



# It's All About SELF

APRIL - MAY 2023

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## highlighting

### MICHAEL HINSON RESOURCE CENTER

#### MESSAGE FROM THE PROGRAM DIRECTOR

Since accepting my role as a Program Director of The Michael Hinson Resource Center my life as I knew it has shifted. What looked to be the most rewarding opportunity came with multiple challenges and a lot of self-reflecting. As a leader it takes a certain level of necessary flexibility, a willingness to sit in some resistance and long nights of recreating and even reevaluating one's journey daily.

SELF INC offers the city of Philadelphia an opportunity to make a difference in the most marginalized communities yet in the same vein challenges every employee to operate in excellence. In spite of what your individual life may demand- the expectation is to have an open opportunity for others- if it's your team members- your immediate stakeholders or even your colleagues. The Michael Hinson resource center, located at 1701 Lehigh Avenue, provides a 24-hour respite for approximately 50 homeless participants. Transitioning into programmatic endeavors that serve the most impoverished individuals demands strategic planning, a relentless team effort. It's more than nearly talking about a great vision - for me it's planning a grand opening and assist in birthing a long-awaited vision.

Sincerely

Sappho Reynan Fulton MA., MSW



#### A PARTICIPANT'S STORY

The tale of the Phoenix. That's the best way to describe what my journey has been with SELF Inc so far. From being a participant to rising and helping participants has been an eye opener. There's yet more to come. I'm grateful to be a part of the new day program opening in the Michael Hinson Resource Center. My own personal motto I will implement in my approach to participants is to help from a "duty of care" and not a "sense of duty".  
Because I care, I help.

Maurice Goode



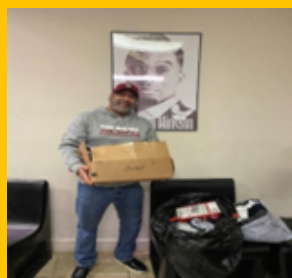
Hello, I am Nija Fleming, a new employee with SELF Inc. I could always find a job but it was always hard to keep it due to a felony on my record. Getting hired one day and then fired

30 days later was always a heartbreak. I was at the verge of just giving up but I kept pushing. That's when I was hired as a part-time seasonal worker with SELF Inc. Since coming to SELF Inc I've had great interactions with all my coworkers. I've learned how to deal with all types of people from all walks of life. I've been able to do more for myself and my children financially. I feel better overall about life. A great sense of hope has been with me and I feel as though I can accomplish my goals. Due to my motivation, dedication and determination I have been hired as a full-time employee and will now be able to reach my goal of gaining and maintaining permanent housing for myself and my youngest son. I am truly grateful for SELF Inc, the peers I was able to learn from and work directly with, I consider My "work family"; and the higher ups who saw something in me and gave me this life changing opportunity. One thing I can say is they don't discriminate and they think everyone deserves a chance. They are an equal opportunity employer who cares about the lives of others. Not just the participants but their employees as well! Thank you SELF Inc #skyisthelimitfromhere

#### SELF INC SUPPORTER

We are grateful for our stakeholders that continue to donate and see the needs of our participants

Troy Smith is an Alumni of Kappa Alpha Psi (Philly Alumni Chapter) He was referred by our Director of Human Resources, Frank Richardson. It really does take community to sustain long term. In these bags are dozens of multiple sizes of men's boxer briefs, sox and tee shirts that are brand new.





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## UJIMA HOUSE

The Ujima house is a SELF Inc permanent supportive housing initiative that houses up to six (6) tenants in a three-story home located at 1238 W. Erie Avenue, Philadelphia PA 19140. Ujima tenants all sign leases with SELF, Inc. for the rental of their room at Ujima and each tenant's rent is based on a set percentage of their income. The remainder of the Ujima tenant's rental is covered through funding provided by the City of Philadelphia's Office of Homeless Services.



## staff

### Sharisse Johnson HOUSING ASSISTANCE MANAGER

Sharisse Johnson began her career in social services in 2006, employed as a SCOH worker (Serving Children in their Own Homes, and later transitioning into Family Advocacy through Head Start Learning Tree. Over the years, she began to show interest in the disenfranchised, street homeless populations facing housing insecurities. This led her to working with city funded homeless shelters, beginning with SELF Inc. in 2014. Presently, she manages SELF's Way Home initiative, a rapid rehousing program specializing in the LGBTQ+ community, providing rental supports to those needing to quickly exit homelessness, and secure permanent housing. In her spare time, Sharisse enjoys practicing self-care, and spending quality time with her teenage daughter!

