

The Caregiver

A YEAR OF MOTIVATION

Celebrating February

Staff Birthdays

- Lisa - 02/4
- Melinda - 02/4
- Brianna - 02/9
- Dedde - 02/9
- Debbie R. - 02/17
- Becky - 02/21
- Barbara M. - 02/27

Celebrating February

Client Birthdays

- LE – 2/1/1924
- DV – 2/12/1933
- JH – 2/21/1917
- PS – 2/27/1937

Celebrating February

Staff Anniversaries

- Valerie B. 1 Year!
- Allen 2 Years!
- Kathy 2 Years!

**FOCUS ON BEING
PRODUCTIVE
INSTEAD OF
BUSY**

~ Tim Ferris ~

ANNUAL MEETING NOTES:

- Our 2018 theme is, "Motivating Mind and Body!"
- We will continue morale boosters for 2018
 - Baskets of goodies, etc.
- We will continue Kudos Korner:
 - Including more Gift Cards!!!!
- Staff development sessions will be rotating between the two Homesteads. Please watch your email for dates, times and locations.



It has come to our attention that some staff have been eating and drinking the residents' food. Food and beverages at the Homesteads are for the residents only!



The only exceptions to the rule are; staff who are working during a storm, staff who are covering a shift at the last minute, coffee, condiments, and left overs at the 3rd day mark.

The grocery budget is determined by the number of residents and if you are eating their food it means they will be directly affected and will not be getting what they have paid for!

Important Information

- Welcome to the January New Hires:
 - Julia - Home Care Aide
 - Morgan – Home Care Aide
 - Pam – Cook
- Our NEW ASK ... for Home Care and Homeshare, Inc. websites are going live soon! We will email all staff when they are live so you can check them out. The password for the Employee Portal is: Motivation!



DATES TO REMEMBER:

- **Tuesday, February 6th - Staff Development – Standard and Universal Precautions**
 - 1:15pm to 1:45pm and 2:00pm to 2:30pm at the Cushing Homestead – ALL staff are welcomed and encouraged to attend even if you are not scheduled to work during those hours.
- **Monday, February 12th - Staff Development – Standard and Universal Precautions**
 - 1:15pm to 1:45pm and 2:00pm to 2:30pm at the Owls Head Homestead – ALL staff are welcomed and encouraged to attend even if you are not scheduled to work during those hours.
- **Tuesday, February 20th - Staff Meeting**
 - 1:30pm – Owls Head
- **Wednesday, February 21st – Staff Meeting**
 - 1:30pm - Cushing
- **Black Out Dates - *Covering the dates of 1/19/18 -12/31/2018***

FEBRUARY 16-18, 24-25

MAY 24-27, 2018

JUNE 16-18, 22-24, 2018

JULY 21-30, 2018

AUGUST 16-21, 2018

Also, please remember that there is a 2-week advance notice required for all time off requests and the two weeks starts from the date WE receive it in the office. Please also remember, if you are requesting an exception to the two weeks for a funeral, emergent doctor appointment, etc., **WE STILL NEED** the yellow form filled out and 48 hours' notice for planning.

Kudos for Co-Workers:

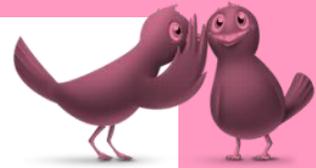
- Barbara M. – Thank you for all your hard work on Thanksgiving and Christmas. We could not have done it without you!
- Kathy – For keeping everything so homey and clean.
- Chris – For being so caring and compassionate to our people and being such an AWESOME co-worker.
- Larry – For brightening the resident's day by playing the guitar and getting them to do a sing-a-long.
- Monica – Is a wonderful person. She is always willing to go the extra mile. Bonus: Kudo's for going to the dollar store and buying Holiday decorations for the residents to enjoy.
- Linda – for remaining calm and professional in a difficult situation.
- Monica – For just everything – for being you ❤️

Motivating Mind and Body by Stopping the Gossip

gos·sip
/ˈɡæsəp/ 

noun

1. casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true.



Gossip contributes greatly to a negative work environment and to the spreading of rumors. Not only can it unfairly affect co-workers, but it can also reflect badly on the company as well.

Do you know how to tell when idle chitchat becomes gossip?

In an article written by Marcel Schwantes, he says, “When light conversation and idle chitchat elevates to negative, inflammatory and embarrassing to the person being spoken of, you've ventured into gossip terrain, which, in HR speak, is a form of attack and workplace violence!”

So, how do you tell if you have entered the realm of gossip? Marcel suggests you ask yourself the following questions:

- Does the chitchat rejoice in the misfortune of others? Yep, gossip.
- Does it have a negative emotional charge or seem to perpetuate conflict or negativity? Gossip again.
- Does it hurt or damage the one being spoken of? Would you say it in front of this person's face?
- Is it an unsubstantiated rumor about another employee's work situation (a promotion or demotion)? Uh-huh, gossip.

**WHO GOSSIPS TO
YOU, WILL
GOSSIP OF YOU.**

So, what can you do to stop the gossip?

Step 1: STOP listening! People who gossip need someone to listen to them. If you simply stop listening, they will have no one to gossip with. Next time a co-worker starts to gossip simply stop the conversation by; excusing yourself, moving onto another task that is not within earshot of them, or simply ask them, “Why are you telling me this?”.

Step 2: If you don't have something nice to say don't say anything at all. Your words are powerful, use them to build up and help to motivate your co-workers instead of tearing them down.

Step 3: If you have been the subject of gossip, if gossip is preventing you from doing your job or if you are just unsure of whether something you heard is true or not, **ASK the office.**