**UNITY HOUSE INTERN DUTIES**

**When a client leaves Unity House**

1. New member process

1. Write resident name on clipboard of weekly intake sheet sitting on paper cutter
2. Take id picture if manager cannot do so
3. Email, text, or share picture along with the Name of the Resident, Date they came, and which house they are moving into
4. **Put up resident’s picture on the board:** Glue pictures to card stock paper (5 ¼”x 5 ¾”), write resident name and date of entry into UH on the white space at the bottom or side of the picture. Make sure it is landscape. Use 4X6 option. File in Resident Photos (share docs) with resident’s name and date.
5. Ensure we have a UH-30 emergency information sheet and copy of ID
6. Add member to heads and beds roster; include date of entry and phone number if known
7. Once the resident has a signed orientation and rules packet, emergency info sheet, and intake survey put file in current resident drawer in the appropriate house.
8. As documents come in, place them in the file after making copies for the manager and resident for important forms.

**Paperwork – Monday Morning**

1. **Mail/In Box (Monday mornings) AS MADE, STAMP ALL COPIES “COPY”**
	1. **Drug/Alcohol Tests**: **The number copies** will depend on the number of residents listed on the document. One copy of the screen, if positive, goes in the resident’s file and the PO, if applicable. Highlight the resident’s name across the line in yellow before filing.

▪ Original—BAC/Drug Testing Results drawer

▪ Copy—Resident’s file (If Positive)

▪ Copy—Positive tests ONLY: House manager’s file

▪ Annotate any positives on Heads and Beds and date – e.g. “Used 7/29/15”

* 1. **Rules & Orientation: 2 copies**

▪ Original—Resident’s file

▪ Copy— House manager’s file

▪ Copy— Back to resident

* 1. **Unacceptable Behavior**: **2 copies**

▪ Original—Resident’s file

▪ Copy— House manager’s file

▪ Copy— Back to resident

* 1. **Payment Agreement – CEO to sign; 2 copies**

▪ Original—Resident’s file

▪ Copy— Bookkeeper

▪ Copy— House manager’s file

* 1. **Emergency Contacts – 1 copy**

▪ Original—Resident’s file

▪ Copy— House manager’s file

* 1. **AA/NA/Church Meetings—No copies needed**

▪ Original—In back of resident’s file

* 1. **Leave Requests—If it’s from a manager, one copy goes to CEO**

▪ Original—Resident’s file

▪ Upon resident’s return, make sure there was a follow-up drug/alcohol screen

* 1. **30-Day Notice – CEO to sign; No copies needed**

▪ Original—Resident’s file

▪ Place a Post-It on the resident’s photo

▪ Annotate on Heads and Beds

* 1. **Close Out Letter—CEO to sign; No copies needed**

▪ Original—Resident’s file

* 1. **Unity House Property Sheet—Depends. First half filled out, a copy has to go back to the house manager to be placed with the person’s belonging. Second half filled out, no copies are needed.**

**Other Duties**

Update and Improve Unity House Website

Construct and send out monthly Newsletters

 Check on and add to Unity House Facebook.

 Check on and update Unity House’s “GoFundMe” site.

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Note: Training will be given as needed in all areas

1. **Check/re-stock blank forms** bundles in CEO’s bag, and restock “starter packets” for each house. Also check with COO to see if he needs any Form copies. A starter packet includes: Rules and Orientation, Release of Information, Emergency Contacts, AA/NA/Church meetings. They may also need: Job search forms, Property sheets, Payment Agreements, Pantry forms, and various other forms. The entry and exit forms are suspended for now.
2. Attend and Document Staff Meetings
	1. Type up notes from meeting or do it as it is going on
	2. Save notes using the date format listed in the file path here: Share Docs/Staff Meetings/”YY-MM-DD”
3. **Update white board:** Intake names for the month
	1. Put info on referral source data sheet at end of month
	2. Enter the info into the data tracking referral source info
	3. Erase the names and put up the new month in the top left-hand corner

**When a client leaves Unity House**

1. CLOSE FILES
	1. Use “Final Close-out checklist” for all of the following if applicable:
	2. Pull resident’s picture down off the board
	3. Write the resident’s name on the Ins/Outs/Laterals sheet, house no. and date
	4. Pull file from Current Residents’ Drawer
	5. Put file in the Close-Outs/Financial File Rack
	6. Close Out Letter and Property Sheet are to be filed in resident’s file. Manager and CEO are to sign the Close Out Letter.
	7. If resident has a PO, contact the PO and send Close Out Letter to him/her including amount owed

**Monthly**

1. Update Website through: <https://charityadvantage.com/login.aspx> (UH BLUE: 336699, UH RED: CC0000)
	1. Success stories
	2. Wording changes etc.
	3. New Sponsors
	4. Links to articles and press releases
2. Create managers meeting agenda for each 4th Friday and Saturday per month
	1. In put will come from weekly OPS Meeting, CEO and COO.
	2. Email house managers one week in advance a reminder
3. Make about 14 Intake Packets per month
	1. UH-3 Orientation and Rules Packet-1 (2 sided)
	2. UH- 6 AA/NA/Church Meeting Attendance
	3. UH-16A Release of Information
	4. UH- 30 Emergency Contact Information