

Access of the Red River Valley, Inc.

# Access Bits

## Snow and Ice



We are in the midst of another very snowy winter, possibly on the way to another record snowfall!

Walking on the snow and ice can be very dangerous. We have listed some tips to help prevent slips and falls this winter.

◆ Wear proper foot gear— boots or overshoes with soles. Avoid walking in shoes that have smooth surfaces, which increase the risk of slipping.

◆ Walk slowly, taking small steps to keep your center of balance underneath you. Take short, shuffling steps, curl your toes under and walk as flatfooted as possible.



◆ Keep both hands free for balance, which means keep hands out of pockets. Also avoid carrying heavy loads that may cause you to become off balance.

◆ Test potentially slippery areas by tapping your foot on them.

◆ Try to stay on designated walkways as much as possible; don't take shortcuts over snow piles and areas where ice can't be removed.

◆ Before you step off the curb, make sure oncoming vehicles have come to a complete stop. Don't count on them being able to stop in icy weather.

Even if you practice safe walking habits, slipping on ice is sometimes unavoidable. If these hints don't work and you begin to fall:

◆ Relax with the fall. Drop what you are carrying to protect yourself, not the objects you are carrying.



◆ Bend your back and head forward so you won't slam your head on the pavement as your feet shoot out from under you.

◆ Break your fall with the thigh, hip, and should to avoid using your arms to protect against breakage.



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## Policy and Procedure Manual

The Human Resource Department wants to remind direct care staff of **Section 1001, 1002, and 1003** of the 2011 Policy and Procedure Manual. The manual is also available to view on our website [www.accessrrv.org](http://www.accessrrv.org).

### 1001. Attendance—

• Absence is the failure of an employee to report for work and to remain at work as scheduled. It includes early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient operations.

• Due to the vulnerability of our clients, any employee action that leaves a client unattended may result in disciplinary action, up to and including termination and a possible Maltreatment to Vulnerable Adult (VA) or Child Protection report.

**1002. Tardiness—** Tardiness is the failure of any employee to arrive at a scheduled shift or on time in the office.

• Direct Care Staff: A direct care employee who is not at his or her designated site at the scheduled time is considered "late".

• Office Staff: Professional and Supports staffs are expected to be in the office when the Access office opens, ready to start work. Unless you have made other arrangements with your supervisor, you are expected to start work at 8:00 am.



• Employee tardiness may result in disciplinary action leading up to and including termination.

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Quote of the Month

"Have a heart that never hardens, and a temper that never tires, and a touch that never hurts."

~Charles Dickens



Employee Spotlight

Access would like to recognize our employees who have reached annual milestones.

We are very proud of all our staff and especially congratulate those listed below!



Those celebrating **one year** service this month are: Direct Care Staff— Jason Bohl, Amber DeVries, Katie Easthouse, Jamie Jansen, Linda Kensok, Samantha Kolstad, and Savannah Mendoza.

**Two years** service: Direct Care Staff— Erik Baron, Magen Pavlicek.

**Three years** service: Direct Care Staff — Amy LaValla.

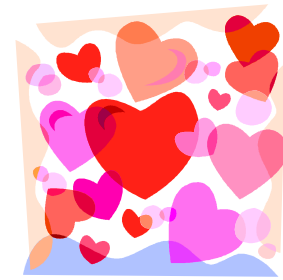
**Seven years** service: Case Manager— Kristi Sisco.

**Eight years** service: Billing Specialist— Sheryl Hanson. (note: Sheryl was inadvertently left off last months 'Employee Milestones'.)

Policy & Procedure Manual (cont.)

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**1003. No Call/No Show**— Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.**




Schedule of Classes

- Medication Administration Classes are currently scheduled for 9:00 am on Tuesday, February 1st and 3:00 pm on Thursday, February 17th at the Access office.
- TI (Therapeutic Intervention) classes are currently scheduled for Wednesdays in February from 10 am-noon. All classes are held at the Moorhead Library.
- Red Cross CPR dates for February are posted on our Access bulletin board in the office. Please check the sign-up sheets for availability. Remember to sign up for these classes on the bulletin boards in the HR Department and Access will register you.

