

Shadowfacts

The Shadowfax Corporation

February 2024

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All Staff Meeting Mandatory for All Staff

Wednesday April 17, 2024

9am-3pm

Heritage Hills Resort
2700 Mt. Rose Avenue, York PA

Terrace Room

Lunch Included

Please sign up in Relias

You can browse course for “Mandatory All Staff Meeting”

This meeting is mandatory for all staff, with the exception of those who have approved PTO or Leave of Absence, are working direct care hours, or have approval from their department director to miss the meeting.

Holiday Schedule 2024

January 1, New Year’s Day

February 19, President’s Day

March 29, Good Friday

May 27, Memorial Day

June 19, Juneteenth

July 4, Independence Day

September 2, Labor Day

November 28, Thanksgiving Day

November 29, Day after Thanksgiving

December 25, Christmas

Employee of the Month

Congratulations Jaquetta Rice for being selected as February’s Employee of the Month!

“I have been in the medical field for over ten years as a medical assistant, however what I love about being a DSP is really having a positive impact on an individual’s life and seeing the joy that you bring them daily. Seeing their faces light up with joy when they see me is what makes me want to continue to be the best I can. When I’m not at work, I love spending time with my two boys and my family, enjoying life to the fullest anyway we can!”

-Jaquetta Rice





Med Task Force

The Shadowfax Mission Statement expresses that we should demonstrate collaboration and innovation in our work. As 2023 progressed, it was determined that a revamping or rebranding needed to occur with our agency's Medication Task Force to reduce medication errors and assist staff in all ways possible to avoid errors. Each time an error occurs, a Root Cause Analysis is conducted with a member of Incident Management, an Agency LPN, and the staff member if responsible for the error. We truly hope this is an opportunity for growth and understanding. Staff are tasked with many responsibilities to protect the health and safety of the individuals we serve. Our primary goal in this committee is to find ways to make passing medications clear, concise, and less of a burden for all involved. We hope that if you find yourself in this process, you can use it as a learning experience; assisting our team with helpful feedback to aid in making the necessary changes moving forward.

Safety Corner

Email: safetycommittee@shadowfax.org

The safety committee reviews all workplace injuries, vehicle accident reports and concerns from staff and offers recommendations and/or corrective action to address the safety concern.

Anonymous reports are welcome!

Workers Comp?

Regardless of if you feel hurt or not, do NOT delay reporting, no later than 24 hours. To report accidents, incidents, injuries, illnesses, emergencies, slips, trips, and falls, you must follow 3 steps:

1. Tell your supervisor
2. Contact human resources
3. Complete the workers comp packet

You must notify HR to send you a workers comp packet through Bamboo.



Shadowfax Professional Development Credentialing Program

There are currently 8 staff members enrolled in the NADSP E-Badge Academy. Please encourage them and congratulate them as they complete the requirements to earn professional certifications!

Brian Weaver

Shakita Gamble

Karen Goldberg

Michelle Spera

Brandy Ashley

Jahmeare McCowin

Jaquetta Rice

Sandra DeGroft

Congratulations to Brandy Ashley for earning DSP-I certification!

For DSPs and direct supervisors of DSPs

If you've been employed with Shadowfax for 6 months or more, you may be eligible for the Shadowfax Career Ladder credentialing program!

Interested in learning more? Watch for an email with details about the program and how to apply! After earning a professional credential, you'll benefit from:

- Increased job satisfaction
- Continued education about the field of IDD support
- **Hourly rate increases** (up to \$1.50 per hour upon earning all three DSP certifications) & \$.75 increase upon earning FLS certification)

NOTE—Applications will be due by March 1, 2024 for the group beginning in April 2024.

Questions? Contact Elizabeth Dellinger at elizabethd@shadowfax.org, or at 717-854-7742 ext. 3030

Training Corner

Reminders: Please send all questions or comments to sftraining@shadowfax.org.

New instructions are posted in Bamboo for completing Red Cross FA/CPR/AED online session and to register for an in-person skills session.

Log in to Relias often, and check your training assignments to stay ahead of your due dates.

February: The Value in Relationships

Why are interpersonal connections crucial for overall wellness? Establishing and nurturing relationships may require dedication, but it's worth it! This month, prioritize building or enriching your connections, considering the substantial benefits supported by research.

Establishing and nurturing relationships are shown to foster a sense of belonging, boost self-esteem, and balance stress levels.



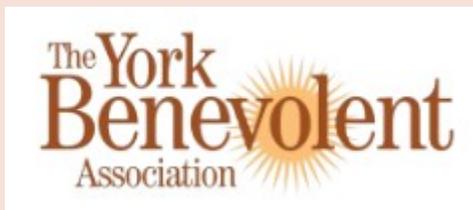
Challenge of the Month: We cannot forget that February is also heart month! Focus on getting little bursts of activity each day throughout the month! Keep track so you stay motivated and don't break your streak! Keep this up in the month of March!

Please join the Shadowfax Team as we participate in the YWCA Race Against Racism

If you register with Shadowfax, you can earn one of your Lifestyle Improvement Activities for your Wellness Credits (instructions are on Bamboo)



Join us in Giving Back by supporting our Clothing Drive for the York Benevolent Association



When: February 26 to March 28, 2024

Drop off your clean, gently used clothes at our designated boxes located at Pattison and Market Street.

Let's support those in need in our community!

As the Employee Giving Fund has come to an end, staff are encouraged to connect with PA Navigate for community services to address health and social care needs.

<https://panavigate.org>



Employee Appreciation Day is March 1, 2024. A gift is coming your way!

Looking back on February!



Rainbow and Maria at the 20 + Years of Service Celebration!



20 + Years of Service Celebration at The Yorktowne Hotel!



Who said recruiting can't be fun? Bobbi and Ali at the York Hiring Fair!



Having fun at Ski Roundtop



Vickie enjoying the slopes!



Fun at Dave and Buster's!



Going Green

GO GREEN IN THE CITY OF YORK!

When: Saturday, April 27, 2024

Time: 10am-3pm

This fun, family-friendly festival celebrates green, healthy, and local living and will feature more than 60 vendors, live music, food, children's activities and much more. *Go Green in the City* has drawn more than 6,500 attendees during past events!



Receiving Referral Bonuses:

Remember you could be next!



Referral/Recruitment Bonus

Refer hard-working, reliable, caring, conscientious people by filling out referral forms within 3 days of when they apply. Effective 1/8/24, if hired and they work at least 6 months you will receive a:

\$500 Bonus

Paid in full after 6 months

(as long as the person remains on staff)

Referrals must be submitted to HR within 3 days of receipt of application.

Forms are available in staff resources or at reception desks.

The Shadowfax Corporation

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www.shadowfax.org

Mission Statement:

To set the standard for quality in the human service field through consistent demonstration of dependability, integrity, collaboration, innovation, and commitment to our stakeholders.



Shadowfax Corp



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