



Move-In Policy Guide at Kikékyelc

SETTING UP NEW TENANTS FOR SUCCESS

In keeping with our Michif Practice Model, all youth/young adults receiving services from Lii Michif Otipemisiwak Family and Community Services (LMO) and therefore the youth/young adults at Kikékyelc: A Place of Belonging (KKC), will be supported by following our Michif Practice Model.

For most youth and young adults moving into Kikékyelc: A Place of Belonging this will be their first time living alone, and living in a place that is theirs alone. For some this is going to be both an exciting, and scary time. We know that coming out of the child welfare system brings its own set of challenges, as well as being on their own for the first time, they will come ill-prepared with the necessary skills that independence requires. It is therefore the staff and Elders at Kikékyelc, who will work alongside the youth/young adult, to strengthen skills and set them up for a successful transition.

RECEIVING A YOUTH/YOUNG ADULT INTO KIKÉKYELC

When a youth/young adult moves in, they move into a “**settling-in**” period (probation period of 3 months). To move in successfully the following will be done:

Manager of Operations will in the first week:

- Notify the Michif Delegated Youth Services Team Leader to assign a Kikékyelc Social Worker, a Community Inclusion Worker (if needed) and a Kikékyelc Elder.
- Notify the CYMH Team Leader to assign a Counsellor and have them do the Reasons for Living and Life Promotion Plan
- Set up a meeting with the new tenant to review all rules at KKC so there are no misunderstandings of the expectations that are required in their tenancy.
- Determine how rent will be paid and provide the necessary details to the tenant if they are paying themselves or connect them to their KKC worker

to help them with the paperwork they need to complete for PWD or Income Assistance.

Michif Delegated Youth Services Team Leader will in the first week:

- Determine if the new tenant currently has an outside social worker or will need one provided by Kikékyelc (KKC). If it is determined that there is no outside social worker involved, they will assign one from Kikékyelc to begin the assessment process.
- The KKC Social Worker will be connected for the 3 month probationary period to determine if they have a role.
- Assign an appropriate KKC Elder to the new tenant.
- Assign the KKC Youth Services Team Assistant if the youth is CLBC and will not have a KKC Social Worker, but requires a Community Inclusion Worker.
- If it is identified that the tenant has an outside Social Worker, they will contact them to provide the youth/young adult's assessment and/or plan. The KKC Social Worker will follow them for the probationary period (3Months).

Michif Kikékyelc Social Worker (if assigned) and the KKC Youth Services Team Assistant will, in the first week:

- Meet with the youth/young adult to welcome them to KKC and start their relationship building.
- Support the youth/young adult to set up their hydro, cable, wi-fi etc.
- Be available to help the youth/young adult get settled in their suite by:
 - Helping them get unpacked and helping them to make it a home.
 - Making sure they have the necessary supplies, and if not checking with the Manager of Operations to see if KKC has what is needed. If not and there is an outside social worker, checking to see what they can provide, or shopping/supporting the youth to budget for it.
 - Ensuring that they have food. If not helping them to grocery shop or attending the foodbank and other food resources to make sure they are set up for success.
 - Set up a meeting with their Elder to introduce them.

- Provide opportunities for the new youth/young adult to connect with other tenants (this should be ongoing for first 3 months). Opportunities could include:
 - A group shopping trip/food bank.
 - Attending a cultural event at KKC, LMO, SCFS, KAFS, Tk'emlups Te Secwépemc, with them.
 - Taking them for coffee with another tenant to build relationships with others in the building.

PIIHTIKWAY MEETING

The purpose of a Piihitikway Meeting is to welcome and introduce the youth/young adult to LMO's philosophy of practice, commitment to reconciliation, and the values of our ancestors that kept us safe. This is a time of change for the youth/young adult and the Piihtikway Meeting is an opportunity to begin this new journey by reminding them of who they are as Métis People (or First Nation, Inuit People) and their resiliency. Piihitikway Meetings provide the foundation upon which our Michif Practice Model is established and will "set the tone" for relationship building and future engagement. With this in mind, the following will occur:

The Manager of Operations will, in the second week:

- Establish a date during the second week in which the following people will attend:
 - Manager of Operations
 - Social worker – Either the assigned KKC social worker or outside agency social worker attached to the youth/young adult.
 - The assigned Life Skills Worker
 - The assigned Elder
 - The youth/young adult's Wakohtowin
 - Let all staff and Elders know when the Piihtikway Meeting is so they can attend and be part of the welcoming and introduce themselves. This will allow them a chance to meet all staff at KKC.
 - Invite the tenant-to-tenant mentor for support.
- Make sure that a Piihtikway basket is prepared and ready for the meeting.

The KKC Social Worker (if assigned) and the Life Skills Worker will, in the second week:

- Set up a meeting schedule with the youth/young adult so they are aware of the dates and times each week that they are meeting with their workers. This will allow the youth/young adult to build a routine and schedule that will set them up for success at KKC.
- Set aside the time for the Pihtikway Meeting.
- Meet with the youth/young adult about who is in their Wakohtowin and help them reach out to invite them to their Pihtikway Meeting.

