



Federation Hub House Application Pack

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Mental Illness Fellowship of Queensland
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Thank you for taking the time to apply for non-clinical support through the Mental Illness Fellowship of Queensland (MIFQ). At MIFQ we believe in recovery and an individual's right to self-determination; we work with program participants to establish their own Recovery Plan that focuses on their strengths and abilities.

We hope that this booklet will assist you in deciding whether Federation Hub House is the appropriate service for you. If you require any assistance through this process please call us on: **(07) 55638855**.

What is Federation Hub House?

The Federation Hub House is intended to provide a quiet space for people with mental illness to come together for social support and activities with individuals who may share similar experiences in life. The main objective of the Federation Hub House is to empower individuals to reclaim their independence by developing skills and confidence in an environment of their choice. The Federation Hub House is open Monday to Thursday from 8:30-4:30pm and Fridays from 9:30 -4:30pm. There are 10 week programs that run four times each year. Each program is designed utilising feedback from members and offers group activities such as art, music, sport, cooking, gardening, men's and women's groups, just to name a few! There are also regular guest speakers who come to the Federation Clubhouse to offer advice and information to members about topics relevant to them.

Who is able to access the Federation Hub House?

1. You need to have a primary diagnosis of a mental illness.
2. You need to be 18 years of age or over.
3. You require recovery based lifestyle support to develop independence and social networks within the community and are willing to engage in the programs.
4. You need to reside within the geographical boundaries of Federation Hub House Service area (South to the NSW boarder, west to Mount Tamborine, within the boundaries of the Coomera area).

Although this is the eligibility criteria for the program and is needed to access our service we would like to emphasise that MIFQ does not believe that individuals are defined by their mental illness or psychiatric disability. We believe that a 'person is a person' first and foremost.

Reasons why we may ask for further information to consider the suitability of your application for the Federation Hub House:

- If you have a history of violent or aggressive behaviour to people or property.
- If you have a drug or alcohol problem that affects your ability to interact with support workers and other members.
- If you require a level of support that our service cannot provide.

What support is provided?

As a Recovery, Strengths Based Service, we respect an individuals' right to self determination during the process of acquiring independence. As a Federation Hub House member you have the opportunity to utilise the opportunities provided at the Federation Hub House to find out what's going on in the community, utilise some great resources, participate in programs offered, meet new people and develop your skills. The Federation Hub House is supported by two Senior Support Workers. You can request one-on-one support with either of the Senior Support Workers to assist you with specific tasks that you may want to achieve. You can also receive support through participation in daily tasks associated with the daily running of the Hub House including programs offered each day.

What Recovery means to MIFQ?

At MIFQ we are committed to providing quality support that enables each individual to reclaim their lives within the community. We believe recovery is an individual process and that our role as a support service is to provide you with opportunities, information and resources that will assist you to live the life you choose. We can not recover for you we can only walk along side you during your time with us and hopefully help you develop skills and abilities to continue along your recovery journey.

Does the Federation Hub House provide clinical support?

No. The Federation Hub House is a non-clinical service, it is designed to encourage you as a participant to connect with the community and link in with public resources. It is a place to come explore the opportunities available to you, including current Gold Coast City Council Get Active programs, local community groups, information sessions at the local libraries and with other organisations, and access public transport information.

How much support will I receive?

Hub House is supported by two Senior Support Workers. You can request occasional one-on-one support with either of the Senior Support Workers to assist you with specific tasks that you may want to achieve. However, support time needs to be negotiated, and will not be a permanent weekly arrangement. The main support provided at the Federation Hub House is through programs offered daily, and the support to complete tasks associated with the day to day running of the Hub House. This means that the support provided at the Federation Hub House is not based on hours of support for each individual.

How do I apply for Federation Hub House?

Complete the following;

- Referral form attached.
- Consent form attached.
- Federation Hub House Code of Conduct attached.
- Provide a letter from your clinical support person (i.e. G.P, psychologist, psychiatrist) confirming your primary diagnosis.
- Please provide any relevant documentation relating to criminal history charges or convictions, community service orders, guardianship orders, public trustee involvement or any other relevant information.

If you require assistance completing the form please call the MIFQ office on 55638855 where your call will be forwarded to someone who can assist you or they will take your name and number and someone will call you back as soon as possible.



