

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 15-86

BEING A BY-LAW AUTHORIZING THE EXECUTION OF AN AGREEMENT DATED THE 19TH DAY OF AUGUST, 1985 BETWEEN THE CORPORATION OF THE CITY OF NORTH BAY AND THE NIPISSING TRANSITION HOUSE INC. RELATING TO COUNSELLING SERVICES.

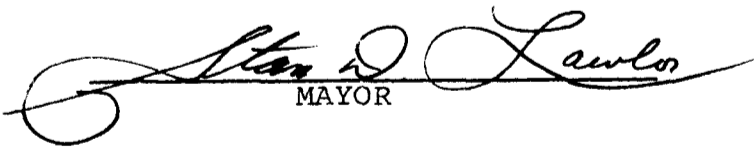
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1. That The Corporation of the City of North Bay do enter into that certain agreement dated the 19th day of August, 1985 between Nipissing Transition House Inc. and The Corporation of the City of North Bay relating to counselling services.
2. That the Mayor and Clerk be and they are hereby authorized and empowered to execute the aforesaid agreement dated the 19th day of August, 1985 on behalf of The Corporation of the City of North Bay and to affix thereto the corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THE 20TH DAY OF JANUARY, 1986.

READ A SECOND TIME IN OPEN COUNCIL THE 3RD DAY OF FEBRUARY, 1986.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 3RD DAY OF FEBRUARY, 1986.


MAYOR


CITY CLERK

SCHEDULE "A"
PROGRAMME DESCRIPTION

The programme in the Nipissing Transition House will have two components; a residential component which will provide a safe environment for a woman and her children in a time of crisis and a non residential counselling/support component to assist women in determining a future course of action. Women are expected to prepare their own meals and do light housekeeping including laundry as necessary. Counselling/support services will primarily focus on orienting and linking women to the services that they may need to assist them to return to a normal pattern of living.

The target population for the Nipissing Transition House will be abused women and children, and single mothers in crisis situations. As a crisis home, the length of stay for residents should not exceed six weeks except in unusual circumstances. Males over the age of 16 will not be allowed in the home.

Because of the crisis nature of the service, women will be accepted into the programme on the basis of request for admission. All clients will complete form 1A on initial admission and assistance will be paid as an emergency applicant as per Section 8 (6) of the G.W.A. Act for the period of 1/2 month.

After this 1/2 month period, a more detailed needs test will be completed to determine eligibility for subsidy and fees will be charged based on ability to pay up to a maximum of 22.60 per day.

The basic orientation of the Centre is to maximize the use of the existing community resources and thus it is linked into many community support networks. The Centre will have up to date information on services provided by other agencies in the community and within its total catchment area.

SCHEDULE "B"

STAFFING

The salaried staff complement provided per the term of this Agreement consists of:

- o 1 full time Supervisor
- o 3 full time Residential Counsellors
- o 2 - 24 hour contract staff
- o Relief staff (Max. 400 hours @ \$5.00/hour)
- o Clerical (8 hours/week @ \$5.00/hour)

The Corporation agrees to ensure that staff will be available and present at the Family Resource Centre on a 24 hour basis, 7 days per week.

The duties and responsibilities of all program staff employed shall include the provision of those services traditionally identified as residential services and the provision of basic, short term, non-residential counselling and support services required to assist women to determine future course of action. In those instances where long term, intensive or specialized counselling is deemed necessary, the program staff shall assist the women in their attempts to avail themselves of these services.

The principle functions, duties and responsibilities of the program staff are noted in the here-attached two (2) job descriptions which are an integral part of Schedule "B".

SCHEDULE "B"

Section I:
IDENTIFYING INFORMATION:
SPONSORING ORGANIZATION: Nipissing Transition House Inc. 547 John Street North Bay, Ontario P1B 2M9
FACILITY/PROGRAM: Transition House for women in crisis (battered wives and battered women)
POSITION TITLE: Co-ordinator
Section II:
<u>POSITION SUMMARY:</u> Under the direction of the Corporation, it is your overall responsibility to ensure that the Family Resource Centre is effectively and efficiently managed in all matters pertaining to the day to day operations of said Family Resource Centre/Home.
<u>DUTIES AND RESPONSIBILITIES:</u> As Co-ordinator, you will be expected to: 1) ensure that the overall intent of the Policies and Procedures developed pertaining to the Home's day to day operations are consistently maintained and adhered to at all times; 2) develop and maintain an effective working relationship with the sponsoring organization and those sub-committees which it may from time to time create to deal with the Home's affairs; 3) provide regular, ongoing financial and program information to the sponsoring organization in a form and manner acceptable to the sponsoring organization; 4) indicate to the sponsoring organization those areas of the operation which, in your opinion, require further Policy development or redevelopment;

- 2 -

- 5) participate in the development of all Policies and Procedures to the extent expected by the sponsoring organization;
- 6) maintain effective working relationships with provincial government representatives, community agencies and individuals;
- 7) effectively orient, train, supervise and evaluate the personnel and volunteers employed to assist you with the operation of the Home's programs;
- 8) ensure that the financial budgetary matters which are assigned to you are managed in a fiscally and financially sound manner;
- 9) investigate, review and report to the sponsor on all critical incidents affecting the Home's operation;
- 10) effectively monitor and evaluate all aspects of the Home's programs on an ongoing basis in order to ensure that said programs are of a high quality nature given the financial parameters available;
- 11) maintain all files, records and statistics required in a concise, accurate and professional manner;
- 12) perform those other duties and tasks which may be assigned from time to time.

