



COMMUNITY WORKS INFO SHEET

Description of Programme:

Our **Community Works** Programme provides personal skills training as a first step towards further training or employment, using local parks and reserves as our project sites. It includes supporting environmental projects along the coastal reserve foreshore from Taylor's Mistake to Spencer Park, as well as sites such as the Botanical Gardens, Port Hills and the Travis Wetland to mention a few.

- **Work hours:**

Participants may attend Tuesdays to Friday's, availability dependant. Some WINZ allowances which **may be** available, require a minimum number of days to be worked, in order to access the allowance.

- **Transport:**

Wai-ora Trust Supervisors will pick participants up at the Gloucester St end of Latimer Square, by 8.30am. They will then transport participants to the various worksites. Participants will be returned to Latimer Square at 2.30pm.

- **Possible WINZ allowances:**

Clients **may be** eligible for a Work and Income allowance for each of the 2 days they attend; however this is reviewed on a case by case basis.

- **Referral criteria:**

Referrals come from a variety of avenues, but must be completed on an approved referral form.

- **Protective clothing:**

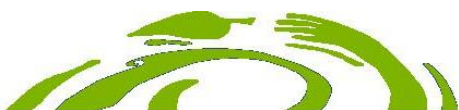
Steel cap boots **must** be worn, but are not provided by Wai-ora Trust. Gloves, rain coats and protective vests will be provided as needed.

- **Rain effected days:**

If the weather is too wet, the Supervisor will either move the participants to an indoor worksite or cancel work for the day. In the event that work is cancelled, and WINZ clients receiving a subsidy will still be paid their allowance **as long as they have turned up for the day.**

- **Additional information:**

Please bring your lunch as there may be no shops near the work site. Wear old clothes as the job sites can sometimes be a little dirty.





WAI-ORA TRUST

CLIENT CODE OF CONDUCT

While engaging in activities at Wai-ora Trust, or on one of our programmes and/or services, you are expected to:

1. Treat the general public, other clients, and staff of Wai-ora, with courtesy, honesty and respect, without harassment, physical or verbal abuse or discrimination.
2. Inform the Reception if your personal circumstances change.
3. Attend the services, programmes and/or sessions which you have enrolled to attend, and if unable to attend, contact the Wai-ora reception to notify of your pending absence.
4. Maintain confidentiality of other clients and staff.
5. Report suspected incidents of harassment or discrimination to a staff member, for necessary action.
6. Not, at any time show the effects of alcohol or non-prescription drugs, or bring these onto the premises.
7. Carry out activities in a safe manner, having regard to Wai-ora's Occupational Health and Safety policy and procedures.
8. Comply with lawful and reasonable instructions from Wai-ora staff.
9. Use all tools, equipment and materials supplied by Wai-ora Trust in the manner intended and as directed by staff.
10. Ensure the security of your own personal items, and refrain from touching, removing or interfering with other people's property.
11. Stay with your designated caregiver, should one be assigned to you.

The above "Client Code of Conduct" has been explained to me and I understand it fully.

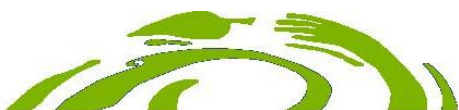
Further more I agree to abide by it, and understand that should I breach any of the above rules I may be discharged from Wai-ora Trust services immediately.

Your name:

Signed:.....

Date:

(Client)





REFERRALS NEED THE FOLLOWING:

- 1 Client & Referrers details fully completed:**
Please complete ALL APPLICABLE areas.
- 2 Bank & IRD details fully completed for WINZ clients:**
WINZ clients may be eligible for an allowance. This is paid directly into the bank account of the client. We also require IRD numbers for tax purposes.
- 3 Current WINZ Case Manager**
This will help us to ensure any allowances you are eligible are paid to you.
- 4 Indication of treatment plan**
Where a plan exists, please attach it as we can then work towards supporting the aims of this plan.
- 5 Clinical diagnoses**
Where a diagnosis exists, please notify on the referral form.
- 6 Physical, Mental or Intellectual Disabilities**
Where a physical, mental or intellectual disability exists, please notify us of these along with any diagnosis on our referral form
- 7 Copy of Medications**
Please attach a copy of ALL medications which your client is currently taking.
- 8 RISK ASSESSMENTS**
If a risk to self or others exists, please attach a **current risk assessment**, as well as a **current management plan**. If one is not attached and we deem it necessary, we will request this documentation prior to considering any placement with Wai-ora Trust.

This information helps us to:

- Prioritise referrals
- Speed up the process of acceptance
- Support pre identified goals and outcomes
- Identify potential risks and place supports around these
- Identify medical issues which may require our assistance
- Support our clients more appropriately

