

Shadowfacts

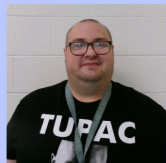
WELCOME TO THE TEAM!



Erika Laughman
Residential supervisor
310



Kathiria Perez
DSP-PRN
62



Edmund Newborg
DSP-FT
880



Rebecca Nelson
Residential Supervisor
880



Kayla Briscoe
DSP A/O
880



Donaven Scott
DSP A/O
850

Table of Contents

- 2 Med Corner
NADSP
Training Corner
- 3 Safety Corner
Workers Comp Guide
- 4 Looking back
In Loving Memory
- 5 Going Green
Referral/Recruitment
Important Updates
Wellness

REMINDER!



The next All Staff meeting will be held on October 16, 2024. 9am-3pm

More details to come!

Employee of the Month



Congratulations, Rose Curtis, on being selected as June’s Employee of the Month! Rose has been an amazing part of the Shadowfax family for years. In her free time, Rose enjoys gardening and spending time with her family. Thank you, Rose, for your dedication & positivity!

“I’ve enjoyed so many things about Shadowfax over the years. I’ve met a lot of wonderful people, staff, and individuals alike. Shadowfax has always gone above and beyond taking care of their staff.”—Rose

Manager of the Quarter



Congratulations, Courtney Knaub, on being selected as Manager of the Quarter! Courtney has been an invaluable asset to our team, consistently stepping up and taking on additional responsibilities with grace and determination. Outside of work, Courtney loves spending time in the mountains and enjoying the great outdoors. She cherishes moments with her family and her two adorable dogs, Bear and Cub. Thank you for everything you do Courtney!

Med Corner



Omissions are the most common type of medication error. A large part of omissions occur when reordering medications. It is the responsibility of everyone to ensure there is an adequate supply of medications available. Refill requests should be submitted for medications when there is a 7 day supply remaining. Make sure everyone is being observant and following up on reordering medications in a timely manner.

Shadowfax Professional Development Credentialing Program

In partnership with the National Alliance for Direct Support Professionals



NADSP E-Badge Academy

The following staff have earned badges as they work toward professional certification!

Jaquetta Rice
Karen Goldberg
Jahmeare McCowin

Did you know?

You can earn badges toward certification at your own pace, within one year of enrollment.

Each badge only takes an average of 15 minutes to prepare.

Most Relias annual trainings count toward certification.

Your experience as a DSP counts towards certification.

Enrollment is available every three months, watch for details about the next cohort that will start in October 2024!

Training Corner



All MANDT classes have been cancelled, and all staff were unenrolled. Your Relias transcript will show past class completions, but a new due date will not be assigned. Please refer to the email sent on June 5 for more details.

***If you still see a MANDT due date in your assignments contact sftraining@shadowfax.org.

Medication Mindfulness is assigned every 3 years for staff who administer medications. The course was previously three separate modules, but was recently updated to include just one module. Email alerts about this change were sent from Relias in May. Just a reminder, please send all questions about training to sftraining.org.

Safety Corner



Warm Weather Safety

Sunburn: Occurs from over exposure to sunlight or sun lamps.

Symptoms: Red, painful, and itchy skin that is hot to the touch; skin may also blister in more severe cases

How can we prevent it? Apply SPF 30 or higher sunscreen prior to going in the sun and reapply at least every 2 hours while in the sun (note: sunscreen more than 3 years old should be disposed). You may also want to seek shaded areas when the sun's rays are most intense (12pm-2pm). The sun's ray will also be more intense when around sand and water due to the reflection. Keep this in mind when vacationing.

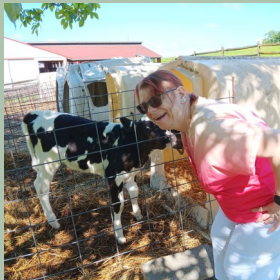
Workers Compensation Steps

What to do when you are injured on the job



1. Notify your supervisor
2. Go to Bamboo, select files, select Staff Info, then click on Workers' Compensation Program Designated Health Care Providers. Ensure you receive medical treatment from one of the providers listed
3. Contact Human Resources to report the injury. HR will send you the workers comp packet
4. Fill out the workers comp packet within 24 hours
5. Keep HR and your supervisor informed

Looking Back...



In Loving Memory

It is with great sadness that we announce the death of our dear team member and friend, Beverly Shafer, who passed away on Wednesday, June 19, 2024. Bev, as she was lovingly called, has been a dedicated member of Shadowfax since October 4, 2000.

Bev has held several positions with Day Services over the years including packager/assembler, engraver, activities coordinator/job coach, community support staff and most recently DSP-FT. She enjoyed gardening, doing puzzles and watching TV. Her daughter, Ashley shared that Bev loved spending time with her family, going to the market, and decorating her home.



Beverly Shafer

We will miss you!

Check out these 2024-2025 Wellness Initiative Ideas!

- Schedule an education session with Shadowfax's Death Doula, Melissa Carow. Melissa is a Day Services DSP-FT who is also a trained Death Doula – one who specializes in assisting in the dying process. She provides education and supports to Individuals and others from initial diagnosis to death. She can be reached at melissa.carow@shadowfax.org
- Attend the 50 Plus Expo in York County, September 24, 2024, York Expo Center Memorial Hall East.
- Join a Walk with a Doc program in Pennsylvania. This program was designed to inspire communities through movement and conversation. It's common purpose – taking steps toward a healthier lifestyle. Go to <https://walkwithadoc.org> for more information.

Going Green

Did you know?
Planting a garden can help reduce your carbon footprint and the number of greenhouse gases emitted.



Referral/Recruitment Bonus
Refer hard-working, reliable, caring, conscientious people by filling out referral forms within 3 days of when they apply. Effective 1/8/24, if hired and they work at least 6 months you will receive a:
\$500 Bonus
Paid in full after 6 months (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 the reception desks.

Important Updates

- **PTO borrowing window has closed!** PTO borrowing will not be permitted after June 24, 2024.
- **403(b) Plan Changes-** Effective 7/1/2024, Shadowfax will initiate a biweekly match of 100% on the first 3% of staff member contributions, and 50% on the next 2%.

For more details, refer to Bamboo.

Where to find....?

Do you have questions about employee benefits? Visit BambooHR for answers. Shadowfax offers employees 24/7 access to our 2024/2025 Benefits Guide. Simply log into BambooHR, scroll down to Company Links, and click on the Benefits Guide to find the information you need.

Attention Staff:

It is crucial for all staff to wear appropriate footwear, which includes closed-toe and closed-heel shoes. This footwear must be worn in all Residential houses, workshops, and at Pattison Street.

The Shadowfax Corporation

386 Pattison Street, York PA 17403

(717) 854-7742

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.



Shadowfax Corp



Shadowfax Corporation



Shadowfaxcorp