



FIRST NATIONS HOUSE OF HEALING CALL FOR PROPOSALS



Inter Tribal Health Authority (ITHA) invites proposals from prospective contractors for the delivery of programs in the First Nations House of Healing (FNHH) 2011/2012 program year. Through this program, Inter Tribal Health Authority is providing contracts for the provision of Healing Programs. The focus of all residential healing programs is to support in the healing of former students of Residential Schools who have been affected physical, emotional, spiritual, mental and sexual abuse. Programming will also further address the healing of the families of Residential School Survivors.

MISSION STATEMENT

The First Nations House of Healing aims to provide a safe environment to support a community-based system of healing for former students and their families who have been affected by the legacy of physical and sexual abuse suffered in Residential Schools.

1. PROGRAM GOALS and OBJECTIVES

- To deliver multi-level residential healing programs (introductory and advanced) to meet the specific needs of individuals affected by the legacy of physical, emotional, spiritual, mental and sexual abuse in Residential Schools.
- To provide First Nation cultural relevance to each program offered, and to ensure authenticity of cultural components with the participation of 2 Program Elders.
- To maintain holistic programming to assist and promote wellness for each program guest on their healing journey. To support Community Workers who provide aftercare and assistance to guests after they leave FNHH programs.

2. PROGRAM DESCRIPTION

ITHA is mandated by its 29 member First Nations to deliver programs and services such as Non-insured health benefit programs, health services, Community Health Nursing Services, and the First Nations House of Healing (FNHH) program. The Aboriginal Healing Foundation (AHF) provides funding for FNHH programming. Experienced professionals will provide programs from October 18, 2011 to April 13, 2012 with an opportunity to support former students of Indian Residential Schools and/or their families in a beautiful natural setting that is conducive to healing.

ITHA hires professional contractors to deliver healing programs that meet FNHH program specifications to assist guests in their healing. Each program is designed to accommodate up to 24 program guests, supported by a program facilitation team of up to 3 facilitators to each program and 2 Program Elders. FNHH programming is further complimented with the provision of FNHH Liaison, Cultural Advisor, and Sweat Lodge Facilitator.

Programs are designed specifically for elders, referral workers, couples, preparing survivors for Truth & Reconciliation healing, intergenerational, lateral violence, sexual abuse program specific for men and women and for Aboriginal people newly on their healing path.

Facilitation of FNHH programs must support program goals and specifications. ITHA manages FNHH programming. It makes final decisions on proposals, maintains contractual obligations, owns all program material and content, monitors performance of contracts through an evaluation process and works with contractors to assist with a smooth delivery of programming.

Further information on ITHA can be found on the website at www.intertribalhealth.ca. The site includes the current 2010/2011 program schedule, Intake Packages A & B that guests need to complete prior to attending programs and Program Facilitators Call for Proposals.

3. ELIGIBILITY

3.1 Contractors

Eligible contractors may be individuals, businesses, associations, and not for profit societies that have demonstrated previous experience in delivering holistic programs for survivors of Residential Schools and to have an understanding of trauma and shame. A team of consultants, whom have identified one consultant to be the lead facilitator and the primary contact for ITHA, may submit proposals. Priority will be given to consultants of Aboriginal ancestry who have demonstrated success in the delivery of similar programs.

Contractors must:

- ◆ Carry their own professional liability insurance for self and co-facilitators and submit proof before contracting with ITHA.
- ◆ Be available to start prior to their term of the contract by 12 pm the day of program commencement and remain on site until 3pm of the last day.
- ◆ Be on-call during the evenings and nights for crisis counseling/emergencies with program guests. (A copy of the Facilitators Guidelines is attached.)
- ◆ All applicants must submit a current resume for each member of facilitation team and a **current criminal record check**, this information **must be submitted at time of application**. *Anyone without a current criminal record check will not be able to facilitate.*
- ◆ All facilitators will **submit individual invoices** and will be paid separately.
- ◆ Please describe in your Call for Proposal how & where the two items listed below will be implemented as part of the healing program.
 1. Each program must include impact of colonization.
 2. Impact and history of Residential School.

3.2 PROGRAM DEVELOPMENT

The cost of developing program outline and content for submission will be at the sole cost of the contractors. The FNHH program does not allow for developmental, research, or program coordination costs.

