

# Shadowfacts

Shadowfax  
Newsletter

October 2023

## Reminder!

**Mandatory All-Staff Meeting!**  
Wednesday Oct 18, 9am-3pm  
Heritage Hills in the Terrace  
Room, 2700 Mt. Rose Ave.  
Registration has closed.

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## Manager of the Quarter **Elizabeth Dellinger**

*Congratulations to Elizabeth Dellinger on receiving Manager of the Quarter!*

*“It’s fulfilling to work for a provider that values the work that all of us do to support the individuals! I hope that the contributions I make in order to keep us in compliance help the overall mission and vision to give the individuals an everyday life of their choosing! —Elizabeth*



## Employee of the Month **Zowie Adamson**

*Congratulations to Zowie Adamson on receiving Employee of the Month!*

What is better than walking into Pattison Street building and seeing Zowie Adamson smiling at you? If you are feeling down, that will certainly lift you up! Zowie has been around Shadowfax for over 11 years, and though she doesn’t work with many staff, she loves the interaction she has with everyone who comes and goes. She is especially fond of the individuals (who also are very fond of her)! Zowie enjoys the relationships and interactions that she has with each of them—all of whom she knows by name!



## Friendly Reminder

We want to remind all staff that during ALL trainings, staff are expected to actively listen, participate, and treat each other with respect. This includes limiting cell phone use while in training. Per Policy, HR.3024 Cell Phone Use, the use of a cell phone while at work may present a distraction to you and/or your co-workers. Staff members who violate this policy will be subject to disciplinary action up to and including termination.

## *Just a friendly reminder about footwear!*



Closed shoes must be worn in all program areas, including Day Programs at Pattison AND Residential Homes.

## From the Training Office...

Reminder to please send all training questions to [sftraining@shadowfax.org](mailto:sftraining@shadowfax.org)!

*congrats!*

*Special congratulations to Marlo Sell and Craig Zumbrun for completing the Relias Administrative Mastery Program!*

## Reminders

### Red Cross FA/CPR/AED Pt.1 :

When part I is completed, you will no longer receive a certificate. Instead, you'll receive an email from Red Cross. Even though the email will direct you to bring the proof to the Part II in-person session, we'll just need you to forward that official Red Cross email to [sftraining@shadowfax.org](mailto:sftraining@shadowfax.org) before coming to class!

### Diabetes Education:

We are making some changes to the enrollments in Diabetes Education. As we make these adjustments, you may see an email from Relias alerting you to a change. If you see a change in your assignments and have any questions about it, please email [sftraining@shadowfax.org](mailto:sftraining@shadowfax.org)



# Shadowfax Professional Development Credentialing Program

In partnership with the  
National Alliance for Direct Support Professionals

**The NADSP Code of Ethics** upholds nine tenets of ethical practices when supporting individuals. The staff who are working towards certification often refer to these practices when they're submitting their experiences as support professionals. One or two will be shared in each newsletter. The complete brochure can be found at [www.nadsp.org](http://www.nadsp.org)

This month we're highlighting RESPECT

*As a DSP, I will respect the human dignity and uniqueness of the people I support. I will recognize each person I support as valuable and promote their value within communities.*

## **Furthermore, as a DSP, I will:**

- Seek to understand the people I support today in the context of their personal history, their social and family networks, and their hopes and dreams for the future
- Recognize and respect the cultural context (such as gender, disability, religion, sexual orientation, ethnicity, socio-economic class) of the person supported and his/her social network
- Honor the choices, preferences, abilities and opinions of the people I support
- Protect the privacy of the people I support
- Interact with the people I support in a manner that is respectful to them
- Provide opportunities for the people I support to be viewed and treated with respect and embraced as integral, contributing members of their communities
- Promote the use of language that is respectful, sensitive and contemporary
- Practice positive intention and transparency in my interactions

# Welcome!



Rose Griffin

Residential DSP-FT @ 310



## Safety Corner

**October is fire safety awareness month!**

Make sure smoke alarms are installed in every sleeping room. They should also be outside each sleeping area and on every level of the home. Don't forget to test your smoke alarm at least once a month by pushing the test button. If you can't reach the alarm, ask for help! To add safety, interconnect the smoke alarms. If one sounds, they all sound. Remember smoke alarms with sealed (long-life) batteries work for up to 10 years, you need to replace them as they do expire.

