



# Resident Information Booklet 2024

St Marks Residential Therapeutic Community (TC)

Alcohol & Drug Treatment Programme

[www.stmarks.co.nz](http://www.stmarks.co.nz)

Registered charities number: CC41142

## **St Marks vision (our mission statement)**

“To empower, reconnect & give hope.

Enabling lifelong change to create a positive future for individuals and whānau impacted by Alcohol & Drug Addiction”

## **St Marks philosophy; ‘the family that changes’**

From its very beginning, St Marks has developed a whānau oriented, residential home whose methodology is derived from evidence-based practice and uses a model based on the Therapeutic Community concept of mutual self-help.

**Honesty, Openness, & Willingness are essential for success.**

## **General information and frequently asked questions**

### **What happens when I arrive at St Marks?**

We require that you arrive at St Marks before 2:30pm to ensure there are enough staff on site to process your admission. You will be welcomed by our staff and gradually introduced to other St Marks staff and the current residents. You will be allocated a “buddy” (a senior resident) for the first few days, and they will be able to answer any of your questions regarding the Therapeutic Community structure. Staff will guide you through the admission process. Unpacking will be supervised so that you and the community stay safe and that you have not accidentally brought something not permitted. You will also be asked to undertake a urine test, and possibly a covid-19 rat test.

### **What should I bring to St Marks?**

**Personal Identification:** Passport, Birth Certificate, Community Services Card, Driver’s License, your WINZ and IRD numbers.

**Tenancy Agreement/Letter from Landlord/Mortgage Documents:** If you rent or own your home and wish to apply for a Community Cost Payment you must bring this documentation to submit with your application. You will also need **3 months of bank statements** from all accounts in your name. If you have been paying by cash you will need a letter from the payee stating the amount and description of payment e.g. Board, Rent etc. This cannot be submitted until you have entered St Marks and needs to be organised **prior** to admission. Your referrer can provide further information on the CCP.

**Luggage/Bags: Please limit your luggage to 1 piece. All your linen and towels are provided by St Marks.**

#### **Clothing & footwear:**

Gym shoes and/or comfortable walking shoes	Summer wear, shorts etc
Wet weather coat or jacket	Pyjamas
Warm winter clothing	Under clothing
Clothing for outings	T-shirts, singlets etc
Sports clothing/shoes for recreation & daily exercise	Socks
Swimwear (pool, river, ocean)	
Toiletries (no spray deodorants - roll on only)	

### **What am I not permitted to bring to St Marks?**

- **Prescribed medications.** Your GP will be requested to send a prescription to our Blenheim Pharmacy (you **are permitted** to bring an **inhaler &/or antibiotics** that you are currently prescribed).
- Alcohol, mind-altering drugs, laxatives, diet pills, pain relief substances, aerosol cans i.e. Spray deodorants or spray perfumes
- Cigarettes, Vape Machines or E-Cigarettes (they will be confiscated for the duration of your stay)
- Alcohol-based breath fresheners, mouthwashes, and cough mixtures
- Caffeine based energy drinks e.g. V or Red Bull
- Chocolates, lollies, sugary drinks, softdrink etc – some of these can be purchased once senior status is obtained.
- Electric blankets
- Motor vehicles or motorcycles
- No pets permitted
- More than 1 mobile phone, or any other electronic devices with transmitting capabilities (non-transmitting mp3 players and headphones are permitted when senior status is obtained)
- Valuables – residents are responsible for their own belongings
- Paraphernalia (including reading material) related to drug or alcohol use, the occult, or other harmful activities associated with maladaptive or addictive behaviour are not permitted on the premises
- Firearms or weapons, knives, blades, candles or incense

**Room checks:** Random room checks will be carried out; this is to ensure all residents (and staff) are provided with a safe environment. You are required to be present when these checks occur. Checks will be done by two staff. You may also get a random urine test whilst resident here.

### **Do I share a bedroom?**

We have 17 single rooms. 10 rooms in our main accommodation block, 4 in our women's house, and 3 rooms in our senior house. It is very unlikely that you will ever need to be in a shared room.

### **Will I be supported to quit smoking?**

You will receive as much support as we can offer. We have Quit Coaches on our staff, and we also have great support from a local Stop Smoking Service – they make regular visits to our centre and will discuss the products and support available. We provide 14 days of Nicotine Replacement Therapy on a count down.

### **Will I be able to use my mobile phone?**

On your admission your phone will need to be handed in to staff. You will automatically be in the Junior Phase when you arrive (approximately 4 weeks). During this phase you may use your mobile phone on Tuesdays only (4:30pm – 5:45pm). Once you have reached the Senior Phase you will be permitted to use your mobile phone on Tuesday and Thursday (4:30pm – 5:45pm) and 12.30 to 17.45 on Saturday. A staff person will monitor this procedure and the designated phone monitor will distribute and collect the phones on the designated days. You can take your phone with you on approved leave. There is a resident phone available in the resident Computer/Phone room. You can request time to use this. There will be restrictions on when you can use this phone unless it is an essential call. You can consult with staff re any calls you need to make or receive that are considered necessary e.g. WINZ, Bank, government departments. etc.