February 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Med. Admin. Class-9am	2 TI class 10-noon at Library	3 Expense reports due	4 PAYDAY	5
6	7	8	9 TI class 10-noon at Library	10	11	12
13	14 Timesheets due at noon 	15 Expense reports paid	16 TI class 10-noon at Library	17 Med. Admin. Class- 3pm	18 PAYDAY	19
20	21	22	23 TI class 10-noon at Library	24	25	26
27	28 Timesheets due at noon					

## MCLC News Upcoming Events

⇒ The MCLC was able to purchase a lot of new games and shelving to house it all, because of generous donations to our facility this past holiday season. If you haven't brought a client to the MCLC in a while, make sure and check it out.

⇒ Remember that the MCLC is always **FREE and FUN**, so bring your clients and enjoy the crafts, board games, Wii games and more!!

⇒ The **winter hours** at the MCLC are Monday through Thursday from 5:00-8:00 pm.

⇒ An MCLC Arts and Crafts session will be held on Friday, February 4th and Friday, February 18th from 5:00-6:30 pm.

⇒ Movie nights are held the 1st and 3rd Mondays of the month at 5:30 pm. Come check it out!! Movie titles to be announced.



**Bowling Party**—Saturday, February 26th from 10:00 am to noon at All-Star Bowl, 309 17th St. N., Moorhead. **FREE!!** Bowling for children with special needs, their families and friends! Snacks will be served and pop will be available for purchase at \$1.00 a can. For more information or to RSVP by February 23rd, contact Dawn Tommerdahl at 218-498-2389 or [coordinator@claycountycollaborative.org](mailto:coordinator@claycountycollaborative.org) Bowling Party is sponsored by the School-Age Disability work group of the Clay County Collaborative.



**Arc Dances** are from 7:15-8:15 pm at Ellen Hopkins Elementary at 2020 11th St. S., in Moorhead. February's dances include a Valentines Dance on Feb. 14th from 7-9pm. There is a \$5 admission charge for the Valentine's Day dance. February 28th is a dance from 7:15-8:15 pm.



**Wii Wednesdays** are held the first Wednesday of each month at 6:00 pm at the Moorhead Library. Play "Rock Band", "DDR", "Guitar Hero", board games and more. Call 218-233-7594 for more information.

### Coming in March:

The **Celtic Festival** at the Hjemkomst Center in Moorhead will be held on Saturday, March 12th from 10:00 am—4:00 pm. Celebrate the rich culture, intriguing



history, arts and traditions of the seven Celtic Nations. Enjoy entertainment stages, participate in make and take activity booths, shop the vendor booths and enjoy lunch or a snack.

**2011 Moorhead Ice Show** will be Friday, March 18th through Sunday, March 20th at the Moorhead Sports Center. Tickets will be available at the door. Admission is \$6.25 for adults and \$4.25 for children.



### Coming in April:

**Bounce-A-Palooza**—On April 23rd and 24th from 12:00-6:00 pm enjoy unlimited fun on Games Galore Inflatable Games inside Moorhead Sports Center! Your admission wristband gets you unlimited fun for the day.



Games for kids of all ages. Wristbands are \$10 for kids six and older and \$5 for kids five and younger. For more information, call 218-299-5340.

Check us out online at [www.accessrrv.org](http://www.accessrrv.org)

### MISSION

*The mission of Access of the Red River Valley is to provide care and to support children and adults in their right to lead dignified, independent lives in the community.*

For 26 years Access of the Red River Valley has provided quality care and compassionate support to assist people with disabilities realize their full potential. Access is known throughout the community for our professional full time and part-time staff members who share in the Access mission and make a lifetime of impact.



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### Access Directors:

- **Executive Director:** Kathy Potter, CPA
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