3.3 ELIGIBLE COSTS

- Provide a brief description of healing session to a maximum of 60 words and a biography of all Facilitators.
- Inter Tribal Health Authority will contract at the maximum daily rate of \$1500 per day for a minimum of 3 facilitators. Program specifications require a minimum ratio of one facilitator for 8 guests in the program (unless agreed upon changes)
- Facilitator cost – lead facilitator – maximum of \$600 per day (unless otherwise agreed upon).
- Co-facilitators – maximum of \$450 per day (unless otherwise agreed upon).
- First day of program is paid for ½ day and; last day of program is paid ½ day.
- Hand-outs for program guests – 26 copies must be available and supplied to Guests/Program Elders. A copy of all program handouts will form a part of final report. A fee up to **\$150.00** maximum per program is available to assist with copying and supply costs **upon submission of original receipts.**
- If you require assistance with travel, please contact Fawn White at extension 225. Lead Facilitator will be responsible for submitting travel claim(s) for co-facilitators. All travel expense claims must be submitted on the ITHA travel form at the established rates, complete with original receipts only will be reimbursed as per ITHA policy.
- Invoices will not be processed until all relevant guest summary reports and copies of all handouts given to Guests are provided to FNHH.
- Invoices will be submitted upon program completion and payment will be issued upon completion of contractual obligations with a 30 day turnaround time for cheque processing.
- There will be no cost to Contractors for lodging or meals during program delivery.

4. PROPOSALS

Program proposals must clearly indicate the following specifications in the Program Outline:

- Name of program and program dates.

- Daily outline of program content (including topic to be covered and presentation, how learning will occur, guest process of information and how holistic wellness will be supported).
- Daily Guest Evaluation.
- Mandatory daily debriefing every day or every day with Program Elders and FNHH Liaison(s).
- Mandatory to contact Emmy Manson, Manager of Wellness and Mental Health or Marina White, Program Supervisor if a guest is at risk or if exiting a guest via email or telephone.
- An aftercare plan needs to be completed with guests' and also a guest summary report and an aftercare plan document will be made available to all main Facilitators.

If you are applying to deliver several programs, the above information must be provided for each program

5. DEADLINES

Inter Tribal Health Authority will adjudicate proposals received under this Call for Proposals according to the following schedule:

- Deadline for Submission – **July 7, 2011 at 4 pm (PST)**
- Announcement of Decision – **July 22, 2011**

6. SELECTION

In reaching decisions, ITHA will utilize FNHH Staff and Management to rank order of all proposals submitted, taking account of the following criteria:

- Assurance of sound team management and previous demonstrated experience in this field of program delivery.
- Knowledge and experience in working with Aboriginal peoples in the recovery of trauma and the intergenerational affects of residential school.
- Significance of program content.
- Suitability of material for program inclusion. e.g. program exercises, role of Elder, hand-outs and overall philosophy of program, cultural teachings.
- Programs that employ First Nation facilitators and other Aboriginal professionals.
- Facilitation team experience, training and qualifications.
- Program assessment criterion as defined by Program Selection and Advisory Committee.
- Additional expertise relevant to the specific program applied for.

7. TERMS AND CONDITIONS

Inter Tribal Health Authority will provide funding through contractual basis only. The maximum of each contract will be based on eligible costs outlined under section 3.3. No provision will be made for advance payments. Contractors should make every effort to hire the most qualified co-facilitators.

All contractors with Inter Tribal Health Authority will agree to sign and abide by Facilitator Guidelines developed for First Nation House of Healing Programming. *If your team is selected, it is mandatory to participate in a teleconference or face to face Facilitators Orientation.*

8. CONTACT INFORMATION

Please submit your proposal via email or hard copy to:

Emmy Manson, Manager of Mental Health & Wellness
Inter Tribal Health Authority
534 Centre Street
Nanaimo, BC
V9R 4Z3

For further information please contact:

Emmy Manson, Manager of Mental Health & Wellness
Email: emmy@intertribalhealth.ca

