



Top Ten Seeking Jobs

Every wonder what you can do to help our customers get a job in the community? It is all about connections! We are going to be sending out a list of the top ten jobs we are seeking for people. So if you have contacts that could help land someone that PERFECT job, just email srinne@optionsfbl.com and I will get it where it needs to go. So far, we have had a couple of great leads. One led to a job! And if your lead results in a job, we will reward you with a T shirt, the fun lime green one. I know you aren't doing it for that but it will look good on you. Here they are:

TOP TEN SEEKING EMPLOYMENT

- 1 Working with animals; pet care; 10-15 hours; staff transportation
- 2 Clerical/data entry; no customer service; 10-20 hours; BT Access
- 3 Stocking; retail; no customer service; 20-30 hours; bus, limited BT and family
- 4 Electronics; 20-25 hours; bus
- 5 experience in workshop/laundry; crafty/clerkal?; 5-10 hours; staff/BT Access
- 6 Retail (thrift stores) 20-30 hours; bus (no HS diploma)
- 7 Greeter; wiping tables; 10-20 hours; Rural Transit
- 8 Maintenance/Janitorial; 20-25 hours; bus
- 9 stocking; likes working around cars; 6-10 hours; staff trans
- 10 Rolling silverware; Stocking/Sorting; 5-10 hours ; BT Access



Activity and Reimbursement Funds

With the recent budget cuts we had announced that the CUSTOMER ACTIVITY fund was frozen until we had verified what donations had been made to that fund. We are pleased to let you know that requests to that fund can now be processed. As in the past, those requests should go to Danie or Janessa for approval.

I also wanted to clear up some confusion about Staff Activity Reimbursement. Some seemed to think that this had been frozen too...not so. If you have an activity with a customer and have an expense as a result, you may request reimbursement from your supervisor. Sorry if you had been told that was not the case and just remember it should be approved ahead of time.

PTO Donations

Hopefully all are aware of the PTO donation program. It allows staff to get donations from others of PTO in instances where they don't have enough to cover an illness or family illness or other personal need. I wanted to be sure you all knew about one update to the policy for this program that staff eligible for short term disability are not be eligible to use donated time. If you want to learn more check out the handbook.

Training and Event Calendar– September 2010

Monday	Tuesday	Wednesday	Thursday	Friday
8-30	8-31 <u>9am- 5pm</u> Core A Certification TB tests administered (call for appointment) <u>5pm-10pm</u> Renewal Training	9-1 <u>9am-5pm</u> CPI Certification	9-2 <u>9am- 5pm</u> Respectful Support TB tests read (call for appointment)	9-3 <u>9am-12:30pm</u> CPR/ First Aid Certification
9-06 HOLIDAY	9-07 <u>9am-5pm</u> Overview for New Employees	9-08 <u>9am-3pm</u> Nonservices Renewal Training (office staff only)	9-09	9-10 <u>3pm</u> Online check-in for New Employees
9-13 <u>9am- 5pm</u> Respectful Support	9-14 <u>9am- 5pm</u> Core A Certification TB tests administered (call for appointment)	9-15 <u>9am-5pm</u> CPI Certification <u>9am-3pm</u> Renewal Training	9-16 <u>9am-12:30pm</u> CPR/ First Aid Certification TB tests read (call for appointment)	9-17
9-20 <u>9am-5pm</u> Overview for New Employees	9-21	9-22	9-23 <u>9am-3pm</u> Renewal Training	9-24 <u>3pm</u> Online check-in for New Employees
9-27 <u>9am- 5pm</u> Respectful Support	9-28 <u>9am- 5pm</u> Core A Certification TB tests administered (call for appointment)	9-29 <u>9am-5pm</u> CPI Certification	9-30 <u>9am-12:30pm</u> CPR/ First Aid Certification TB tests read (call for appointment)	10/1

All renewal training must be complete by the last class session on Thursday September 23rd.

If you have any questions about trainings, contact

Jennifer Howlett:

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(812)332-9615 ext.23



**September is the month for
Violent Situation Drills!**

Accel Reminders

- When reporting shifts that are **older than 2 pay periods** (including the current pay period) **Delinquent Shift Forms** must be accompanied by progress notes signed by both the customer and the family before supervisor approval.
- Unless there are extenuating circumstances you will receive disciplinary action for reporting shifts older than 2 pay periods.