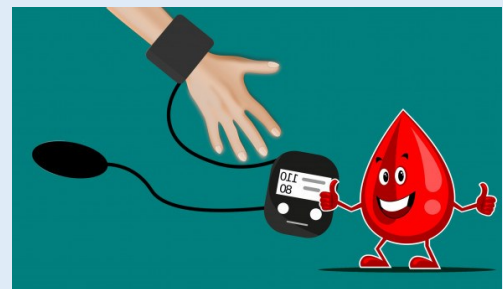
Is someone in your home deaf or hard of hearing?

Both smoke alarms and alert devices are available for people who are deaf or hard of hearing. When people who are deaf are asleep, a pillow or bed shaker can wake them to escape.

Escape Planning must include everyone. You should be aware of the escape plan for your department. Shadowfax provides monthly fire drills for all departments, and locations.

## Med Check

Make sure to always check an individual's medical protocols (bowel movement protocol, blood glucose protocol, blood pressure protocol, etc.) as medications are administered and/or changed by physicians due to these values. Inaccurate or incomplete documentation of these can lead to adverse effects on a individual's health and medication errors.



It is with much joy that we announce the arrival of Willow Rae, making Amy Brillinger a first-time grandmother! Congratulations!



**CUTEST BABY EVER!**



**Congratulations to Darren and Rachel Spera on tying the knot!**

## October is Down Syndrome Awareness Month

October is one of our favorite months of the year! Join us in supporting the Down syndrome community during this special month. In the 1980s, NDSS participated in the efforts to have October proclaimed “Down Syndrome Awareness Month,” or “DSAM,” and this designation continues today. It’s a month to raise awareness and celebrate the many abilities of our loved ones with Down Syndrome. DSAM seeks to break down the barriers and focus on promoting advocacy for people with Down syndrome. NDSS celebrates October in a different way each year and we invite you to get involved and spread the word. Use [#DownSyndromeAwarenessMonth](#) to post on social media, and don’t forget to tag NDSS so we can share your post!



## 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? Check your email for the link to the Employee of the Month Nomination Form. If you don't have it, call Human Resources, at (717) 854-7742!

## Manager of the Quarter

Do you know a manager who has done:

- An outstanding accomplishment that benefited you (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?

All submissions are to be sent directly to the Human Resources Department.

### **Referral/Recruitment Bonus**

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

**\$500 Bonus**

**Paid over 6-month period**

(as long as the person remains on staff)

Referrals must be submitted to HR within 3 days of receipt of the application. Forms are available in Staff Resources, or at reception desks.

### ***Years of Service Celebrated***

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

5 Years

**Karen Goldberg**

### **Beneficiary Info**

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 your info current with the HR department will ensure that money is allocated correctly in the event of a tragedy.

Thank you!

### **Receiving Referral Bonuses!**

**Rachel Anders and Vickie Emig**

**The next one could be you!**

## Working together to Improve Communication!

### Check Relias!

Avoid being out of compliance on trainings!

### Check your Email!

Avoid missing important staff updates, information, and personal messages!

### Check Bamboo!

Avoid missing messages and announcements!

*Log in at least once a week—at the very minimum!*

*A quick glance daily is even better! You'll be glad you did; it will keep you in tune with what is happening!*

If you have training concerns, please contact:  
sftraining@shadowfax.org

If you have problems with bamboo contact:  
bambooassistance@shadowfax.org

We're here for you!

## Going Green

### **Leave no Waste: Pumpkins**

**It's October, which means pumpkin season is here. Don't allow anything to go to waste.**

**Carving a pumpkin? Consider keeping your seeds and bits, reuse them, even plant them for next year.**

**Did you know the bits of the fruit left after carving can actually help wildlife? Put them out as a Halloween treat for critters and birds. Let's help feed the local ecosystem.**

**Looking to discard? Both composite bins and curbside organic collection are healthy destinations for pumpkin scraps AS LONG AS you have not used any synthetic inks or paint as decoration.**



## ***The Shadowfax Corporation***

386 Pattison Street, York PA 17403 (717) 854-7742 [www.shadowfax.org](http://www.shadowfax.org)

### ***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.*



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