



This publication is to be distributed exclusively to all employees of In-Pact. For information in regards to this newsletter, contact Toni at the In-Pact office (219) 662-1905.

GROUP HOME SERVICES

Submitted by Starr Frohock

Forest Group Home:



Ah...the warm days of spring are FINALLY upon us and with it come the end of another school year for the guys at Forest. Seth is finishing up his last year at Eggers Middle School and will attend Hammond High in the fall. His teacher at Eggers has said that he has really come a long way in the time he has been in her class, especially in terms of behavior. I'm not sure Seth really understands what it means for him to be going to high school next year. Everyone will do all they can to make the transition as smooth as possible.

Tim is graduating from Hammond High and is moving on to the Area Career Center next year. He's all set to invite everyone and their brother to his graduation party, but I told him there's just not enough room! He has his menu picked out (BBQ), and of course a Star Wars cake. We may not be able to accommodate all the people Tim wants to celebrate with him, but it promises to be a great bash nonetheless. Forest staff is proud of all of our guys, and enjoys seeing them make the transition from boys into young men.



SUPPORTED SERVICES

May *Supported Services Employee of the Month*

Submitted by Emerson Caress

May Supported Services Employee of the Month

Have you ever worked with a consumer with Traumatic Brain Injury? It's not easy; imagine suddenly being unable to remember anything for more than a couple of minutes, unable to control your temper, perhaps unable to move with the grace you once employed, imagine the frustration, the fear, the loss. Who are you going to take it out on? The people closest to you usually bear the brunt and with our consumers that's usually those who work with them.

We recently added a consumer at Jackson ST with this problem and he has taken his frustrations out on staff. But one person has really stepped up, one person has gone the extra mile to make him feel useful and, perhaps more importantly, valued. He talks to him like a peer rather than a consumer, he doesn't get frustrated or upset. He took time to

meet his family to understand better the dynamics of his life, and he even changed plans he had with his wife to help him out.

That's why the May Employee of the Month is...

Purvis Jones!

The Supported Service Employee of the Month receives a gift card worth \$25.00 to a local establishment! As an added bonus three of the Supported Service Employees of the month for this calendar year may attend the IN-Ar conference in Indianapolis next spring.

Need More Hours?

We need a van driver for one day a week and to work backup. Must have a spotless driving and work record and currently be working less than 30 hours. This is an opportunity to move up to full time.

Contact Emerson at 662-1905.

TRAINING CORNER



Submitted by Ruth Fields

Safety First

It is time for our annual training on safety issues. Once again, Emerson Caress, Supported Services Coordinator and member of the Safety Committee will present. Emerson is an outstanding presenter and his trainings are always very informative. The training on safety will be on Monday, June 9th from 10am-12pm and Tuesday, June 10th from 5pm-7pm.

Understanding In-service Hours

I just wanted to take a moment to clarify and/or remind staff about some issues regarding in-service hours and trainings. First, in-service hours are tracked by a rotating year. We go back a year to the month. So, in June 2008 we count all hours from June 2007 – June 2008. Come July, it will be from July 2007 – July 2008.

In-service hours are updated at the beginning of a new month. All of May's in-service hours, for example, will be added during the first week of June.

How many in-service hours you need to maintain is dependent on which department you work in. For group home staff, you need to maintain 24 hours of in-service credit. For supported service and community resource staff, you need to maintain 12 hours of in-service credit.

You can get in-service hours in different ways. First, you can attend any scheduled monthly training or management training. These are always listed in the newsletter. Second, some on-site staff trainings count as in-service credit. Your supervisor will have you sign-in on an in-service sheet for these. Third, trainings you may attend for another agency may count as long as you provide appropriate documentation. Fourth, you can read a book or watch a video related to the field of developmental disabilities. There are many books and videos available at the main office you can

check out for in-service credit. Lastly, some college courses may count as in-service credit. You would need to turn in a copy of your syllabus.

Regardless of how you get your in-service hours, there is a specific form that must be filled out for any training outside of those at the main office. This form should be available through your supervisor or you can pick one up at the main office.

