

Headway Centre

The headway centre is a unique experience for people living with an acquired brain injury. The centre offers two programs to choose from depending on your interest, needs, and goals. The first program is the Headway departments which members can volunteer in and the second is a Drop-in program offering various scheduled and unscheduled activities to enjoy.

Headway Centre Departments

Members of the centre volunteer side by side with staff, using their abilities and strengths to complete the duties and tasks of the centre. By volunteering in Headway Departments members will gain confidence and skills necessary to reach their personal goals.

Members participate in daily decisions and operations of the centre such as preparing meals, answering telephone calls, arranging tours, developing programs, writing newsletters, cleaning the centre and the list goes on. The Headway Centre is a member driven program that promotes teamwork, skills development, independence, and self-confidence. As members become more proficient in performing their assigned tasks and duties, they will ultimately be better prepared to use those skills in an employable position.

What are some of the Department duties?

Department & Description	Duties
<p align="center">-1-</p> <p align="center">Maintenance Department</p> <p>This group is responsible for the upkeep of the Headway Centre</p>	<ul style="list-style-type: none"> • Cleaning, Vacuuming/floors, Cleaning the fridge • Cleaning windows, Dusting • Painting, Garbage & recycling
<p align="center">-2-</p> <p align="center">Communications Department</p> <p>A) Responsible for the maintenance of promotional material.</p>	<ul style="list-style-type: none"> • Handouts, Flyers, Newsletters, Brochures • Meeting minutes, Memos, Monthly calendar • Data entry, Admin work, • Letters needed for Headway functions • Updating visuals inside Headway (bulletin board) • Planning and preparation for materials
<p align="center">-3-</p> <p align="center">Membership Department</p> <p>the "Welcoming committee" at the Headway Centre</p>	<ul style="list-style-type: none"> • Mail outs, Giving tours, buddy system is set up • Maintaining contact with new & old members • Answering calls/reception, Help with the monthly calendar • Celebrate all of the members birthdays for the month • Record keeping, Tabulating attendance, Weekly meetings
<p align="center">-4-</p> <p align="center">Community and Program Planning Department</p> <p>Plan community outings or events</p>	<ul style="list-style-type: none"> • Community outings, Community events • Community fundraising initiatives • Monthly Birthday parties • Plan excursions & trips, Holiday events (x-mas)
<p align="center">-5-</p> <p align="center">Prevention Outreach Department</p> <p>Establishes relationships with local school boards and health resources to promote awareness of ABI. Member can share personal stories and experiences</p>	<ul style="list-style-type: none"> • Works with GF Strong • Target ages that will be receiving drivers licenses • Educating the public, Speak to elementary schools • Participating in various health fairs. • Assisting members with housing or financial issues • Hospitals & clinics, Homeless shelters
<p align="center">-6-</p> <p align="center">Kitchen Department</p> <p>This department is responsible for the shopping, preparation, and clean up of healthy lunches and dinners</p>	<ul style="list-style-type: none"> • Food inventory and creating shopping lists • Grocery shopping • Lunch and dinner set up and clean up • Meal preparation

Headway Centre Drop-in Program

The Headway Centre drop-in program is a venue for members to hangout, meet new people and access social, recreational, and leisure activities on a drop-in basis.

The following drop-in activities are available anytime of the day:

- Hockey Table, Foosball, Darts
 - Card and Board Games
 - Bingo, Music
 - Lunch, Hanging Out, Coffee Chat
 - Crafts, Beading
 - Library, watching TV
 - Computers
- The centre also offers scheduled activities throughout the week such as movie night, outings, fitness etc, check the calendar for days and times.

How Can I Join the Headway Program?

Headway Members must meet these criteria:

- Members must have experienced a brain injury and be between the ages of 19 and 64 inclusive.
- Members must be able to get to and from the Headway Centre independently or with support of a care provider.
- Members requiring any personal assistance must be accompanied by their own attendant.
- Members without attendants must be able to manage their own medications, and self care needs.
- Members must not behave disruptively or pose a health or safety risk to the members and staff.

