



Shadowfacts

December 2023

Shadowfax Newsletter

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Congratulations Cathy Wilson!

Cathy was selected as Manager of the Quarter



Cathy was selected as Manager of the Quarter for October-December. She holds the title of LPN Consultant/Educator and has been with the organization since 2020. Wanting something new and different led her to apply to Shadowfax, and once she was in she was hooked. If you ask Cathy what her favorite part of her job is she would say supporting the individuals and her awesome coworkers.

Congratulations Cathy, well deserved!

Congratulations Judy Ramos!

Judy was selected as November's Employee of the Month

Judy enjoys working at Shadowfax and with the residence. Everyday is different from the last. The smiles brought to her face make even the challenging days worth it. On her days off she enjoys visiting her grandchildren and spending time with her husband.

Congratulations Judy, well deserved!



Congratulations Ali Falcon

Ali was selected as December's Employee of the Month

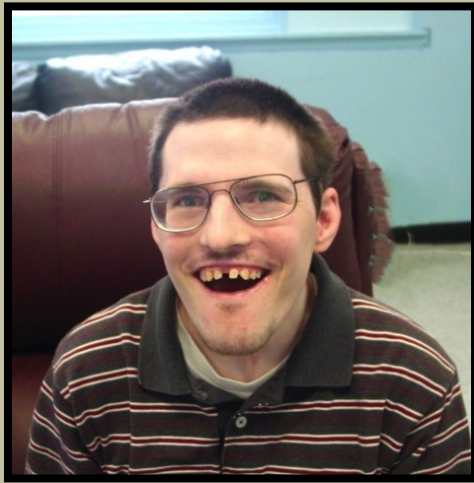
Working as an HR Generalist, Ali has many responsibilities. Ever wonder who is responsible for planning employee events? Ali enjoys coordinating employee events, working with her HR team, helping people, and seeing the individuals.

Congratulations Ali, well deserved!



Good-bye Joey. We will miss you!

On November 20, Joseph "Joey" Baum passed away at Pleasant Acres Rehabilitation and Nursing Home. He was 51 years old.



Joey touched the lives of so many people during his time with Shadowfax. He had lived in one of our homes for about 44 years and attended the day program for 28 years prior to needing specialized nursing care. Joey had an amazing sense of humor and a smile that could light up the room. He loved to joke around with staff and have fun. Joey was a people person who loved giving and receiving hugs. Joey would hug one person and be waving at the next person he wanted to hug behind the first person's back, making sure he had his next hug on deck. When he wasn't pulling pranks, he enjoyed paging through his magazines, watching his beloved television shows (Saved by the Bell, I Love Lucy, Anne, Three Stooges, and Married with Children) and checking out the neighborhood through every available window.

Joey will be missed by many staff, some of whom had known him for 20+ years, some only for a short time. Joey had such a passion and determination to live and bounced back from so many illnesses and accidents over the years. He improved the lives of those around him by

always having a smile and never giving up.

A Memorial Service will be held at 10am on Sat., January 27, at Christ Lutheran Church, 29 S. George St., York. Kuhner Assoc. Funeral Directors, 863 S. George St., York, is in charge of arrangements. Visit KuhnerEquities.com for cancellation or postponement due to inclement weather. Interment will be private.

A Shout Out To Residential!

**Residential had an impressive licensing, and ODP is in the process of giving Residential their full-licensure back by year end!
THIS IS FIVE YEARS IN THE MAKING!**

Welcome!



Jaziah Richardson
Residential Supervisor
Program 42



Tiana Woodard
DSP-FT
Program 24



Jason Hahner
Associate Director
Market Street

Med Task Force

Don't Delay Care!

When an individual is prescribed an antibiotic, take these steps to ensure there's no delay in care. That way they can start to feel better ASAP.

1. Ensure that the medication section of the med appointment form is filled out correctly (time, dosage, route, strength, duration, and diagnosis).
2. Have the script sent to a local pharmacy so that the med can be prepared faster and started in a timely manner.
3. Send all pertinent information to your home's nurse before leaving the doctor's office if possible.
4. Once you have received the script check the label. You want to make sure all information is correct before leaving.
5. Take a picture of the label and send it to your nurse so that it can be approved and uploaded to CaraSolva.
6. Make sure to document this in the transfer of care so that others are aware of the change.
7. Do your 15 checks, administer, sign off, and complete medication as prescribed.



Training Corner

Reminder when communicating about your training assignments, please send all emails to sftraining@shadowfax.org

Need evening classes? We'll be offering some evening options for in-person trainings once per quarter. See your Relias registrations for dates and times.

We suggest checking your Relias due dates often, so that you can effectively plan ahead!

The Red Cross Learning Center is making some updates, so our process for completing the online portion may change. Please watch for an email in the near future with details!

The following classes are open for enrollment on Relias!

