

Employee Connection

Issue # July 2015

Center for Social Change

Mission

Our Mission is to provide services of the highest quality for people with cognitive and developmental disabilities and related disorders including autism that optimize each individual's independence and capabilities, ensure self-determination and rights and, with partnerships in the community, enhances their opportunities to live healthy, safe and valued lives.

Vision

Our Vision is to provide programs and services to individuals with developmental disabilities and related disorders including autism to live and work in the community and exercise their rights, choice and freedom and to live independent of institutional life through integrated efforts of change agents who are passionate about changing

thank you!

Gurdeep Uppal for 9 years & Nasiru Bundu for 8 years of
Devoted services for Center for Social Change!!!

Special Thanks to all the staff who made our Six flags trip a memorable and fun event for the individuals. We appreciate your passion!

Just a Reminder!!!!

All the forms have been updated as per CARF guidelines. They can be located in a lime green folder at the ALU. Make sure that you are using the updated forms for the individuals and for yourself. If you have any questions or need new forms, please contact your House Manager or your Coordinator!

Thank you for your cooperation!

July Employee of the Month

Shelley Thomas has been highly recommended for the employee of the month. Shelley has been described as a staff with high work ethics, passion and, empathy; Shelley takes initiative and has a fresh approach when assisting the individuals. Her positive attitude and excellent relationship with all the individuals is a true asset to CSC, she is punctual, hardworking and a dedicated CSC employee. **Congratulations Shelley!**



HAPPY ANNIVERSARY

We thank you for your services for our individuals!!

Sarah Horn
Theresa Agujobi
Vincent Nwanna
Kien Angwafo
Alfred Adekoya
Toyin Elemo
Nasiru Bundu
Joseph Mulbah
Peter Shitta
Ahmodu Adaraloye
Bukola Alofe
Olujemisi Agboola
Abolore Olufemi
Love Teumo
Olufunmilayo Fagbuyi
Adekitan Oyefeso
Morufu Fagbenro
Folake Olajide
Bukola Olaniyan
Raine Love
Anita Shrestha
Gurdeep Uppal
Adeyinka Abegunde
Christopher Carpenter

House Managers Meeting

- **07/01/2015** from 12-2pm at 3614 Chapman Road
- **07/15/2015** from 12-2pm at 9300 Liberty Road
- **08/05/2015** from 12-2pm at 6600 Amberton Dr



When giving out medications, don't forget to do a three way check! It has been noticed that staff are forgetting to document on the back of the MAR. Individuals depend on you and it is a health and safety matter!

Vacation Requests!!!

It has come to our attention that there has been some difficulty understanding the procedures behind vacation requests. All staff should observe the following:

1. As stated in the HR policies, vacation requests must be submitted no later than two weeks prior to the date in which a staff plans to take leave
2. Travel plans **should not be secured until you receive a verbal approval** to submit travel plans by an administrator (Program Coordinator, Director of Programs, etc.)
3. For leave requests that are for more than one week, as much advance notice, possibly a month or more, should be provided to allow ample time to acquire documentation as requested by your supervisor once you receive the verbal approval to do so.
4. Leave requests will be reviewed on a first come first serve basis. You may be asked if your travel can be slightly altered to accommodate to ensure coverage in the home is maintained.
5. Failure to follow these procedures could result in your leave being denied.

For more information please contact your Supervisor!



*Celebrating Life
We wish you a very Happy Birthday!!!*

Grace Akinpelumi
Julie Novinskie
Semiu Muritala
Kikelomo Ehinola
Joy Abwenzoh
Anthony Okafor
Julius Oni
Pauline Mbii
Olufolakemi Opeewe
Rocine Mbong
Johnson Adesanya
Patrice Spencer
Rebecca Ward
Darlene Kelly
Gustave Defo Kapche

CURRENT JOB OPENINGS

Direct Care Staff: Multiple positions during weekday weekends, and awake overnight.

Requirements: High School Diploma, CMT, Valid Maryland driving license with less than 2 points in driving record at all time and Minimum one year of experience of working with individuals with developmental disabilities.

For more information please contact our
HR Coordinator @
410-579-6789*263

Share your input on the Employee Connections. Send information to Ghazala Chughtai (Director of Community Relations) via phone 410-579-6789*311 or Email: ghazala@centerforsocialchange.org