Non-Clinical Support Federation Hub House Referral Form

First Name: _____ Surname: _____

Address: _____ Postcode: _____

D.O.B. _____ Sex: Male Female *(Please circle)*

Home number: _____ Mobile Number: _____

Do you have a primary mental health diagnosis? If yes, please provide further details:

Resources to meet your needs: MIFQ currently provides services and support to a large number of individuals who have a variety of support needs; we need to determine whether our organisation has the resources available at this time to support you in your recovery effectively.

Please tick which needs you would like assistance or support with;

Managing my mental distress	<input type="checkbox"/>	Further education	<input type="checkbox"/>
Information on medication	<input type="checkbox"/>	Community Centres	<input type="checkbox"/>
Health and Wellbeing	<input type="checkbox"/>	Recreation options	<input type="checkbox"/>
Travel Allowances	<input type="checkbox"/>	Health and Wellbeing	<input type="checkbox"/>
Unemployment or disability benefits	<input type="checkbox"/>	Negotiating with service	<input type="checkbox"/>
Creating a budget or shopping list	<input type="checkbox"/>	Information on advocacy services	<input type="checkbox"/>
Accessing public transport	<input type="checkbox"/>	Rental advice and support	<input type="checkbox"/>
Finding a job	<input type="checkbox"/>	Banking	<input type="checkbox"/>
Voluntary work	<input type="checkbox"/>	Clothes Washing	<input type="checkbox"/>
Creating a resume	<input type="checkbox"/>	Applying for employment	<input type="checkbox"/>
Training for work	<input type="checkbox"/>	Learning how to complete food shopping independently	<input type="checkbox"/>

* Adapted from 'Direct Power' by the Community Support Network, Brixton and MIND, London.

Please tick which needs you would like assistance accessing or linking into;

Child care and benefits	<input type="checkbox"/>	Respite care	<input type="checkbox"/>
Anger and frustration	<input type="checkbox"/>	Sexual problems	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>	Loneliness and isolation	<input type="checkbox"/>
Indigenous support	<input type="checkbox"/>	Family relationships	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	Alcohol and drug related problems	<input type="checkbox"/>
Home help	<input type="checkbox"/>	Help with meals	<input type="checkbox"/>
Advice on mental health act	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
Support groups	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
Centrelink	<input type="checkbox"/>	Meals on wheels	<input type="checkbox"/>
TAFE	<input type="checkbox"/>	Department of Housing	<input type="checkbox"/>
Psychiatrists	<input type="checkbox"/>	General Practitioner	<input type="checkbox"/>
Dentist	<input type="checkbox"/>	Public Trustee (financial assistance)	<input type="checkbox"/>

* Adapted from 'Direct Power' by the Community Support Network, Brixton and MIND, London.

How do you feel you would benefit from the Federation Hub House?

Self Assessment of Risk:

We believe everybody should be given an opportunity from their own perspective to provide information relating to past behaviours. We ask that you answer the following questions honestly to help us ensure your safety, the safety of our support staff and others. Any details on this form will remain confidential and you will be given an opportunity to discuss this information with a MIFQ representative before we make a decision about your suitability for the program.

Things that may impact on someone's safety	Yes	No	Date of last occurrence
Do you have a past history of aggression to property?			
Do you have a past history of aggression to persons?			
Have you attempted suicide?			
Have you ever self harmed?			
Have you ever harmed others?			

Have you ever used;	Frequently	Occasionally	Once or twice	Never
Heroin / Cocaine				
Amphetamines & Methlyamphetaines				
Marijuana				
Other illegal substances				
Inhalant				
Alcohol				
Tobacco				

Is there anything else you feel we may need to know when considering your application for membership with the Federation Hub House?

Professional Contacts:

MIFQ does not provide clinical support, however it is preferred that people who access our services have someone providing clinical support. Clinical support could come in the form Case Manager, Psychologist, General Practitioner.

Do you have someone who provides clinical support? *(Please circle)* Yes No

Name: _____

Relationship to you: _____ Contact Number: _____

Do you give permission for MIFQ to contact this person about your application and ongoing support needs? *(Please circle)* Yes No

Is this person supportive of your application? *(Please circle)* Yes No

Intake Interview:

Would you like to invite an advocate to be present during our contact with you in relation to our intake processes? *(An advocate is a person to give support, encouragement and to speak on your behalf if needed. This can be a friend, family member or an advocate from an organisation like Gold Coast Advocacy Services).*

Yes No

If yes, would you like us to contact this person with a meeting time and date or would you like to let them know the details?