Phone: 250.753.3990 or 1.877.777.4842

Fax: 250.753.0570 or 1-877-753-0573



Working Together for Healthy Nations



2011-2012 Program Name/Program Definition	Start Date	End Date
Elders Orientation <i>Orientation for FNHH Program Elders</i>	Oct.23	Oct.26
Releasing with the Tides <i>Residential School Survivors Prog.</i>	Oct.27	Nov.7
Keeping the Circle Strong <i>Grief & Loss Program</i>	Nov.8	Nov.18
Finding the Beat of Your Drum <i>Intergenerational Program</i>	Nov.19	Nov.29
Train the Trainers 1 <i>Training for Front Line Workers</i>	Dec.13	Dec.19
Rekindling Our Spirit as Women <i>Sexual Abuse Program for Women</i>	Jan.20	Feb.1
Train the Trainers 11 <i>Training for Front Line Workers</i>	Feb.2	Feb.8
Rekindling Our Spirit as Men <i>Sexual Abuse Program for Men</i>	Feb.8	Feb.20
Abandonment <i>Program for Abandonment</i>	Feb.21	Feb.27
Soaring Together <i>Couples Program</i>	Feb.28	Mar.7
Train the Trainers 111 <i>Training for Front Line Workers</i>	Mar.8	Mar.13
Transformation <i>Shame Program</i>	Mar.14	Mar.20
Emotional Fitness <i>Anger Program</i>	Apr.3	Apr.13



Program Module

The features of an effective program module should include some or all of the following:

FNHH modules should address the physical, mental, emotional and spiritual health of the Guests.

The features of the program should include:

- The facilitation of feelings of increased self worth and self-confidence among participants.
- The use of culture & traditional knowledge to gain respect of individual's culture.
- The creation of safety by reviving personal and group boundaries and grounding exercises.
- Build on guest's strengths and abilities.
- Define and explain what the healing process is.
- What to expect from a healing program.
- Taking personal responsibility in healing – having an aftercare plan and going home plan.
- Ongoing assessment of participant objectives and needs.
- Identification of healthy family functioning.
- Breaking the cycle of multigenerational trauma, identify and manage triggers.
- Impact of Colonization.
- Impact of Residential School(s).
- Emotional wellness.
- Lateral Violence.
- Communication Skills.
- Conflict resolution skills.
- To address the legacy of physical and sexual abuse.

Sample methods/activities that could be used in the program:

- ❑ Daily open and closing – check in circles.
- ❑ Program Elders – to speak on daily topics, and offers teachings and life experiences, helps ground the information in daily living.
- ❑ Start the day with an Elders’ teaching and end the day with an Elders’ teaching.
- ❑ Program will address holistic healing – physical, mental, emotional and spiritual healing.
- ❑ Create safety by having personal and group boundaries and grounding exercises. i.e., breathing exercises, meditative exercises, build on guest’s strengths and abilities.
- ❑ Cultural & traditional ways of healing.
- ❑ Life skill building, self esteem exercises, boundaries and anger management, communication skills, personal responsibility in healing.
- ❑ Stress management & self care.
- ❑ Group processes, theory, and process orientation – allows guest to practice what they are learning.
- ❑ Offer one to one support with Elders and/or facilitators.
- ❑ Information on History & Impacts of Residential school including intergenerational trauma, and the affects of trauma.
- ❑ Ability to identify triggers and the effects these have on individuals and the impact on relationships with people.
- ❑ Explore guest’s reality of anger, rage, and triggers. Guest can leave with the ability to problem solve and do grounding exercises at stressful times.
- ❑ Grief & loss from death, generational trauma, culture, language and/or family connections.
- ❑ Geneograms – to see relationship patterns, and patterns of behaviour such as family violence, relationship violence, addictions, removal of children and child abuse.
- ❑ Learn how to have a healthier relationship with self.
- ❑ Ongoing assessment of guests.
- ❑ Lateral violence.
- ❑ Programs will be done in large group/three small groups of eight, and participants can do some activities individually.
- ❑ Physical activity is an important part of the healing – Please encourage physical activity to guests’ throughout program i.e. Nature walks.
- ❑ Inner child work.
- ❑ Assertiveness training.
- ❑ Learning how to use nature in healing.
- ❑ Daily Debrief – with facilitation team, Program Elders, and Lodge Liaison.
- ❑ Program Debrief is **MANDATORY** – last day of program with FNHH staff, which will be arranged by the Lodge Liaison.



