



**Welcome to the Information Hotline**



**FEBRUARY**

During this update you will be updated on current job postings, upcoming events, training, and any other news that may be happening here at the moment.

**Current Job Postings:**

For postings, please continue to check the bulletin board at the office or the website.

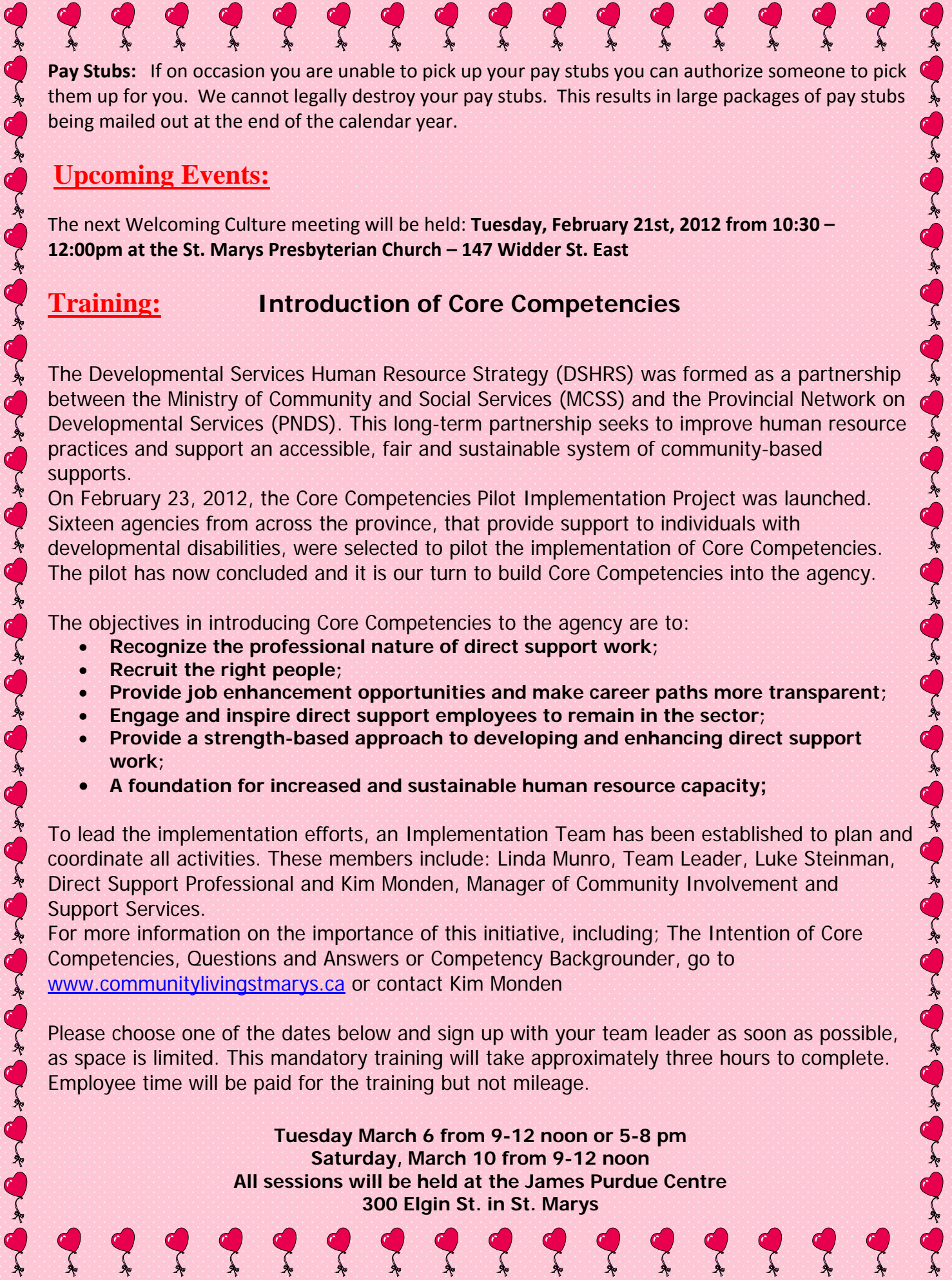
**From Central Admin:**

**T4s:** Are available for pick up at the Administration Office. T4s not picked up by Wednesday, February 8<sup>th</sup> will be mailed.