FIRST THREE MONTHS

The Manager of Operations will, in the first 3 months:

- Will check in with the new tenant and the tenant-to-tenant mentor to ensure that the mentor is a good fit and that they are helping to integrate the new tenant into the Kikékyelc family. This will be monitored every two weeks.
- Do monthly suite checks to ensure that they are managing the suite in an acceptable manner.
- Meet once a month with the youth/young adult to ensure that meetings have been pre-established, that they are attending them, and are afforded opportunities to work on their Michif Plan.
- Will attend monthly review meetings with the tenant and their care team to ensure the tenant is progressing within their “settling-in” (probation) period.

Kikékyelc Social Worker (when assigned to a new tenant) will in the next three months:

- Set up a schedule of meetings with the new tenant.
- Begin building relationship as previously mentioned.
- Complete the assessment, and by the third month have begun the youth/young adult’s Michif Plan.
- In the first month and continuing forward, provided direction to the Life Skills Worker and Elder on the next steps and goals to be accomplished.

- Set up and attend monthly review care team meetings to ensure that all parties involved are aware of their roles and responsibilities in helping the youth/young person achieve their goals.
- Exploring with the youth/young adult what their future plans are. Are they wanting to attend University, or look for employment? If they are, then supporting them to achieve these goals.

Life Skills Worker will in the next three months:

- Have established a routine and calendar of meetings with the tenant so that meetings are happening weekly.
- Meetings should happen in the tenant's suite so that eyes are on any struggles that they may be having with maintaining their suites or adjusting to living on their own.
- Help the youth/young adult develop a schedule for cleaning, shopping etc. Make sure that you are doing this with them, so that they have input and are invested in it.
- Help/show the youth/young adult basic life skills. This can include but not limited to:
 - Budgeting
 - Meal planning and preparation
 - How to clean their suite (mop, cleaning a toilet etc.)
 - How to pay their bills
 - How to open a bank account if not already done
 - How to do laundry, what products to use, and how the machines work (what settings to use)
 - How to separate clothes
 - How often to wash their sheets
 - How dish cloths shouldn't be washed with their dirty underwear etc.
- Most of the youth/young adults that will be living at KKC have never had to take care of a house before. Therefore, they are going to require hands-on help to learn how to use cleaning tools. They may never have mopped a floor before and will need to be shown what kind of cleaning products are used, how much, and how to use the mop. They may not be aware to sweep before mopping. We can't take for granted that they

come with these skills. Therefore, it will be necessary to be in the rooms working along side them to develop skills.

- Make sure that their taxes have been done so they are receiving their GST rebates.
- Working with the youth/young adult on the assigned next steps and goals with them.
- Continue to provide opportunities for the youth to connect with culture.

When working with the youth/young adults do not assume that they are aware of how to look after themselves independently. For most of them, this is the first time on their own and they may not come with any of the necessary life skills on how to look after their suites or themselves. For example:

- A youth lived at KKC for two years. When the worker went into their suite to help them clean, the worker was doing their dishes while the young person was going to mop their floors. Before mopping they grabbed their vacuum, turned it on, and remarked that there was something wrong with it as it was not picking anything up. When the worker went to look, they told them that the vacuum was full, and they needed to empty it. The youth looked puzzled and said “You have to empty it? How do you do that?”

The youth/young adult had lived at KKC for two years and no one had noticed that he did not realize that vacuums needed to be emptied. This just emphasizes how important it is for us to help them learn the skills that we take for granted.

In order for the youth/young adults to be successful at KKC and to be successful once they leave, they will require life skills that will set them on the path to independence. It is the mandate of KKC, and the job of everyone at KKC to ensure that we walk alongside them, provide guidance, and practical skills. This will help to ensure that once they leave KKC, they have the necessary skills to start them off in a good way into their adulthood.

CHECKLIST FOR MOVE IN

MANAGER OF OPERATIONS

First Week - Manager of Operations:

- ☐ Notify Finance Department of new tenant.
- ☐ Notify Michif Youth Services Team Leader
- ☐ Notify Michif Support Services Team Leader.
- ☐ Assign a Tenant-to-Tenant Mentor.
- ☐ Set up meeting to review all rules and expectations of KKC.
- ☐ Determine how rent will be paid and connect to appropriate person to complete paperwork.

Piihtikway Meeting & Second Week – Manager of Operations:

- ☐ Establish date for Piihtikway Meeting and invite the following people.
- ☐ Social Worker – Either KKC or outside;
- ☐ Life Skills Worker;
- ☐ Assigned Elder;
- ☐ Tenants Wakohtowin;
- ☐ Let all staff and Elders know so they can attend;
- ☐ Invite the Executive Director.
- ☐ Make sure the Piihtikway basket is ready.

