

Shadowfacts Newsletter

Mission Statement

To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders.



Save the Date...

Mandatory ALL Staff Meeting

Wed Oct 18, 2023

9am - 3pm

**Heritage Hills Golf Resort
2700 Mt. Rose Ave., York 17402**

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Winners of the \$150 Gift Cards for the Give Local York Drawing:

*Zowie Adamson
Chris Barshinger
Michele Brent
Robert Dennis
Kevin Fuhrman
Renaë Hollie
Olga Zurita*

*Julie Jones
Deb Ossa
Pam Ruppert
Belinda Spangler
Mel Watts
Craig Zumbrun*

Save the Dates for the Upcoming Town Hall Meetings

Meetings will be held in the morning (10am) and evening (6pm)

June 28

Sept 20

Dec 12



Julie Jones, Dir. of People & Culture, will send a link to submit questions in advance of each meeting. The same agenda will be addressed at the morning and evening sessions on each date.

Wellness Initiative Educational Activity:

Health & Wellness Strategies Presentation (*online*)

Wed May 10, 5pm

If you are participating in the Wellness Initiative to save on your health insurance contribution for the next plan year, attending this presentation will meet the criteria for one Educational Activity! (This is the same presentation that was held on Thu Apr 13, and you cannot receive an additional credit for attending this same presentation a 2nd time.)

<https://us02web.zoom.us/j/88110883583?pwd=ZXI3d1luRlRFZWthdWtxdWNLalJYQT09>

Don't be Shocked!

Safety Corner

May is National Electrical Safety Month

Some tips to follow...

- Never plug a space heater into an extension cord or power strip.
- Never use extension cords as constant, long-term extension of your household's electrical system. Continuous use can cause an extension cord to deteriorate and can result in potentially dangerous electric shock or fire hazard.
- Unplug small appliances when not in use.
- Know what's below before you dig. Dial 8-1-1 to have your local electric or natural gas company representative mark the location of underground lines for free.
- For more tips visit Edison Electric Institute, www.eei.org, or call (202) 208-5000.



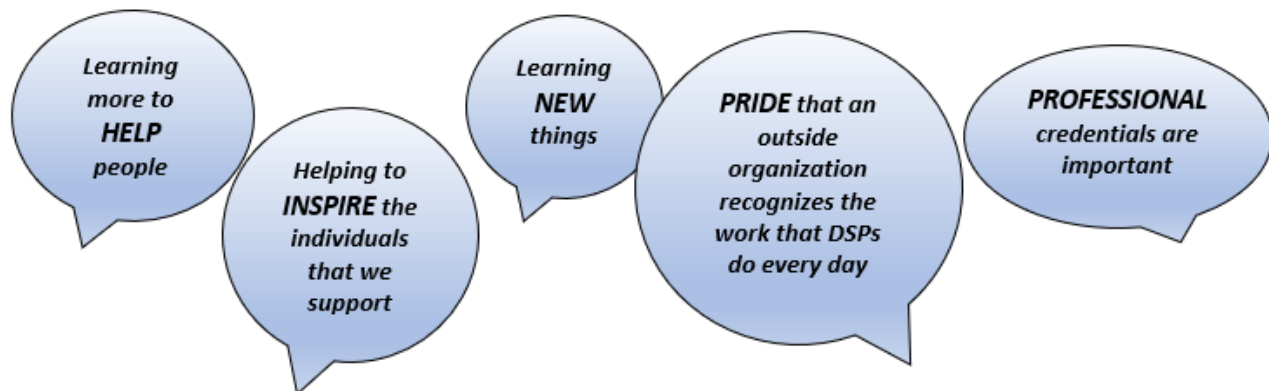
Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

30 of our fellow staff are pursuing certifications through NADSP!

These dedicated staff members spend time outside of their regular work hours in order to earn the electronic badges required for these certifications!

In a recent survey, some reflected on the reasons why they chose to participate in this national credentialing program.



Congratulations to the following staff:

James Morthland earned the badge entitled Individual Activities.

Rebecca Lieberknecht earned the badge entitled Crisis Intervention.

Kendra Emeneiser earned the badge entitled DSP Accredited Education - 50 Hours.

Patricia Pessoa earned the badge entitled DSP Accredited Education - 25 Hours.

Avoiding Medication Errors

Don't get complacent!

Never assume that medication orders have always been the same so they will always remain the same. ***Follow your 15 steps for every medication every time!***



April's Employee of the Month



Congratulations to
Karen Swarr

for being selected as April's
Employee of the Month!

Karen came on staff at Shadowfax early last summer in the Day Program at Pattison. She started out as a Floater, but is now working mainly in the Senior Room.

When Karen wants to relax, you will find her in her hammock reading a good book!

Thank you, Karen, for all you do!
You are greatly appreciated!



New Staff



Cynthia Allison
LPN Consultant/Educator



Thomas Bradley
Residential AD



Brandy Murray
Residential DSP FT at 58





Marlo Sell

From the

Training Office

Upcoming Training Dates



Olga Zurita

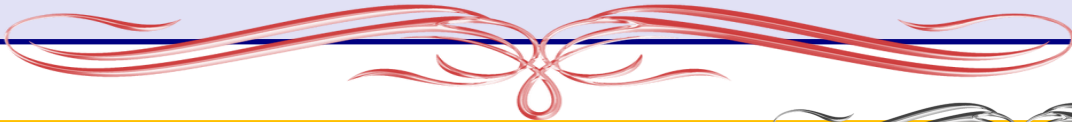
MANDT A
@ 9:30am
5/17
6/9

Diabetes
5/10 @ 9:30AM
5/16 @ 1PM
6/16 @ 9:30AM

Body Mechanics
5/9 @ 9:30AM
5/18 @ 12PM

Other than Oral
5/19 @ 9:30 AM

Red Cross Pt. 2
5/22 @ 10AM



W.R.A.P. Wellness Recovery Action Plan

June 12 & 13, 8am-4:30pm

Based on the concepts that you are the expert on yourself, and only you can create a plan to address your challenges.