The above indicate the general details considered necessary to accurately reflect the principal functions, duties and responsibilities inherent to the Co-ordinator position.

Section III:

QUALIFICATIONS:

- 1) The Co-ordinator should preferably possess a community College diploma or a University degree in a relevant social service area though such is not an essential requirement.
- 2) The Co-ordinator, particular if not a College or University graduate, should possess a minimum of two years of work experience in the social services sphere.
- 3) The Co-ordinator should have demonstrable leadership skills and an ability to work effectively with Administration and Personnel.
- 4) The Co-ordinator should possess good interpersonal skills: a demonstrable empathy and understanding for the client population to be served.

INCUMBENT'S SIGNATURE: _____

DATE: _____

SCHEDULE "B"

JOB DESCRIPTION

Section I:

IDENTIFYING INFORMATION:SPONSORING ORGANIZATION:

Nipissing Transition House Inc. ←
 547 John Street
 North Bay, Ontario P1B 2M9

FACILITY/PROGRAM:

Transition House for women in crisis
 (battered wives and battered women)

POSITION TITLE:

Residential Counsellor

Section II:

POSITION SUMMARY:

Under the direction of the Co-ordinator, you have the shared responsibility of ensuring that the Transition House is effectively and efficiently run in all matters pertaining to the day to day operations of said Transition House.

Under the direction of the Co-ordinator, it is your responsibility to ensure that all the nurturing aspects of a good home are provided for the Home's residents and that each resident is provided the necessary assistance, opportunities and counselling required to effectively deal with the situations that necessitated his/her admission to the Transition House.

DUTIES AND RESPONSIBILITIES:

As Residential Counsellor you will be expected to:

- 1) perform your duties in a manner that is consistent with the overall intent of the Policies and Procedures developed pertaining to the Home's day to day operations;
- 2) develop and maintain an effective working relationship with your Co-ordinator, co-workers and those volunteers who may be employed to assist with the Home's affairs;
- 3) provide regular, ongoing support, assistance and direction to the residents in a form and manner acceptable to the Co-ordinator;
- 4) indicate to the Co-ordinator those areas of the operation which in your opinion, require further improvement, policy development, etc.;

- 2 -

- 5) establish and maintain a warm personal and supportive, though professional, relationship with each resident;
- 6) encourage all residents to participate to the fullest extent possible in the day-to-day management of the Home daily living routines; i.e. -meal preparation, housekeeping, laundry, etc.;
- 7) act as a counsellor, confidant and advisor to the resident in his/her attempts to improve their situation;
- 8) support individual residents in their attempts to access those other community support services necessary to improve their personal/family situation;
- 9) ensure that the basic elements of a safe environment are provided and available at all times within the Home;
- 10) participate in staff meetings and individual case conferences;
- 11) perform those other duties and tasks which may be assigned from time to time.

The above indicate the general details considered necessary to accurately reflect the principal functions, duties and responsibilities inherent to the Residential Counsellor position.

Section III:

QUALIFICATIONS:

- 1) The Residential Counsellor should be a mature person possessing a history of work related experience, preferably in the social services sphere;
- 2) The Residential Counsellor should possess good interpersonal skills and have a demonstrable empathy and understanding for the client population served;
- 3) The Residential Counsellor should be a self-starter who works with a minimum of supervision.

INCUMBENT'S SIGNATURE: _____ DATE: _____

Nipissing Transition House, North Bay


Women in Crisis

MINISTRY APPROVAL

A. EXPENDITURES	Annualized Operating Base 80%-20%	Calendarized Operating Base 80%-20%	Telephone and Travel 100%	Total 1985/86 Approved Budget	Start-up Budget 100%
Salaries	94,600.			94,600.	
Benefits	9,400.			9,400.	
Staff Travel	1,500.			1,500.	
Client Travel (Emergency)			7,000.	7,000.	
Telephone & (Emergency Telephone)	1,400.		5,000.	6,400.	
Purchased Services	1,000.			1,000.	
Staff Training	1,200.			1,200.	
Supplies	2,500.			2,500.	
Food Cost	13,140.			13,140.	
Utilities & Taxes	4,500.			4,500.	
Rent	6,000.			6,000.	
Insurance	1,000.			1,000.	
Repairs & Maintenance	1,500.			1,500.	
Replacements	1,000.			1,000.	
New Furnishings & Equipment	600.			600.	
Advertising & Promotion	400.			400.	
Personal Needs	1,300.			1,300.	
Contingency Fund	800.			800.	
Expenditure Recoveries					
GRAND TOTAL	141,840.		12,000.	153,840.	

B. TOTAL REVENUE	141,840.		12,000.	153,840	
C. MAXIMUM MUNICIPAL SHARE	20,708.				
D. OTHER REVENUES	18,868.				
E. PROVINCIAL SUBSIDY (MIN.)	102,264.		12,000.	114,264.	
F. UNITS OF SERVICE	3,285.			3,285.	
G. UNIT COST/PER DIEM	43.19			46.83	

APPROVED BY:

Area Manager: 	Date December 04/85
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