First Three Months – Manager of Operations

- ☐ Check in with tenant to see how they are fitting in and determine any support they may not be receiving.
- ☐ Check in with the Tenant-to-Tenant Mentor to see how the new Tenant is managing.
- ☐ Do monthly suite checks to ensure that they are managing the suite in an acceptable manner (if this is an issue do more frequent checks).
- ☐ Meet once a month to ensure that meetings have been established and they are afforded they have opportunities to work on their Michif Plan.
- ☐ Attend monthly review meetings with the tenant and their care team to ensure the tenant is progressing within their “settling-in” (probation period).

Michif Delegated Youth Services Team Leader

First Week – Michif Delegated Youth Services Team Leader:

- ☐ Determine if a KKC Social Worker is needed and assign as necessary.
- ☐ Assign an appropriate KKC Elder to the new tenant.

Piihtikway Meeting & Second Week – Michif Delegated Youth Services Team Leader:

- ☐ Attend the Piihtikway Meeting.

First Three Months

- ☐ Monitor KKC Social Worker to make sure that meetings are happening.
- ☐ Monitor KKC Elder assigned to make sure that connection has been made and the Elder has established meaningful meetings.
- ☐ Attend monthly care team meetings the first three months to monitor that Michif Assessment has been completed and the Michif Plan has started and is being implemented in a good way.

MICHIF SUPPORT SERVICES TEAM LEADER

First Week – Michif Support Services Team Leader:

- ☐ Assign a KKC Life Skills Worker
- ☐ Connect with outside agency to have their Social Worker provide the youth/young adult's assessment and/or plan forwarded if it has been determined they have an outside Social Worker.

Piihtikway Meeting & Second Week – Michif Support Services Team Leader:

- ☐ Attend the Piihtikway Meeting.

First Three Months – Michif Support Services Team Leader

- ☐ Monitor KKC Life Skills Worker to make sure that meetings are happening.
- ☐ Attend monthly care team meetings the first three months to monitor that the Michif Life Skills Worker is meeting with the tenant in the tenants suite.
- ☐ Monitor that the Michif Life Skills Worker is working with the tenant on the goals laid out for them in the Michif Plan, and that it is being implemented in a good way.

MICHIF KIKEKYELC SOCIAL WORKER AND/OR KKC LIFE SKILLS WORKER

First Week – Michif Kikékyelc Social Worker (if assigned) and KKC Life Skills Worker:

- ☐ Meet with the youth/young adult
- ☐ Support them to set up hydro, cable, wi-fi etc.
- ☐ Be available to help them get settled in their suite.
- ☐ Helping to unpack
- ☐ Make sure they have the necessary supplies
- ☐ Shopping if necessary
- ☐ Ensuring they have food and if not helping to shop or going to food bank
- ☐ Set up meeting with their Elder to introduce them
- ☐ Provide opportunities for them to connect with other tenants
- ☐ A group shopping trip
- ☐ Attending a cultural event with them
- ☐ Taking them for coffee with another tenant to build relationships

Piihtikway Meeting & Second Week - Kikékyelc Social Worker and Life Skills Worker

- ☐ Set meeting schedule with tenant.
- ☐ Attend Piihtikway Meeting.
- ☐ Help tenant with who is in their Wakohtowin and help them reach out to invite them to their Piihtikway Meeting.
- ☐ If there is not a KKC Social Worker, invite their outside Social Worker to their Piihtikway Meeting.

First Three Months – KKC Social Worker and/or Michif Life Skills Worker

- ☐ Ensure meeting schedule is being followed.
- ☐ Continue relationship building.
- ☐ KKC Social Worker complete assessment and by 3rd month have begun the Michif Plan. Michif Life Skills Worker will be following direction to support youth from the Michif Assessment and then the Michif Plan.
- ☐ KKC Social Worker will provide direction going forward on the next steps and goals to be accomplished and monitor. Life Skills workers will work with tenant on next steps and goals.
- ☐ KKC Social Worker will set up care team meetings to ensure that all parties involved are aware of their roles and responsibilities.
- ☐ KKC Social Worker and/or Michif Life Skills Worker will explore with the tenant their future plans (University or Employment) and support with these goals.

First Three Months – Michif Life Skills Worker

- ☐ Established and working on a routine
- ☐ Established a calendar of meetings that are happening in their suites
- ☐ With the tenant's help establish schedules for cleaning, shopping.
- ☐ Help/show the tenant basic life skills and continue to monitor
 - ☐ Budgeting
 - ☐ Meal planning and preparation
 - ☐ How to clean their suite
 - ☐ How to pay their bills
 - ☐ How to open a bank account (if required)
 - ☐ How to do laundry
 - ☐ Products to use
 - ☐ How the machines work and settings to use

- ☐ How often to wash their sheets
- ☐ How to separate clothes
- ☐ How dish cloths and dirty underwear shouldn't be washed together
- ☐ Ensure they have done their previous year(s) taxes.
- ☐ Working on next steps and goals,
- ☐ Continue to provide connections to culture.