Yes No

If yes, please complete their name and phone number.

Name: _____ Phone Number: _____

If you don't know someone we can give you a contact number and/or help you to obtain an advocate.

Applicant's Name: _____ **Date:** ___/___/___

Referrers Name (if not applicant): _____ **Date:** ___/___/___

Relationship to applicant: _____

OFFICE USE ONLY:

Documents Received:

- Referral Form
- Consent Form
- Code of Conduct
- Letter from clinical contact
- Additional Information
- Entered in database. ___/___/___
- Application number: _____

Intake Processes:

- Discussed at team meeting. ___/___/___
- Outcome: _____

Eligible, applicant called, membership card and letter sent ___/___/___

- Update Hub House Database...

Not eligible, applicant called and advised, letter sent. ___/___/___

- Update Hub House Database.



Non-Clinical Support Consent Form

I, _____ hereby give consent for employees of the Mental Illness Fellowship of Queensland (Incorporated as Schizophrenia Fellowship of Queensland) to receive and share information with Doctors, Case Managers, Mental Health Services and other individuals relevant to my support and service delivery as nominated below.

I am aware that this will enable the service to:

- Gain appropriate information to assist the type of support I receive
- Ensure the best possible service plan and delivery

1. 'Global Mark' Independent Accreditation Team – DSQ standards
2. _____
3. _____
4. _____
5. _____

Please note that the Fellowship is required to release information about program participants (without identifying you by full name or address) to Disability Services Queensland and to the Australian Institute of Health and Welfare, to enable statistics about disability services and their clients to be compiled.

The information will be kept confidential for a period of 7 years. This information is used for statistical purposes only and will not be used to affect your entitlements or your access to services.

As a program participant of CSTDA-funded services you have the right to access your own files and update or correct information in the CSTDA NMDS collection.

I have been offered independent advocacy services prior to signing this form.

Program Participant: _____ Signature: _____ Date: ____/____/____

Mental Health Worker: _____ Signature: _____ Date: ____/____/____

For Office Use Only – 6 monthly review from completion date. New form to be completed, please ensure that the individuals the program participants give consent to be contacted in relation to the non clinical support match those indicated on their program participants contacts from.
Next Review Date: _____



Federation Hub House Member Code of Conduct

1. No entering the premises under the influence of illegal drugs/alcohol
2. No viewing inappropriate content on the internet (pornography, graphic violence, racial content, etc)
3. No threatening, aggressive or violent behaviour towards staff, members or visitors
4. No sexual harassment or offensive language
5. Members to respect other members', staff and visitor property
6. Members to respect other members', staff and visitor right to privacy and freedom
7. No borrowing of money or cigarettes at Hub House from staff or other Hub House members
8. Members are financially responsible for any property damage caused by them.
9. Smoking only permitted in designated smoking areas.
10. Members receiving Mobility Allowance are to participate in daily tasks as allocated by staff.
11. You must be 18 years or older to become a member of Federation Hub House.
12. Family members, friends and children of Hub House members are not permitted in Hub House premises or grounds.
13. Persons not approved as Hub House members are not permitted to participate in programs/activities.
14. If a MIFQ support worker, Services Team Leader or Services Manager requests that a member leave the premises due to unacceptable behaviour, the member will leave willingly and without further incident

Any infringement of this Code of Conduct will result in a written warning, timeout and/or possible termination of Federation Hub House Membership.

Program Participant: Signature: Date:/...../.....

Mental Health Worker: Signature: Date:/...../.....

For Office Use Only – 6 monthly review from completion date. Please ensure each time this document is signed, that the Hub House Member reads the document and/or the mental health worker reads through the document with the Hub House Member.

Next Review Date:/...../.....

Thank you for taking the time to complete this application for Federation Hub House.

When sending your application back to us don't forget to include the following documents:

- Referral form (attached).
- Consent form (attached).
- Federation Hub House Code of Conduct (attached).
- A letter from your clinical support person (i.e. G.P, psychologist, psychiatrist) confirming your primary diagnosis.
- Please provide any relevant documentation relating to criminal history charges or convictions, community service orders, guardianship orders, public trustee involvement or any other relevant information.

One of our friendly Mental Health Workers will be in touch shortly to discuss your application for Federation Hub House!