Do I need a membership to join the Headway Programs?

- Yes, membership is mandatory
- All members must complete a membership form and meet criteria to access programs independently
- Membership entitles an individual to participate in Headway programs
- Members are automatically entitled to receive the newsletters and email distributions
- Members receive an annual membership card which must be shown at each visit to the Headway Centre

What is the cost to become a member?

- Individuals- \$12.00 per year
- Membership cost is prorated for the year (April-April)
- Financial assistance is available upon request

Hours of operation

The Headway Centre is open from 11 a.m. to 5 p.m. Monday to Friday. The centre is closed for statutory holidays.

Vancouver Headway Centre General Transit Information

The Vancouver Headway Centre is located at Suite 320 1600 West 6th Avenue near the intersection of Granville and Broadway.

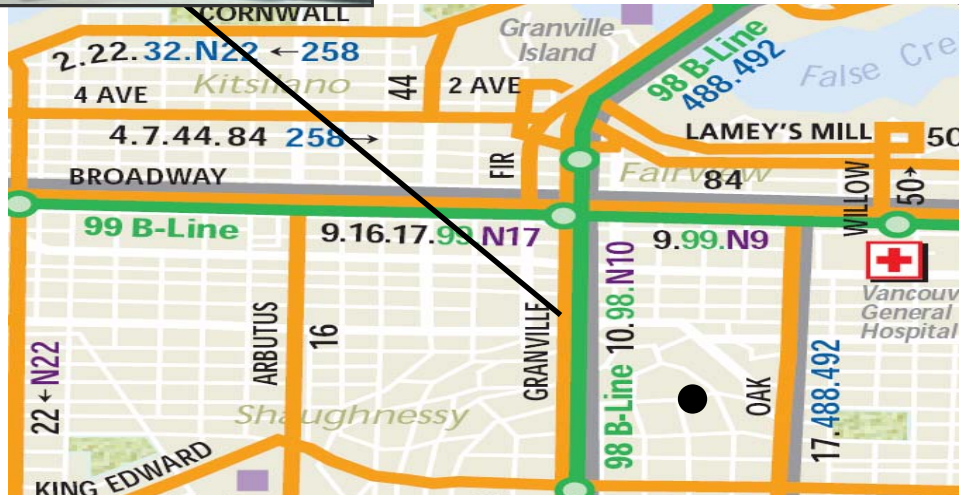
Local transit connections are shown on the map below:



Take the #99 B-Line Westward to Granville Street

and take the #98 B Line Northward to the first stop beyond Broadway

From Vancouver SeaBus Terminal take the #98 B-Line to the first stop after



To plan your personal transit route please visit
www.translink.bc.ca

Or

Contact Transit Customer Information at (604) 953-3333
Between 6:30 am and 11:30 pm 7 days a week

Coquitlam Headway Centre General Transit Information

To get to Coquitlam Headway on Skytrain:

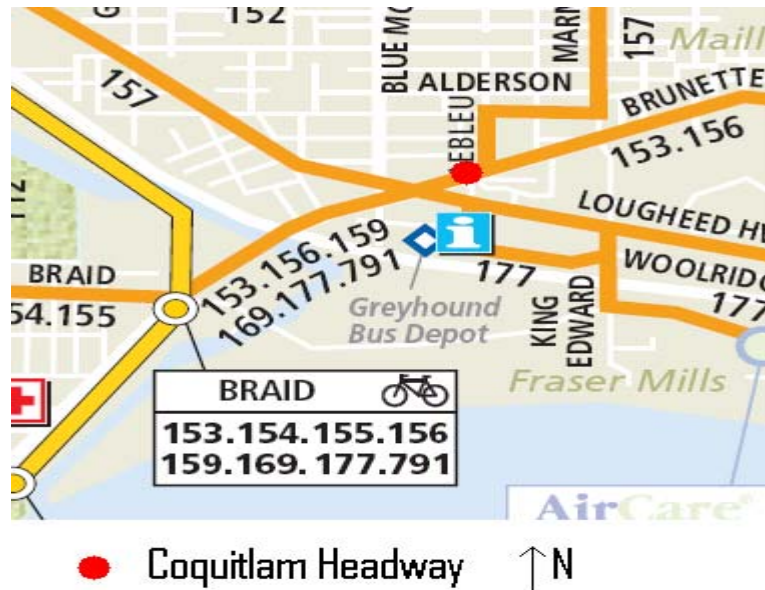
Take any millennium line eastbound to Braid station.

