

WELCOME TO HALO AND LACHLAN HOUSE...

Gumbi Gumbi Aboriginal and Torres Strait Islander Corporation uses culturally appropriate programs around residential withdrawal and rehabilitation programs for men and women requiring assistance in dealing with substance misuse. The centre is currently funded for 14 beds and is in Rockhampton Central Queensland on Darumbal land. Gumbi Gumbi does not discriminate and welcomes all that need help to the programs.

During your stay here at the Centre we wish that you gain as much as you can out of our Programs, and it is important that everyone understands the expectations and responsibilities. We understand that all clients will have their own journey and will work to ensure both group and individual sessions are valuable. These expectations and responsibilities come from many years of experience dealing with alcohol and drug addictions and have been put in place to minimise risks for residents and staff.

- Gumbi Gumbi has the right to exit any client at any time, the duty of care to **all clients** is paramount and any client deemed too much of a risk to other clients or to staff will be exited
- Clients who cannot or will not follow clients' expectations and responsibilities will be asked to leave
- No violence, no wilful destruction, and no abuse in any form will not be tolerated (police may be called)
- No alcohol and/or drugs allowed on the premises – Random drug and alcohol tests will be conducted
- No intimate relationships on the premises between clients and/or staff
- Theft will not be tolerated and lead to immediate exit
- PRIVACY – at no time are clients to enter other client's rooms
- Smoking is permitted but only in allocated area
- Management reserve the right to client's showing disregard to expectations and responsibilities may be:
 - Placed on In-stay and/or required to do additional tasks
 - Exited from the premises and reported to police (if required)

Gumbi will not be responsible for any belongings and have security cameras placed within and around the centre for the safety and security of all personnel. If you wish to make a complaint or grievance you will be required to follow the process which can be made available on request.

Lachlan House is designated for Female residents only.

Halo House is designated Male residents apart from common areas listed below:

Common Areas where all clients may mingle include:

- Halo House Back Deck & Dining Room
- Downstairs Session Room Lachlan House
- Outside Games, Exercise, and Garden areas
- Under roofed/shaded area behind Lachlan House

ITEMS REQUIRED TO ENTER GUMBI GUMBI

- Clothing including Hat, footwear and thongs (Ensure clothing is appropriate for a shared facility)
- Basic toiletries and Towel
- Books/ Hobbies (Prior approval required)

ITEMS NOT ALLOWED AT GUMBI GUMBI

- Razors other than disposable or electric or Aerosol cans and open flame devices
- No blades – knives, sharp/pointed scissors etc
- No energy drinks, No food or drink containing excess caffeine at Gumbi Gumbi.
- Coke (cola or similar) is limited to 2 bottles and no more than 4 litres per week

BOARD AND LODGING: \$500 per fortnight (\$25 admin fee upon admission)
Centrepay deduction can be arranged if required

CLIENT EXPECTATIONS AND RESPONSIBILITIES...

DETOX / WITHDRAWAL - 7 to 10 DAYS

REHABILITATION PROGRAM – 12 + WEEKS

MOBILE PHONE USE: 9:00 AM to 6:00 PM everyday

(Mobile Phones are to be placed in a box at the start of every session - No Exceptions)

NO PHONES AT ALL FOR THE FIRST 5 DAYS OF YOUR STAY – Use of office phone is limited and subject to approval

INSTAY: 4 weeks mandatory (No leave allowed unless supervised by a worker)

VISITORS: Detox – Supervised Rehabilitation - Unsupervised but monitored
(Bags checked, drug test and breathalyser test will be conducted after visit)

Visitor Times 1 hour: 3:00 PM to 5:00 PM - Thursday and Friday (1 hour only)
9:00 AM to 12:00 PM – Saturday
1:00 PM to 3:00 PM – Sunday

Visitor Application Forms – to be submitted by Wednesday for approval (No Exceptions)

LEAVE: Day Leave - Saturdays and Sundays only between 9:00 AM to 12:00 PM or 1:00 PM to 4:00 PM
(Alcohol test, drug test and bag check upon arrival back at Gumbi – No lunch provided)

NO OVERNIGHT LEAVE WILL BE APPROVED

Leave Application forms - must be submitted by Wednesday 12 noon
(No transport will be provided – client must organise their own transport for leave.)

CLEANING / LAUNDRY: As you are living in a shared space, ensure you respect others and clean up after yourself

- General cleaning and daily chores will be listed on the noticeboard, checked by staff
- Clients responsible for own laundry (washing machine supplied)
- Laundry day for bedding is Monday and Wednesday

LIGHTS OUT & TV'S OFF: 10:00 PM Sunday to Thursday / 11:00 PM Friday to Saturday

COOLING & HEATING: Air conditioner set to 25 degrees and only operated between 7:00 PM to 7:00 AM only

DINING ROOM: No Females in the dining room (Halo House) after 10PM

HOBBIES: Client's responsibility - subject to approval as not supplied by Gumbi Gumbi

MEALTIMES: Breakfast before 8am / Lunch 12pm-1pm / Dinner 5pm to 6pm

MEDICATION TIMES: All medication is to be supplied in a webster pak and will be stored and monitored by staff

- 8:00 AM to 9:00 AM - Morning
- 12:00 PM to 1:00 PM – Lunch
- 5:00 PM to 6:00 PM – Tea / Dinner
- 8:00 PM to 10:00 PM – Bedtime

PROGRAM ATTENDANCE: Attending Program Sessions is mandatory

HOUSE & BAG CHECKS: These will be conducted randomly, and clients must abide

DRUG & ALCOHOL TESTS: Can be conducted at any time

If you provide a positive result or failure to comply you may be subject to disciplinary actions.

Note: We are aware that you may have a positive drug test on entry and few days after.

ACKNOWLEDGEMENT

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

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Client Signature

Date

CLIENT INDUCTION...

ITEM	Gumbi Staff	CHECK
General		
Introduction to other clients and staff	Intake Team	
Gumbi Gumbi history	Intake Team	
Signed the Client Expectations and Responsibilities	Intake Team / Case Support Worker	
Bag and personal items check	Intake Team	
Set-up personal box with inventory list in support worker room	Case Support Worker	
Drug Test / Breathalyzer Results recorded	Case Support Worker	
Centrepay / Rent	Intake Team / Admin	
Paper-based File	Case Support Worker	
Mimaso Electronic File – Admit into Gumbi	Nurse	
Initial Doctors Consultation Attended - Nurse	Nurse	
Treatment room and medication chart completed	Nurse	
Designated Gumbi Task provided: _____	Intake Team	
WORKPLACE HEALTH AND SAFETY		
Show client around the facility (i.e., bedroom, toilets, laundry, dining room)	Intake Team	
Emergency evacuation points	Intake Team	
Location of fire exits and their signage, fire extinguishers & fire blankets	Intake Team	
Procedure for reporting incidents, WH&S feedback	Intake Team	
Procedure to Sign in and out of Gumbi	Intake Team	
Physical Observations Completed - Nurse	Nurse	