FIRST NATIONS HOUSE OF HEALING PROGRAM GUIDELINES FOR FACILITATORS

Welcome to the First Nations House of Healing 2011/2012 year. We look forward to working with you to provide high quality, effective and respectful programs for our guests.

The following guidelines have been established to ensure consistency and quality of FNHH Programs.

Prior to program commencement:

- The Lead Facilitator will sign a contract with ITHA that outlines contribution and contractual obligations.
- The Lead Facilitator and Co-Facilitator(s) must provide a current criminal record check prior to the commencement of the First Nations House of Healing program.
- The Lead Facilitator will provide a program outline in the Call For Proposals.
- The Lead Facilitator and Co-Facilitator(s) must ensure that travel arrangements ensure arrival no later than 12:00 pm on the day program commences.
- If you require assistance with travel please contact Fawn White at fawn@intertribalhealth.ca or Telephone (250) 753-3990 Ext. 225

During the program session:

1. Take the time to introduce yourself to Resort Staff.
2. Should the Lead Facilitator and Co-Facilitator(s) need to leave during the program, they must notify the Manager of Wellness and Mental Health - Emmy Manson, FNHH Liaison Worker, or Marina White – FNHH Program Supervisor.
3. The Lead Facilitator must inform the relief staff of any guest who may be at risk.
COMMUNICATION IS VITAL.
4. At the end of the day, please inform the front desk staff and FNHH Liaison Worker which Facilitator will be on call for the evening.
5. The Lead Facilitator and Co-Facilitator(s) will be available for one to one counselling for guests on a daily basis and as needed.
6. The Lead Facilitator and Co-Facilitator(s) will ensure guests within the program have an established “buddy” system.

7. The FNHH Elders will be included in all daily program planning, evaluation and debriefing sessions.
8. Any disclosures of suicidal behavior must be reported to Emmy Manson - Manager of Wellness and Mental Health or Marina White – FNHH Program Supervisor. The First Nation House of Healing protocol regarding suicide must be followed.
9. Any disclosures or claims of violence or major crime against a child or another person must be reported to the WMH Manager / FNHH Program Supervisor.
10. Incident Reports and Critical Incidents will be documented immediately following an incident. The report will be given to WMH Manager, FNHH Program Supervisor, or FNHH Liaison Worker's.
11. The Lead Facilitator and Co-Facilitator(s) are to be respectful of the cultural beliefs, values and practices of all guests; and to be respectful of each guest's spiritual practices and beliefs.
12. A member of the facilitation team is required to follow-up on a guest if he/she leaves the room during the program; or if he/she is not in attendance at the start of the day *****this is not the responsibility of FNHH Program Elder***.**
13. If a guest is absent more than 1 day, the Facilitation Team will be required to have a meeting with the guest to follow-up on the guest's participation in the program.
14. The Lead Facilitator is required to ensure that all guests complete the pre, post and evaluations that are provided by FNHH.
15. The Lead Facilitator and Co-Facilitator(s) are required to be on-site for the entire final day of the program and are required to meet with FNHH Team to attend debriefing meeting arranged with the lodge liaisons with the time and date to be agreed upon.
16. The Lead Facilitator is required to submit a report to the Manager WMH on each guest that details the healing work completed and recommendations to support the guest on their healing journey (Guest Summary Report provided by FNHH).
17. Any complaints or concerns about guests, FNHH staff or other related issues, will be reported to the WMH Manager or FNHH Program Supervisor.
18. Any concerns regarding Resort staff are to be reported to the FNHH Liaison Worker.
19. The Facilitation team will ensure any information about the guests healing including photos, artwork, data, etc. will not be used without permission of the Program Manager and the permission of the guest. A signed consent must be submitted signed and kept on file for guest.

20. The Facilitation Team is responsible to ensure that the program guests leave the meeting room clean and tidy after each program.
21. The Facilitation team will respect FNHH restrictions regarding the following: No partners or children. No drugs or alcohol to be permitted on site (unless otherwise agreed upon).
22. No admittance into Resort Kitchen.
23. If guests are not fully participating; Facilitators are required to contact WMH Manager or FNHH Supervisor to have them removed from the program and asked to leave.

I acknowledge that I have read and agree to abide by the Facilitator Guidelines.

Lead Facilitator / Co-Facilitator's Signature

Date