CPR/AED/First Aid	12/11/2023	6pm to 8pm
Other than Oral	1/18/2024	6pm to 6:30pm
Diabetes Education	2/14/2024	5pm to 6pm
CPR/AED/First Aid	2/14/2024	5pm to 7pm

Safety Committee

988 Lifeline Chat and Text

988 Lifeline Chat and Text connects you with caring crisis counselors for emotional support. You can chat with a crisis counselor online 24/7/365

All you have to do is pick up your phone and text 988 to chat with a crisis counselor.

Holidays can feel overwhelming. Rather than let yourself feel overwhelmed reach out for help.

Take the time to learn how to reach out in crisis.





Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals

Please join me in congratulating:

Courtney Knaub, Jennifer Grove, & Jasmin Ramage
for achieving the *Frontline Supervisor Certification*

Karen Swarr
for achieving the *DSP-I Certification*

Also, the following have earned badges and are working to reach a certification level!

Donielle Turner, Elaine Hockenbury, Jameelah Newby,
Jessica Hess, Patricia Pessoa, Tye Moody, Tori Matheson-Boehme,
Barbara Bell & Roberta McDanel.

Career Ladder for DSPs and Frontline Supervisors

In 2024, Shadowfax will be enrolling staff in NADSP's E-Badge Academy in order to earn professional certifications.

Groups will start each quarter, beginning in January.

The Career Ladder is a great way to broaden your expertise, in addition to gaining an hourly pay increase!

Interesting in learning more?

Information sessions will be scheduled throughout the year!

Application deadline for the January 2024 cohort December 15, 2023.

An application is available in Bamboo.

Watch for details about applying for the April 2024 group!

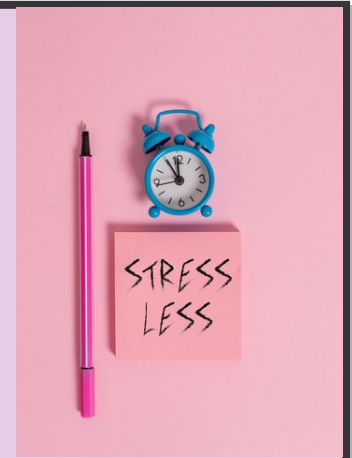
Stress Less

It is time to celebrate the holidays and reflect on the last twelve months. If you are feeling stressed by trying to do it all, you are not the only one! Take time to find pockets of calm and set the stage for how you are going to kick off 2024.

The holidays are meant to be fun and enjoyable. Here are a few tips to ensure you experience the holiday season with less stress.

- * Plan ahead and take a moment to assess what is important to you.
- * Do not be afraid to say no.
- * Prioritize your sleep.
- * Maintain healthy habits.
- * Give yourself grace.
- * Plan your spending to reduce financial stress.
- * Be realistic!

And remember, Highmark health coaches can help build the skills needed for a healthy lifestyle, including stress management. Call 1-800-650-8442 to get started today!



Holiday Grief Survival Guide

If you have lost a loved one over the past year, you may not feel like celebrating the holiday season, or you may be having a lot of mixed emotions. Give yourself the freedom to process all that you're feeling, without the pressure of your typical holiday traditions or culture. Below are a few pointers.

Let yourself say "No." Above all else, you need to take care of yourself. If you're feeling sad and not up to going to that holiday party, give yourself permission to say no! Stay home, watch a movie, take a bubble bath, or do something that is restful or comforting.

It's okay to leave early. You might feel like you're up for the social gathering until you get there and realize, "I am not okay being here." Give yourself permission to go home early. Your friends will understand.

Always have an exit strategy. Drive to holiday parties yourself so that you have the option to leave as soon as things get too difficult to handle. Avoid hosting, unless it is just a small group of very close friends or family who are sharing the struggle with you.

Be careful not to overindulge as a form of comfort. That will make you feel only worse in the end. Treating yourself to a special meal or drink or dessert or gift is nice, but carefully find comfort in places that will not turn into extra pounds, a hangover, or a huge credit card bill.

Surround yourself with supportive people. Only surround yourself with people who make you feel supported and who understand that you're grieving and might not be up for celebrating this year.

Going Green

Reduce, Reuse, Recycle!

A new year's resolution worth making!

To lessen our impact on the planet, I'll commit to incorporating the three Rs into my daily routine.

I'll make a conscious effort to reduce waste by avoiding single-use plastics, reusing items whenever possible, and recycling properly. By embracing this mantra, I'll be taking significant steps to minimize my carbon footprint.



Receiving Referral Bonuses:

Francheska Pantoja

Rebecca Lieberknecht

Remember you could be next!

Years of Service Celebrated

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

10 Years

Jessica Troyer

5 Years

Thomas Ondieki

Linda Wood

Denise Ruth

*New Year: A new chapter, new verse,
or just the same old story?
Ultimately, we write it. The choice is ours.*

Alex Morrirt

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 application.

Forms are available in staff resources or at reception desks.

The Shadowfax Corporation

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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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