Get off and take "153, 156, or 157" and ride until the first stop after you cross Lougheed Highway (approximately 5 large blocks from the station)

Coquitlam Headway is located beside the Scotia bank at 955 Brunette Ave.

From Coquitlam Centre:

Take the "169 BRAID STN", or the "177 Braid STN" Get off as you reach brunette Ave (In front of the Shell station) Walk east on Brunette to the headway Centre (2 blocks) by the Scotia Bank at 955 Brunette Ave.





HEADWAY CENTRE MEMBERSHIP CRITERIA

Please check the following that apply:

- Yes No I have experienced a brain injury
- Yes No I am at least 19 years of age
- Yes No I am able to manage my own medications
- Yes No I am able to manage my own self care needs and do not require attendant care
- Yes No I do not display severe behavioural challenges or pose a health and safety threat to other people.
- Yes No I am able to find my own way to and from the Headway Centre

If you have answered "NO" to any of the above criteria please speak to the Program Manager in person before filling out the rest of this package.

CONTACT NAME #2: _____

RELATIONSHIP: _____

HOME PHONE: _____ MOBILE: _____

WORK PHONE: _____ FAX: _____

POSTAL CODE: _____ E-MAIL: _____

ADDRESS: _____

EDUCATION:

NAME AND ADDRESS OF LAST SCHOOL ATTENDED: _____

LEVEL ATTAINED: _____ YEAR COMPLETED: _____

EMPLOYMENT:

NAME OF LAST EMPLOYER: _____ POSITION: _____

MEDICAL INFORMATION:

DOCTOR'S NAME: _____ PHONE: _____ HEALTH CARE#: _____

DOES THE MEMBER TAKE PRESCRIPTION MEDICATION(s) Please list:

DOES THE MEMBER HAVE ANY MEDICAL CONDITIONS: IE SEIZURES, DIABETES, ALLERGIES

ARE THERE ANY BEHAVIORAL ISSUES OR OTHER CONCERNS THAT WE SHOULD BE AWARE OF?

WHAT ARE THE MEMBERS INTERESTS AND/OR HOBBIES?

Signature of Member

Date



HEADWAY CENTRE AGREEMENT AND DROP-IN PROGRAM AGREEMENT

Please Read the Following Information

Howe Sound Rehabilitation Services Society operates a variety of programs for adults with acquired brain injuries ("Members"). The Headway Centre is committed to operating its programs in as safe a manner as possible. However, as a member, caregiver, or guardian, you should consider the potential risks inherent in Headway Centre and Drop-in programs, activities and events.

The Headway Centre provides programming and scheduled activities for Members that are supervised by facilitators and volunteers. The level of supervision varies according to the nature of the activity. **The Headway Centre is not able to monitor the arrival or departure of Members and cannot be responsible for Members before they arrive at the center or after they leave the center premises.**

Activities outside the Headway Centre that are not programmed by Headway Centre facilitators are, of course, not supervised. Caregivers/guardians and Members must also remember the importance of the Members' close adherence to Headway Centre rules, rights and responsibilities and any safety precautions detailed by facilitators while participating in programs and activities.

The Headway Centre program encourages Members independence and decision-making. While at the center, Members may freely choose to participate in programs and activities. Every effort will be made to keep program and activities financially accessible.