Current Employee Review (CER) is a required yearly training for all staff. This training provides the minimum of what each employee needs on a yearly basis. This training can not be made up through a video/book/etc. Typically, staff will attend this during the anniversary month. It is important to note that if you can not make CER during day hours, you should look for and attend CER when offered in the evening or on the weekend. It is only offered a few times each year in the evening or weekend, so if you see one scheduled close to your anniversary month, you should sign up for it.

Last but not least, there is a ten minute leeway after training is scheduled to start in which a staff can still attend. If someone comes after that 10 minute leeway, he/she will be asked to leave. It is incredibly disruptive to the entire class to have people walking in 15, 20 minutes after the training began. It is also not fair to the staff that were here on time.

Friendship Union News

Upcoming meetings:

Tuesday, May 13th 6 pm-8 pm

Monday, June 9th 6 pm-9 pm

May's Training Opportunities

Tue, the 6th: Current Employee Review 9 am-3 pm

Mon, the 12th: New Employee Orientation 9 am-5 pm

Tue, the 13th: New Employee Orientation- Med Core 9 am-1 pm

Wed, the 14th: New Employee Orientation 9 am-5 pm

Thu, the 15th: New Employee Orientation- Crisis Intervention 9 am-5 pm

Mon, the 19th: Aging and Disability Issues 10 am-12 pm

Tue, the 20th: Aging and Disability Issues 5 pm-7 pm

June Training Opportunities

Mon, the 9th: Safety Training 10 am-12 pm

Tue, the 10th: Safety Training 5 pm-7 pm

Mon, the 16th: New Employee Orientation 9 am-5 pm

Tue, the 17th: New Employee Orientation- Med Core A and B 9 am-1 pm

Wed, the 18th: New Employee Orientation 9 am-5 pm

Thu, the 19th: New Employee Orientation- Crisis Intervention 9 am-5 pm

Thu, the 26th: Current Employee Review 9 am-3 pm

TIPS FROM TOM

Submitted by Tom Atchison

Be a "team player"

So I was watching my favorite pro sport franchise lose a must- win game on television last night. They're out ... they're history...the season is over. "How in the world can that happen, "I ask myself, "with all the talent we have?" Then, the coach answers my question in a post – game interview: "We're loaded with superstars, but today, we just didn't work together... as a team" What a loss- what a lesson.

Business, like many of the games in athletics, is a team "sport". You have a collection of individuals who must work together to accomplish a common goal. While the players contribute in varying degrees, no one person can produce a victory on his or her own. Each member of the team has a role- a position. And each has a variety of responsibilities: sometimes you shoot, sometimes you assist, sometimes you block....sometimes you're in the spotlight, sometimes you're in the trenches. And two things are for sure: 1) Everyone on the team ends up being an equal winner or an equal loser, and 2) Limelight- grabbing ball hogs don't last very long.

Are you a team player at work? Do you give your best effort regardless of the role you play? Are you willing to do the things that are needed to help the group succeed? Do you work at being cooperative and communicating well with your co-workers? Are you considerate of others? Do you accept and value other's ideas- especially when those ideas are different from yours? Can you be counted on to carry your share of the load?

If your answers to the above question are all "yes", success is definitely in your future.

More interested in only being the star? Just remember that even they get traded when teams lose!

From the book "Start Right Stay Right" by Steven Ventura

HAPPY MAY BIRTHDAY

Bennetta Robinson, Lomelly Reitz, Susan Whitten, Sara Mitchell, Peggy Buchanan, Sofia Houser, Joanne Arnold, Emerson Caress, Mary McNichols, Natann Comer, James VanNevel, Myrtle Robinson, Carmen Miller, Stephanie Blackman, Vincent Dance, Evelyn Williamson, Brook Overmyer, Steve Altman, Eva Albro, Tammy Ellis, Fern Underwood, Joe Brown , Julie Hogan, Gordon Woods, Freddy Cruz, Dorothy Pearson, Julie William