

SUGGESTIONS FOR FILLING VACANCIES

Oxford Houses, both individually and as a community in a chapter, have a responsibility to make the necessary effort to fill any vacancies they may have. This is important both for the financial welfare of the houses and in order to fulfill our primary goal of providing housing and rehabilitative support for as many alcoholics and addicts as possible. Below are suggestions for houses with empty beds:

1. Put up flyers in the community and treatment centers. Houses should use their computer to create personalized flyers.
2. Look for potential residents in 12-step groups or other recovery gatherings. After the meeting has adjourned, discuss Oxford House and its benefits with the potential newcomers.
3. If a house is experiencing unusually high vacancies, the house should be willing to interview potential residents anytime.
4. Houses should remember that there is no official clean time requirement for a new applicant in Oxford House. There are very few 28-day programs left now and requiring a person with less clean time to wait may jeopardize their sobriety and may make them choose another program.
5. Once new residents move in, existing members should try to keep them there by helping them feel "a part of". Use the "buddy system" and help the newcomer to adjust to the new environment and get to 12-step meetings.
6. Chapters are expected to hold a workshop at least once per year; be sure to invite area rehab counselors to attend the workshop. One of the houses in the Chapter might also have a Saturday or Sunday open house for the area referral agencies so they can visit an actual Oxford House.
7. Chapter Housing Service Committees should always be active in promoting Oxford House by regularly scheduling presentations at treatment centers and other referral agencies where they can speak to potential applicants.
8. If an area house resident is disabled and has to perform volunteer work, assign them the weekly responsibility for calling all houses in the area to get vacancies and then notifying the rehabs in and outside your area by telephone or fax of these vacancies. Rehabilitation Centers who have internet access should be notified that they can use the Oxford House website- www.oxfordhouse.org to find which houses have beds open. All members in your house should do their part in recruiting new members.
9. Ask your chapter to form a Vacancy Committee to visit area rehabs and do presentations on a regular basis.