CLUB HOUSE DEPARTMENTS

- Maintenance Department
- Communications Department
- Membership Department
- Community Planning Department
- Prevention Outreach Department
- Employment Department

DROP-IN PROGRAMS

- Pool/Billiards,
- Card & Board Games,
- Bingo, Music,
- Hanging Out,
- Coffee Chat, Internet Café,
- Crafts, Beading,
- Darts, Library,
- Tai Chi, Art Classes, Music Therapy, Movie Night,
- Special Outings and Seasonal Activities

HEADWAY CENTRE RULES

In order to have fun and help other members enjoy the Headway Centre programs, I as a member promise to follow these rules and agree to behave in a socially acceptable manner.

1. Members are not permitted to be under the influence of, and/or consume, illegal drugs or alcohol while on site or during outings.
2. Smoking is only permitted outside
3. Physical and emotional aggression will not be tolerated at headway centre
4. Swearing and Sexual comments with not be tolerated at the headway centre
5. Members will not act in ways that pose a danger either to others, themselves, or the centre
6. Members will treat others with respect at all times
7. On Headway outings, members will listen to staff and not wander off.
8. If members would like to leave independently, they must inform staff of their intentions. If the member is in the community leisure program they are not permitted to leave without a care provider, family member, Handy Dart pick up or a previous arrangement in place
9. Members are not allowed to access adult and/or dating websites in the computer lab
10. No food or drinks are allowed in the computer room or the computer area.
11. Members will not eat or drink anything that belongs to headway centre unless they ask staff and/or pay for items
12. Members will clean up after themselves at all times
13. Vancouver Members will sign up for outings, events, and programs by putting their name on the sign up sheet up front or informing staff.
14. Members must sign in and out when coming to and leaving the centre
15. Members will not engage in public displays of affection that make others feel uncomfortable
16. Coquitlam members must act accordingly when driving in the centres van, meaning no touching the front dash and do not distract the driver by yelling, tugging the seatbelt etc.

I understand that there are Headway Centre rules that must be followed and I must use my best efforts to participate in programs in a safe, fair, responsible manner and respect the rights and property of other members and the facilitators at the center. I have read the Headway Centre rules and understand that breach of the rules may result in remedial action including limits on my participation in program activities or being sent home.

Print Name

Signature

Date

Witness

PRIVACY STATEMENT

Howe Sound Rehabilitation Services Society respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to respecting your privacy. We do not rent, sell or trade our mailing lists. We use your personal information to provide services/programs and to keep you informed and up to date with all activities. If at any time you wish to be removed from any of these types of communication, or receive a full copy of the Howe Sound Rehabilitation Services Society Privacy Statement, simply notify our Communications Manager by phone, 604-936-9944 or via email info@howesound.net and we will gladly accommodate your request.



CONSENT & RELEASE OF LIABILITY

INHERENT RISKS

Each Headway Centre carries inherent risks for Members. These risks may include, but are not limited to, contact during sports (with another person, equipment or property), group separation, slips, falls, minor burns, transportation accidents, and other incidents. Inherent risks may lead to injury or illness including, but not limited to, minor injuries, illnesses, bodily injury, burns, insect bites, head and back injury or death.

CONSENT / ASSUMPTION OF RISKS

I have read the description of programs and inherent risks and will participate in the activities of the Headway Centre and Drop-in program. I accept that there are inherent risks involved in these activities and agree to accept those risks. I have sought and received explanations from the Headway Centre and Drop-in program of any risks I do not understand.

WAIVER / RELEASE FROM LIABILITY

In consideration of the Headway Centre accepting my membership and permitting me to enjoy the facility and activities of the Headway Centre, I agree that the Headway Centre and/or its employees, volunteers, directors or agents shall not be held liable for any injuries or damages which may arise out of the course of normal Headway Centre activities, including accident and inadvertence.

I _____ am aware of the risks associated with the programs and activities offered by the Headway Centre and Drop-in program as described on page 5 of this form and do hereby give consent and agree to the terms above.

Signature of Member

Date

Signature of Witness

Date