.
2. If they do not own a vehicle, they may access the public transit (Country Roads Transit - CRT). Each resident is responsible to connect with CRT and board and exit the bus as appropriate.
3. If the resident needs transportation to a medical appointment out of town and have a WV Medicaid card they may contact Logistic Care for transport.
4. If a resident is in a medical or psychiatric emergency, then peers or O.U.R. House representative will call 911 immediately and wait for the ambulance to arrive and report the emergency to the director.
5. If a resident needs transportation and cannot access one of the previous mentioned modes of transport, she may contact one of at O.U.R. House representatives or volunteers.
6. **Any person transporting residents must provide copies of their valid driver's license, vehicle registration and appropriate insurance.** The vehicle must be in good condition with current WV inspection sticker.

OUR House, Inc. Resident Handbook

Emergency Numbers

Police (Emergency — call 911)

- Buckhannon City Police (304) 472-5723
- Upshur County Sheriff (304) 472-1180
- West Virginia State Police (304) 473-4200

911 Communication Center.....304-472-9550

Poison Control Center.....800-222-1222

National Suicide Prevention Hotline.....800-273-8255

- WV Department of Health and Human Resources (304) 473-4230
- Goodwill Industries (304) 472-0587 (*Thrift Store-offers low-cost clothing, house wares and furniture, Accepts donations*)
- Salvation Army (304) 472-6165 (*Thrift Store-offers low cost clothing and household goods, assists residents with food, utilities and rent (as funds are available), provides fire and disaster assistance, accepts donations*)
- Upshur Cooperative Parish House-Crosslines (304) 472-0743 (*Provides assistance with food, medical, utilities, rent, prescriptions, and gas vouchers for medical appointments, school needs, and mortgage assistance, Information and referral center, Works in collaboration with other social agencies in the community, Accepts donations*)

Domestic Violence

- Woman’s Aid in Crisis (304) 473-0106
- Victim’s Services Coordinator (304) 472-9699
- Mental Health - Appalachian Community Health Center (304) 472-2022
- St. Joseph's Hospital, 1 Amalia Dr, Buckhannon, WV 26201, (304) 473-2000

Poison Control Center (800) 222-1222

A complete list of resources and phone numbers is posted on the O.U.R. House Bulletin Board in the dining room.

Basic House Rules

- ❖ There will be no physical or verbal abuse to anyone living in this house. (Include name calling). Verbal abuse includes yelling.
- ❖ Your room needs to be clean before you leave the house for any reason except emergency.
- ❖ Dishes are not to be left in the sink. Wash, dry and put away / place in dishwasher.
- ❖ You will attend all available in person AA or NA meetings if you are not at work.
- ❖ Clean common areas after each use. Do not leave personal papers, mail, or other belongings laying around the house.
- ❖ Do not 'borrow' from anyone in the house, volunteers, or staff.
- ❖ Curfew is 9:00pm. Unless you are at work or have permission to be out.
- ❖ You will, always, let the director know your whereabouts by signing in and out.
- ❖ No smoking or vapes inside the house.
- ❖ No food, drinks, or snacks upstairs except plain water.
- ❖ No lying, stealing, or manipulating. Anyone caught stealing will be immediately discharged from the program and / or charges may be filed against the one caught.
- ❖ Food brought into the house is shared with all residents. The only exception is purchases made to take meal to work. Those items must be labeled with resident's name and date.
- ❖ Personal hygiene items will be limited to what fits in provided shower caddy. Items left in shower will be disposed of.
- ❖ Personal items such as pictures, knick-knacks, keepsakes, etc. will be limited to space. There should be nothing under the beds.
- ❖ Nothing is to be attached to the walls except pictures already there. Each resident may have a bulletin board they can pin personal pictures, papers, etc. on.
- ❖ Resident's extras may be stored in the attic in suitcases or storage totes (no garbage bags).
- ❖ Please do not move furniture around without approval from the director.

If you open it - close it. <> If you take it out - put it back <> If you use the last one - replenish it.

ACKNOWLEDGMENT / AGREEMENT

By signing below, I verify the following:

- ✍ I have carefully and thoroughly read the Resident's handbook.
- ✍ I have had the opportunity to seek and get clarification from the Director regarding any aspect of the Handbook that was not clear to me.
- ✍ I fully intend to abide by the policies, procedures and rules of One Unique Recovery House, Inc.
- ✍ I understand the Resident Guidelines and agree to adhere to them.
- ✍ I understand that violation of these rules may result in my immediate discharge from the program and that by accepting these terms, I exclude myself from the normal due process afforded by any local, state, or national laws.
- ✍ I am aware of the consequences of violating these policies, procedures, and rules.
- ✍ I am aware of the grievance policy and have received a copy.
- ✍ I am aware that these guidelines may be added to or changed at the discretion of the Director. The director will notify the Board of Directors of any changes made at the next available quarterly board meeting.

Resident's Signature

Date

Witness

Date

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OUR House, Inc. Resident Handbook