

Title: Room Assignment and Preparation  
Issued By: Rights of Passage  
Applies To: Program Services

I. POLICY

The Youth Support Worker (YSW) is responsible for coordinating the assignment and preparation of room for the youth who is accepted into the ROP program.

II. PURPOSE

- A. To ensure that youth is assigned a room in accordance with gender-based programming.
- B. To ensure that the room is clean and ready for occupancy by the youth.

III. PROCEDURE

Unless specified otherwise, the YSW is responsible for the following tasks

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- A. Notify the Program Manager about the youth's move-in date and time:
- B. Assign the youth a room based on their identified gender –
  - 1. Female youth at the 3<sup>rd</sup> floor; and
  - 2. Male youth at the 4<sup>th</sup> floor.
- C. Refer to the Program Manager any issues arising from the room assignment.
- D. Submit a Work Request to the Building Services Department (BSD) to have the youth's room cleaned and necessary repairs / maintenance work is undertaken;
- E. Prepare the youth's start-up kit;
- F. Obtain the room key and activated fob; and
- G. Notify other ROP staff when the room is available for occupancy by the youth.