

# **HOUSING SERVICES COMMITTEE**



**Presentation Coordinator**

## **Oxford House, Inc.**

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# **HSC PRESENTATION COORDINATOR**

The Presentation Coordinator must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

### **Presentation Coordinator Duties:**

1. Form a presentation sub-committee within the HSC.
2. Recruit any residents and alumni to join the sub-committee.
3. Lead any sub-committee meetings held outside of the HSC meeting.
4. Plan, organize, and implement presentations to local hospitals, treatment centers, detox facilities, etc.
5. To present a report at the HSC meeting including the following:
  - a. Members of the sub-committee
  - b. Recent activities of sub-committee, including participants
  - c. Future goals of the sub-committee
  - d. Upcoming presentations and participants.

## **Oxford House Presentations to Treatment Centers/Professional Boards**

- Start by introducing yourself and telling about your experience with Oxford House. Keep it brief and if you are comfortable let people know you are a recovering individual.
- Then explain that you are going to show the 60 minutes DVD as it gives a great overview on Oxford House. Mention that the numbers have changed over the past few years and that we have more houses now.
- When the tape is over ask if there are any questions so far.
- At this time discuss some of our talking points, such as the DePaul University NIDA and NIAAA studies' findings, and review the history of Oxford House in your state.
- Go over basics of how Oxford House works: democratic processes, officer positions, business meetings, caring and sharing, relapses and disruptive behavior, sample guidelines, probationary periods, and the interview process.
- If you were presenting to Treatment Professionals this is a time you hand out the directory and accompanying information (ask your outreach worker for promotional literature if you are unsure what to include). Go over criteria and explain that we understand that they may want some clients to go to a halfway house environment and that is understood by us, however Oxford House can be a very valuable place for people who are ready.
- Open for questions.

Some helpful hints:

- Always dress professionally.
- Take packets of information with you to hand out.
- If someone asks a question you are unsure of don't be afraid to tell him or her you will check on it and get back to him or her later.

## **Presentation Preparation Outline:**

The more you know about our unique concept and your house operation, the more comfortable you will be in making these presentations, so before you go:

1. Learn about the Oxford House organization
2. Suggested reading:
  - a. The Oxford House Manual
  - b. Oxford House-the model
  - c. Oxford House Q&A
3. Make appointment at treatment center
  - a. Get to know the contact people there
  - b. Call ahead of time to confirm appointment
  - c. Dress appropriately
  - d. look like you've got something they want
4. Actual Presentation:
  - a. Show the Oxford House 60 Minutes video
  - b. Briefly share your story
  - c. Open for questions
  - d. Hand out literature
    - Applications
    - Housing lists
    - OHI Pamphlets

**Smile a lot! This is wonderful 12-step work and you will help in keeping the houses full.  
Remember: you've got something these people want-SOBRIETY! Share it and have fun!!**