### Cerise Dash HOUSING SUPPORT COACH

Cerise started her college career as a Biology Pre-med student. While working with a group of students in her first year she realized her true purpose in life, to help build a more just and humane society through art, activism, and education. After 5 years working in public education and social services, Cerise decided in 2018 to pursue a career as a full-time artist. After 3 years of working as a performer fulltime Cerise decided to rejoin the 9-5 professional world. Cerise earned her license as a broker and worked in finance for a year.

Cerise started at Self Inc. as a Housing Support Coach in January 2023 and works with the Way Home Rapid Rehousing Program. Cerise loves to work with youth and loves to serve. If you see Cerise, say hi!



# highlighting

## WAY HOME - RAPID REHOUSING PROGRAM

The Way Home Rapid Rehousing program began in 2020 as a collaborative effort to end homelessness between William Way Community Center and SELF, Inc. that aims to increase housing stability for LGBTQ+ individuals in a LGBTQ+ friendly environment. Rapid Rehousing is “Housing First” initiative designed to assist households quickly exit homelessness and reduce the amount of time a household may be homeless. The average length of time from program enrollment to moving into your new home is approximately 45 days. Some households, depending on the participant’s income, may be required to contribute up to 30% of their income towards rent.

### Rapid Rehousing funds can be used for:

1. Rental assistance (\*3-24 months)
2. Security deposits, utility assistance, and rental application fees
3. Moving costs

### ELIGIBILITY REQUIREMENTS

- Head of Household is 18 years of age or older.
- Considered to be “Literally Homeless” or fleeing domestic violence, stalking, or other dangerous conditions.
- No household income limits at intake.

### RAPID REHOUSING - STEP-BY-STEP GUIDE

1. Visit one of the City of Philadelphia’s, Office of Homeless Services (OHS)’s access points (shelters).
2. Work with your case manager in shelter to see if this is a good program for you.
3. Provide the documents listed in the “DOCUMENTATION NEEDED” section of this pamphlet.
4. Work with a housing stabilization specialist to develop a budget.
5. Conduct housing search.
6. Property inspection completed.
7. Participate in monthly appointments with your assigned housing specialist.
8. Income recertification every 90 days (if applicable).

### DOCUMENTATION NEEDED

At a minimum, the following documents will be needed for enrollment into the Way Home Rapid Rehousing program:

- Birth Certificates for all household members.
- Social Security cards for all household members.
- Photo ID for Head of Household.
- Proof of Income for all household members (past 30 days).
- Statement of disability (for individuals receiving SSI or SSDI).
- Homeless certification form.



**It's All About SELF**  
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# HUMAN RESOURCES CORNER

**Frank Richardson**, HR Manager  
richardsonf@selfincorp.org 215-496-9610 ext. 200

**Crystal Hamlet**, HR Generalist  
hamletc@selfincorp.org 215-496-9610 ext. 276

## DATES TO REMEMBER

Performance Evaluations - May 1st to June 30th  
Open Enrollment - Tentative Start Date June 30th

## NEW HIRES BY LOCATION

### ADMINISTRATION

Stanley Tulay - ACCOUNTANT  
Frank Richardson - HUMAN RESOURCES MANAGER  
Essence Owens - PEER SUPPORT COUNSELOR

### OUTLEY HOUSE

Kyla Biggs - CUSTODIAL ENGINEER

### SUSQUEHANNA HOUSE

Amara King - PARTICIPANT ADVOCATE  
Angela Hellmann - PARTICIPANT ADVOCATE

### IFE WELLNESS CENTER

James Pickron - PARTICIPANT ADVOCATE

### MICHAEL HINSON RESOURCE CENTER

Maurice Goode - DAY ROOM COORDINATOR

## A LOOK INTO SOME THINGS WE HANDLE

### EMPLOYEE RELATIONS

Performance Management (Chain of Command should be copied)

### EMPLOYEE COMPLAINTS/CONCERNS

Disciplinary Matters

### WORKPLACE INJURIES/INJURY ON DUTY

(Chain of Command/Executive Team should be copied)

### PAYROLL: TIME & ATTENDANCE ISSUES

(Yvette Hawthorne copied)