### **Can I have visitors?**

When you enter St Marks, you are not permitted visitors whilst in the junior phase, as this is a settling in period. All visits after this phase will be organised via the Proposal System which is as below.

### **Proposal process**

Residents wanting to arrange visits or outings submit a proposal form via the proposal box (your buddy will explain this process to you). These must be submitted on Sunday evening to be read at the clinical team meeting on Monday morning. Daily proposals are also used. **VISITING TIMES (for senior residents): Monday – Friday 4.30 pm – 5.45 pm Saturday 1.30 pm – 5.30 pm**

### **What happens with my benefit when I am at St Marks?**

On the day of your entry the following happens:

- Your benefit will change to Residential Support Subsidy
- We will notify the Residential Support Subsidy team (RSS) that you have been admitted to St Marks
- RSS will reply to this notification and advise you in a letter the amount of personal allowance you will receive

The amount of personal allowance you receive is calculated by RSS. If you are re-paying any debt to Work & Income NZ this will be suspended while you are in treatment. Other deductions currently coming out of your benefit such as fines or child support will need to be reduced or put on hold where possible. Please contact all relevant organisations before you enter St Marks.

### **Who pays for my travel home after graduation, or if I leave the programme early?**

You or your referrer will be responsible for this cost. Travel will **not** be paid for by St Marks. It is essential you have sufficient funds to cover the cost of travel home after completion of your programme or you have arrangements with your referrer to organise travel. If you exit early (unplanned) from the programme the procedure remains the same.

### **What do I have to pay for whilst at St Marks?**

The usual costs incurred by residents are:

- **Prescription fees:** Payment for these is your responsibility
- **Bond:** You will be required to pay a \$60.00 bond on arrival. This will be held in safe keeping to cover any outstanding costs you may have on your departure (e.g. prescription fees). If you have no outstanding costs on departure your bond will be refunded in full

**NOTE: your medication will be blister-packed and the cost for this will be paid by St Marks**

### **What happens if I need to see a doctor?**

St Marks will organise a medical appointment in your first week. The clinic is for all residents who are in our care and for subsequent visits you will need to organise appointments through the St Marks Nurse. There is no cost to you for your first appointment. However, if you need to see a doctor **URGENTLY** outside of your first appointment, our nurse will make an appointment for you to see a GP at Urgent Care and you will have to pay. Payment can sometimes be a problem for some residents. If you are having difficulty and need financial assistance to cover the doctor's fee, please speak to our nurse, or operational support staff. We may be able to organise a payment plan for you.

### **What if I have release or bail conditions?**

Your referrer will be asked to provide us with a copy of your **Bail Bond**. Please ensure you have provided this to them. If, for any reason, you have not, please **bring this with you** to present on admission. **It is essential we have this on the day of entry. We also require copies of your release or probation conditions on file.**

### **Will I have a key worker?**

Yes, one of the St Marks Counsellor's will be allocated to work with you, this will occur at the time you are accepted as suitable for our programme. This Key Worker will liaise with you on your entry, during your stay and after your departure. Your allocated Key Worker will organise regular one-on-one sessions during your programme. In the early stage of your programme, you will set Treatment Goals together then work through the goals you have set with the plan to have these all completed prior to graduation. If for any reason (leave, sickness) your Counsellor is unavailable, you can, and should utilise other staff members for support.

## **Programme information**

### **Phases in the Therapeutic Community (TC)**

Junior & senior phases briefly explained; you will get more information on arrival. The TC could be your first exposure to orderly living. Recovery involves re-learning behavioural skills, attitudes, and values associated with pro-social living. This approach is often referred to as "community as method". All members interact in structured and unstructured ways. This helps to influence attitudes, perceptions, and behaviours associated with drugs, alcohol or other addictive processes. You will move through phases within the TC, as you display behaviours that are conducive to the philosophy of the TC. The clinical staff and the other residents will review your progress and whether you are meeting the expected requirements of each phase. This will then be fed back to you.

### **Expectations**

During each phase of the programme there are expectations. When you can demonstrate that you meet the requirements of that phase, you may progress to the next phase, and with each phase comes additional responsibilities and privileges.

### **Programme structure**

As a resident you are expected to attend all groups which include psycho-education, skills development, group therapy, self-directed learning, yoga, resident meetings, relapse prevention, art therapy and one-on-one counselling. You will have goals and projects to complete, and you will also be required to help with general maintenance of the facilities and grounds. It is a requirement that each week you must attend at least three meetings (NA/AA/Rational Recovery).

**Sunday evening is the time to phone and organise transport to and from meetings for the following week. This is the responsibility of the Community Coordinator (CC), or a delegated senior resident supported by the CC.**

### **House structure**

You may find that it can be challenging fitting into a new living environment, and we ask for your cooperation in making a positive contribution to the TC. Your "Buddy" and your counsellor will support you with explaining the TC in more detail.

### **Role of Supervisors**

The role of the night & weekend employed supervisors is to ensure your safety and that of the property. This includes ensuring residents adhere to the house rules and participate in the healthy functioning of the house. The supervisors will assist and support as required and will make decisions as needed.

