Staff Meeting - January 30, 2019

Expansion Update

Panels are going up on main floor for walls, goodbye looking at boston pizza building for those living on the first floor! So far Cormode is on good track for building progression, as long as the weather keeps cooperating. Possible pour of the 2nd floor next week. No major issues yet with security, site monitoring etc, other than usual, for seen parking concerns. Security cameras are up and live monitoring the expansion building at all times.

OHS Committee

We are looking for 2 staff to be on the OHS committee. We meet quarterly, please let Laura Pothoven know if you would like to nominate yourself to this committee. Staff involvement is key to the program so we need your help. Please let her know by February.

Q: Is there a course to take? Yes. Each committee member has to take an approx. 1 hour long online course.

Volunteer Program

Volunteer program information is now online on the website, spread the word! There are specific job descriptions; Friendly Visits, Resident Support, Special Events, Pastoral Care. Volunteers are to compliment employees work, to add additional support and services. The program is meant to facilitate screening, utilizing their time appropriately and effectively, enhance resident lives. Tini is our coordinator and to be present when volunteers are in the building at this time. Volunteers are to sign in/sign out at reception and wear a green lanyard identifying them as a volunteer.

Q: Are they supposed to get a criminal records check? Yes, Volunteers are required to have a Criminal Records Check.

Q: Will there be Evening volunteers? At this time, volunteers will only be present when Tini is present.

Q: What age can they start? 18 years old. Although, we would like to possibly/eventually have youth groups or high school aged kids participate, which may assist them also in getting required service hours.

Q: Can you share it on Facebook, so we can share with our friends and family? Absolutely. We wanted to wait until after this month’s staff meeting for staff to understand the program and answer any questions before we actively seek out volunteer applicants. Keep a look out on the Facebook page or you can always direct them to the Emmanuel Home website.

Sign In/Sign out board-

Located by Marias desk, it is to inform all staff which office employees are in the building, as office staff have various hours. It’s a quick reference in cases of emergencies and evacuation of the building.

Name tags – Staff are encouraged to use them, it is good for us to identify ourselves to any visitors, or service workers. Emmanuel Home lanyards are available for nametag use. Please ask Maria for one if needed. We are open to suggestions of different types of nametags. Please direct any suggestions to Laura.

Comment: Lanyards with the Emmanuel home logo, should not be used to hold work keys on them due to risk of lost or stolen keys. Please only use Emmanuel Home lanyards for name tags.

Emergency – We are fine tuning our emergency procedures over the next couple of months. This updating is due to structure, role changes and OHS program. Stayed tuned!

Society Membership – This is a reminder that in March, the 3rd payroll, your society membership will be taken off. Society membership is encouraged but not mandatory. Please let Coby or Finance know of any changes you may like to make regarding this.

Staff Updates – We welcome Martha to the Kitchen/Housekeeping team, welcome Martha! We think of Lauree with her upcoming surgery, may all go well and that she has a speedy recovery. Colleen is excited to a announce that she is going to be a grandma again! And Darren and Meagan are on baby watch right now, may we hear some exciting, healthy news soon.

Next meeting February 27