Make your life more the way you want it to be!

- ◆ Sign up on Relias.
- ◆ Counts as one Lifestyle Improvement Activity for the Wellness Initiative.

- ◆ Shape every aspect of your life
- ◆ Gain freedom from troubling thoughts, behaviors or patterns
- ◆ Feel empowered to make life decisions
- ◆ Discover your own simple, safe wellness tools

Digital Communication:

We're here to help!



safetycommittee@shadowfax.org



sftraining@shadowfax.org

Have a safety concern? If you see something, say something right away! Make it your top priority to keep Shadowfax safe for all!

This email address goes directly to the Training Dept., Marlo Sell and Olga Zurita. Please get into the habit of contacting us both.

Just a friendly reminder of the policy regarding footwear in Shadowfax program areas...



The policy reads:

REQUIREMENTS

Staff members, while working, and guests to Shadowfax locations, may not wear the following items:

- Open-toed or open-backed shoes in all Shadowfax Day and Residential program areas

Guests

Guests that are in violation of dress code requirements may be asked to wait in designated areas instead of being allowed in work areas.

We are clarifying what constitutes 'program area' at the Pattison Street location. Program areas are any areas that are licensed and where individuals may be. This includes bathrooms and hallways. Whole shoes will be required in any area of Pattison Street other than private offices. A large number of staff have been wearing Crocs. Crocs are allowed as long as the strap is around the heel. This policy also applies to everyone who comes to visit or has business at Pattison Street. If you have any questions or concerns with these expectations, please address them to your supervisor or a member of the Executive Team. Thank you!

Save the Dates!



July 14 Developmental Disability Professionals Day

Good Life Ice Cream Truck, 2:30-5:30pm at Tremont Street

Sept 10-16 National DSP Recognition Week

Food Trucks every day, Monday-Friday, at Tremont Street

Employee of the Month

*Have you nominated someone for Employee of the Month yet? Who is your favorite co-worker—someone who demonstrates the mission of the company by consistently serving the individuals with dedication and sacrifice? A nomination form is available on Bamboo, under “Files”, then “Staff Forms”. Fill out the form and send it to the HR Department. **Must be submitted by a peer.*

Manager of the Quarter

Do you know a manager who has done:

- An outstanding accomplishment that benefited your (or any) department,
- An extraordinary service to internal and/or external customers and/or clients,
- Exemplifies inspiring teamwork, or leadership that aligns with our mission?

Please vote on or before

All submissions are sent directly to Human Resources.

Years of Service Celebrated

Congratulations to the following staff who have hit a benchmark for years of service at Shadowfax!

5 Years

Ashley Bell & Linda Tate

10 Years

Donielle Turner



Social Media

Do you follow Shadowfax on Facebook or LinkedIn? If not give us a follow!

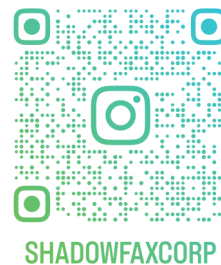


Shadowfax Corp



Shadowfax Corporation

Shadowfax is now on
Instagram!



SHADOWFAXCORP

REFERRAL BONUS

Currently Receiving a Referral Bonus:

Franny Pantoja

Refer hard-working, reliable, caring, and conscientious people by filling out a Referral Form within 3 days of when they apply. If hired & they work at least 90 days you'll receive:

\$500 Bonus

Paid over a 6-month period
(as long as the person is on staff)

Referrals must be submitted to HR within 3 days of receipt of the application.

Forms are available in Bamboo.

Going Green

Beneficiary Information

All full-time staff receive life insurance coverage upon completion of 90 days of employment. Be sure to keep your beneficiary information current for both the life insurance and 403(b) plans. Keeping the information current with the HR Dept. will ensure that money is allocated correctly in the event of a tragedy.

Thank you!

"Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending."



Carl Bard

"I Want To Be Recycled"

common household items & their recycling processes.

Foam

What IS IT USED FOR?

Foam cups, take-out containers, coolers, packaging used to protect electronics during shipping, & building insulation are just a few of the uses of expanded polystyrene foam.

Why it wants to be recycled.

Recycling foam #6 reduces the amount of solid waste that goes to our landfills and conserves natural resources.

How CAN i recycle it?

Foam #6 (as it is called) is a thermoplastic, which means that it can be recycled over & over. Through advances that have made foam recycling more efficient, some cities have started adding foam to their curbside and drop-off collection programs. There are over 200 drop-off locations across the country and that list is growing. Packaging peanuts are made with a variety of materials, thus is it best to reuse them or donate them for reuse.

What does it become?

Recycled cartons are turned into products you use every day, like tissues, paper towels, toilet paper, writing and office paper. They also become environmentally friendly building materials, like ceiling and roofing tiles.

From iwanttoberecycled.com, "Recycling Explorer"

403(b)

Staff Can Attend Quarterly 403(b) Meetings

with Brock Hively, held at Pattison St. Contact Julie Jones, Dir. of People & Culture, julie.jones@shadowfax.org, or (717) 854-7742, for the date/time of the next meeting.

The Shadowfax Corporation

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