**Great West/London Life:** As a reminder you can access information on your plan by going to [www.grsaccess.com](http://www.grsaccess.com). You would have received an access ID and password directly from Great West/London Life. If you wish or need to contact Great West/London Life directly please refer to your Member Booklet for information and the phone # or contact Nancy in Administration for the number.

**Our Business Year Ends March 31<sup>st</sup>, 2012:** To ensure reimbursement of your expenses Administration will need to receive your receipts no later than **Wednesday, March 28<sup>th</sup>, 2012**. Examples of expenses are mileage, vision, alternative support invoices, etc. Your claim dates must be between April 1<sup>st</sup>, 2011 and March 31<sup>st</sup>, 2012.

**Reminder:** Due to the privacy laws and to protect employees' information, the Administration Office does not give out phone numbers or addresses to anyone. If you are aware that your place of employment may be contacted for release and/or confirmation of personal information – you are required to fill out a “Consent to Share Information” form which you can download from our website: [www.communitylivingstmarys.ca](http://www.communitylivingstmarys.ca) (click on downloads). Once the form is filled out ensure that the Administration Office receives it. You can request a letter with the relevant information but a “Consent to Share Information” form is still required.



**Pay Stubs:** If on occasion you are unable to pick up your pay stubs you can authorize someone to pick them up for you. We cannot legally destroy your pay stubs. This results in large packages of pay stubs being mailed out at the end of the calendar year.

### **Upcoming Events:**

The next Welcoming Culture meeting will be held: **Tuesday, February 21st, 2012 from 10:30 – 12:00pm at the St. Marys Presbyterian Church – 147 Widder St. East**

### **Training: Introduction of Core Competencies**

The Developmental Services Human Resource Strategy (DSHRS) was formed as a partnership between the Ministry of Community and Social Services (MCSS) and the Provincial Network on Developmental Services (PNDS). This long-term partnership seeks to improve human resource practices and support an accessible, fair and sustainable system of community-based supports.

On February 23, 2012, the Core Competencies Pilot Implementation Project was launched. Sixteen agencies from across the province, that provide support to individuals with developmental disabilities, were selected to pilot the implementation of Core Competencies. The pilot has now concluded and it is our turn to build Core Competencies into the agency.

The objectives in introducing Core Competencies to the agency are to:

- **Recognize the professional nature of direct support work;**
- **Recruit the right people;**
- **Provide job enhancement opportunities and make career paths more transparent;**
- **Engage and inspire direct support employees to remain in the sector;**
- **Provide a strength-based approach to developing and enhancing direct support work;**
- **A foundation for increased and sustainable human resource capacity;**

To lead the implementation efforts, an Implementation Team has been established to plan and coordinate all activities. These members include: Linda Munro, Team Leader, Luke Steinman, Direct Support Professional and Kim Monden, Manager of Community Involvement and Support Services.

For more information on the importance of this initiative, including; The Intention of Core Competencies, Questions and Answers or Competency Background, go to [www.communitylivingstmarys.ca](http://www.communitylivingstmarys.ca) or contact Kim Monden

Please choose one of the dates below and sign up with your team leader as soon as possible, as space is limited. This mandatory training will take approximately three hours to complete. Employee time will be paid for the training but not mileage.

**Tuesday March 6 from 9-12 noon or 5-8 pm**  
**Saturday, March 10 from 9-12 noon**  
**All sessions will be held at the James Purdue Centre**  
**300 Elgin St. in St. Marys**

## Newsletter:

The next newsletter will be available early February.

## Quote of the Month:

"Parents can only give good advice or put them on the right paths, but the final forming of a person's character lies in their own hands."

**Anne Frank**



## Stupid Question Box

Have you ever had a question about your work that you were too embarrassed to ask? Maybe you're a new employee and are wondering about how the 'little things' work, or maybe you've been working here for years, and you still don't know the answer to something. We all have questions, and sometimes we think they are 'too stupid' to ask. For example:

*I'm not from St.Marys. What resources are here?*

*What do I do if I'm driving an agency vehicle and I have a breakdown?*

*Where, when, and how often do I pick up my paystubs and mileage cheques?*

Welcoming Group Domain 3 has you covered! You can drop off your anonymous questions to the box, which will be located on the front vestibule shelf (between the two front doors at JPC). You can also leave questions for your team leader to pick up to bring to the box for you. Group 3 hopes to put together a booklet of answers, based on questions we receive, so stay tuned...and remember: no question is too stupid!