### **Duties**

Each resident is responsible for keeping their room clean and tidy. Rooms will be inspected by staff. Beds must be made each morning and clothes put away. All residents are expected to help with duties as set out on the weekly roster. Chores are to be finished by 8.00 am on weekdays. Weekend chores must be completed and signed off before any residents leave the property for proposed outings. (Outings are after lunch).

### **House meetings**

A weekly house meeting will be held, facilitated by the CC. This is to be used to communicate any relevant issues or problems that have arisen. Duties will be assigned at this meeting. If you have any Dietary requirements, this is the time to discuss these. Staff may attend the second part of this meeting to provide feedback on proposals, phase moves, events coming up and answer any resident concerns.

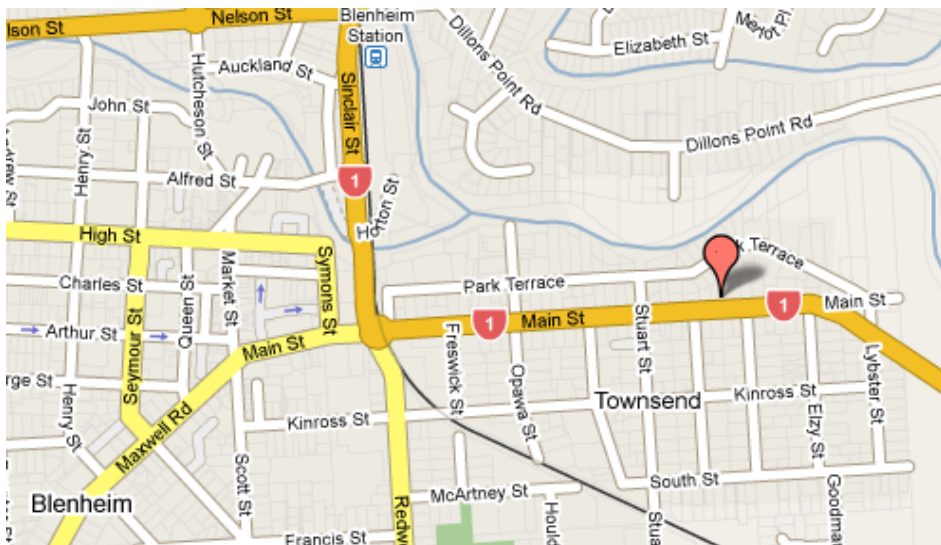
### Shopping

Two residents are assigned to this duty and in the time set-aside for that purpose, will do the weekly supermarket shopping. A staff member will drop off and collect these residents from the supermarket and sign off for the grocery account.

### Hygiene

Hygiene is important to ensure infections are not spread. This is the purpose of having a rigid cleaning schedule. We have a delegated Infection Control Officer who will provide regular education sessions for all residents. We expect you to follow our Infection Control procedures and ask any questions if you are not sure about anything.

### Location of St Marks AOD Residential Treatment Centre



#### CONTACT DETAILS

- Phone 03 578 0459
- Fax 03 578 0406
- E-mail [admin@stmarks.co.nz](mailto:admin@stmarks.co.nz)
- Address 61 Main Street  
Blenheim
- Website [www.stmarks.co.nz](http://www.stmarks.co.nz)

## Timetable

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>08.15 – 08.45</b>	Morning Hikoi Staff meet 08.30	Morning Hikoi Staff meet 08.30	Morning Hikoi Staff meet 08.30	Morning Hikoi Staff meet 08.30	Morning Hikoi Staff meet 08.30
<b>08.45 - 09.30</b>	Morning meeting Residents activity	Morning meeting Residents activity	Morning meeting Residents activity	Morning meeting Residents activity	Morning meeting Residents activity
<b>09.30 - 10.30</b>	Junior, Senior meeting <b>Clinical meeting</b>	Wananga 2	Yoga/fitness <b>Staff time</b>	Wananga 4	Waiata
<b>10.30 - 10.45</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>10.45 - 11.45</b>	House meeting <b>Clinical meeting</b>	PD, 1-2-1	Therapeutic duties <b>Staff time</b>	PD, 1-2-1	3 chairs and/or graduations Or Staff directed activity
<b>11.45 – 12.00</b>	<b>Meds</b>	<b>Meds</b>	<b>Meds</b>	<b>Meds</b>	<b>Meds</b>
<b>12.15 – 13.00</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>13.00 - 14.15</b>	Therapy	Guest speaker	Therapy (may start late, rational recovery)	Therapy (Gender based)	Art Therapy (to 2pm)
<b>14.15 - 14.30</b>		<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>14.30 - 15.30</b>	Wananga 1	Therapy	Therapy	Therapy	Therapy (from 2.15)
<b>15.30 - 16.30</b>	PD, 1-2-1	Wananga 3	PD, 1-2-1	Wananga 5	Week reflections: 3 things I have learnt and a challenge for next week. If finishing early, group activity.

Programme may change according to circumstances. All new residents will receive a short Pōwhiri within first week of admission. **June 2022**