



Arnold Center, Inc

Exceptional People Delivering Quality Service

April 2016

Employee Monthly Meeting

FOLLOW UP ON ACTION ITEMS:

NONE

NEW BUSINESS:

Reminders

- No cell phones, iPods, mp3 players or other music devices used on the shop floor unless you it is in your 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.
- Do not bring items of value to work. The Arnold Center is not responsible for lost or stolen items.
- No borrowing, trading or selling items such as money, tobacco products or food.
- You are assigned to a job at the beginning of your shift. You are assigned to this job because this specific job needs to be completed and staff know you are capable of getting the job done.
- If you are on a crew such as HSC, DC3, MTC, etc. and are here early in the morning or come back mid day, 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.
- If you are waiting for the bus please remain in the cafeteria. Please do not attempt to get someone off the shop floor for their bus/ or ride.
- If you need assistance go to staff on the shop floor first. The office area is private and contains sensitive material.
- No wandering around. If you are leaving your workstation you need to let staff know.
- Keep visits to the cafeteria at a minimum during your shift.
 - Eliminates time away from workstation
 - If something is missing you might be questioned

In Service: Job prep/ Interviewing skills With **Teresa Cline**

JOB CLUB



JOB APPLICATIONS



JOB POSTINGS





Policies & Procedures

MAKING OR RECEIVING PHONE CALLS:

Only in cases of emergency, should you make or receive phone calls. If it is necessary to call someone, you must receive permission from agency staff, which will assist you in the use of the phone system and direct you to the appropriate area to make your call.

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 pole. 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

- Kevin A.
- Linda S.
- Joe D.
- Dennis W.
- Dan R.
- Linda K.
- Dawn R.
- Bill R.
- Joy D.
- Tyler W.
- Josh J.
- Linda D.
- Mike B.

WORKER OF THE MONTH



BILL R.

Bill was nominated because he continues to improve on his production on the shop floor.



REVIEW OF NEWSLETTERS

❖ Spring Newsletter.

SELF ADVOCACY



TIPS

- **Personal responsibility**
- Knowledge of the law and other rules
- Fact finding and documentation
- Negotiating

- **Remember that you are responsible for:**
- Being clear about what you need and what you want!
- Always going to meetings
- Asking who is at your meetings and why
- Keeping all your papers
- Never signing blank copies of forms
- Documenting what happens, taking notes or have someone do it for you.
- Taking someone with you if you need help
- Knowledge of the Law
- Know the law(s) that regulates your services

Community Employment/ Social Recreation/ Volunteer opportunities

Community Employment

- AC Shredding crew one opening on Wednesday and one on Thursday 3:00-5:30
- CMH janitorial crew one opening on Monday, Wednesday and Friday and two spots on Tuesday
- Subbing

Social Recreation

- One opening for the fitness group on Thursdays from 9-11:30

Volunteering

- One opening for the shelter house resale shop on Tuesdays from 9:30-12:00

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
Meet new Coordinator –	Everyone	ASAP