



# Arnold Center, Inc

Exceptional People Delivering Quality Service

January 2016

Employee Monthly Meeting

# FOLLOW UP ON ACTION ITEMS:

Christmas party

# NEW BUSINESS:

## Reminders

- No cell phones, iPods, mp3 players or other music devices used on the shop floor unless you plan to do so. If you have questions regarding this please see your Service Coordinator.
- No drinks or food brought onto the shop floor. There are water fountains in every location.
- The staff on the shop floor may not have time to total your parts before you leave.
- Let staff know if you are leaving your workstation.
- Do not bring items of value to work. The Arnold Center is not responsible for lost or stolen items.
- If you need assistance go to staff on the shop floor first. The office area is private and contains sensitive material.
- If you are on a crew such as HSC, DC3, MTC, etc. and are here early in the morning or come back mid day and are not scheduled to be on the shop floor please stay in the cafeteria. With no staff present in the morning it is a safety issue and mid day you are interrupting those on the production floor.

## In-Service

- Fire Safety

# Fire Safety With John McClelland





## Policies & Procedures

### **LEAVING YOUR ASSIGNED ACTIVITY SITE:**

- Unless prior permission is obtained, it is expected that you will not leave your scheduled activity site during service hours. In addition, you will only be released to care providers or guardians unless prior permission has been obtained from proper authorities. For safety reasons, while waiting for transportation to leave the building, we ask that you remain in the cafeteria until your ride arrives.

# SAFETY



Report any safety concerns to your supervisor or Service Coordinator.

Report any concerns in the complaint box- located in the cafeteria.

If you have improvement ideas/ tips let your supervisor or Service Coordinator know.

A 3D-rendered spotlight is shown from a high angle, casting a bright yellow beam of light onto a grey surface. The beam is a cone that tapers towards the source. The light source is a black, cylindrical fixture with a lens, mounted on a metal rod. The beam illuminates a large, bright yellow oval on the surface. The text "WORKER OF THE MONTH SPOTLIGHT !!" is centered within this illuminated area.

**WORKER OF THE  
MONTH SPOTLIGHT !!**



NOMINATED INDIVIDUALS

- Linda G.
- Jacob B.
- Karrem R.
- Shawn P.
- Bill R.
- Dennis W.
- Linda S.
- Josh B.
- Mike R.
- Karen S.



# WORKER OF THE MONTH



**Nominated For: Shawn was nominated for taking the initiative to obtain his fork truck license and learning how to run the shredder. Shawn inquired about his goals, how to change them and how to achieve them.**

**Shawn P.**

# REVIEW OF NEWSLETTERS

❖ Winter 2015

# SELF ADVOCACY



## TIPS

- Clearly express what your needs are
- Set realistic goals for what you want to achieve
- Get enough information to make informed choices
- **If necessary, have an advocate, family member, or friend at meetings**
- Know your rights - A successful self-advocate is informed – take the time to learn your rights. The Internet is a valuable source of information.
- Educate others- Sometimes discrimination is a result of sheer ignorance.
- Compromise - Compromise requires flexibility. Be willing to consider other forms of accommodations if your particular request cannot be granted.
- Compromise does not mean you should settle for less than you deserve.

# Community Employment/ Social Recreation/ Volunteer opportunities

## **Community Employment**

- Several subbing opportunities at job sites. Please see your Service Coordinator if interested

## **Social Recreation**

- None at this time

## **Volunteering**

- None at this time

# WAGE & PIECE RATE

- Look for postings of, Rate per piece/CWS  
hourly base pay/Pieces per hour.

# Recipient Rights

Karen Elledge

Arnold Center, Recipient Rights officer



# CUSTOMER COMPLAINTS

**You can fill customer complaints out yourself or ask a staff for assistance.**



**The Customer Complaint box is located in the Arnold Center lunch room.**



# ACTION ITEMS:

OBJECTIVE	RESPONSIBLE PARTY	DEADLINE
New staff introduction	Everyone	none