### EMPLOYMENT VERIFICATIONS

Wage Garnishment/Child Support Requests  
Training and Development

### MEDICAL INFORMATION

Health Benefits/Medical-related questions  
Never to be shared with any employee outside of HR  
Medical documentation  
Notes, Family Medical Leave Act (FMLA) requests/documentation  
Americans with Disabilities Act Amendments Act (ADAAA)  
Requests/documentation

### SUPERVISORS/MANAGERS MUST TELL EMPLOYEES

to contact HR directly to discuss medical information

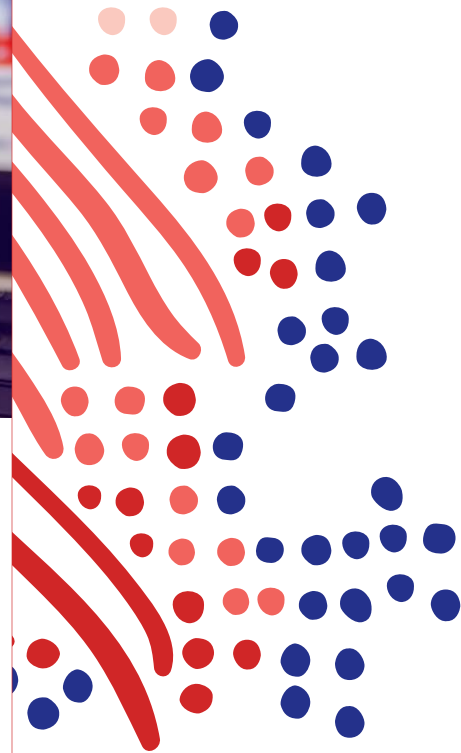
### WORKFORCE PLANNING

Employee Resignation  
Recruitment Site Staffing Issues  
Chain of Command should be copied)

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Through your company's suite of ADP's Comprehensive HR products, you and your family have access to LifeCare, a work life Employee Assistance Program (EAP).

LifeCare is here for you and offers an abundance of resources and guidance for your personal needs including parenting, senior care, wellness, home services, and legal and financial services. All of this is available 24 hours a day, 7 days a week! Here are just a few of the helpful services you can access through LifeCare:

- **Child care & Parenting**
  - Adoption
  - Before-and after-school
  - Child development
  - Breast feeding
  - Child care (centers, in-home, family and day care)
  - Prenatal care
  - Special needs education
- **Senior care & aging**
  - Care options
  - Caregiving
  - Medicare/Medicaid/Social Security
  - Health/safety
  - Hospice services
  - Meal delivery
  - Respite care
  - Transportation services
  - In-home services
- **Emotional health**
  - Domestic abuse
  - Anxiety
  - Divorce
  - Substance abuse
  - Family counseling
  - Grief
  - Depression
- **Health & Wellness**
  - Smoking cessation
  - Safety
- **Diet & nutrition**
  - Fitness
  - Preventative care
  - Sleep health
- **Legal & Financial**
  - Personal finance
  - Real estate & loans
  - Credit & debt
  - Retirement planning
  - Insurance

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- Theme parks
- Flights, cruises, car rentals and hotels
- Gifts and retail shopping
- Work and family
- Books and DVDs
- Child and elder care products
- Movie tickets
- Concerts
- and much more!

For more information for you and your employees, download these helpful materials:

- Overview/flyer
- Employer Frequently Asked Questions
- Manager Frequently Asked Questions
- Lifecare wallet card

**Call toll-free, 24 hours a day**

**1-800-697-7315** (1-800-873-1322 TTY).

Please mention your affiliation with ADP.

Log into your ADP Portal and "Resources" and navigate to the "My Tools" page and select LifeCare-Work/Life, EAP, Discounts link.

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## Happy Birthday

### April

Syeed Brown  
Dominique Starling  
Lasha Adams  
Aquila Thrower  
Braheem Jordan  
Quintin Kennedy  
Allen Hood  
Shakira Ammons  
Reuben Butler  
Christopher Brown  
Rickey Lamount Hill



### MAY

Amara King  
Louis McDuffie  
Andrae Myron Louis  
Jamilla Goodin  
Zina Spruell  
Shiheem Amos  
Tiara Drew  
Frank Richardson

Melissa Towers  
Josef Taylor  
Shirlana N Dash  
Sunday Alugbhe  
Crystal Hamlet  
Damir Mitchell  
Edward Coaxum  
Raheim Mims

