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STAFF SATISFACTION SURVEY

Thank you to all staff that participated in the staff satisfaction survey last year. We will continue to work on the recommendations of the report. Please see a copy of the recommendations from the staff satisfaction survey attached for you to read.

We have also recently completed a Customer survey. Feedback from this will also be available once we have evaluated the data captured.

LIFESTYLE FAIR

Thank you to all the wonderful staff that helped out or showed their support for the Lifestyle fair on the weekend.

A special mention to Wendy Farrall and Angela Giltrap for coordinating the event, along with all other staff that put aside some weekend time to help out. Also thank you to Robin Harwood and Lynne Manktelow for setting up plants for sale and providing a sample Food Hamper to promote the Opp shop and Food Share. Through our participation in this expo we have generated some interest in people volunteering and it was a great opportunity for MHA Care to showcase its services to the general public. Congratulations on a job well done to all.

BRAVO! Awards!

Thank you to all staff who have been voting for outstanding employees at MHA Care.

We are busy counting votes at the moment and this quarter's winners will be notified at the CCW/staff meetings in March.

TAKE A VISIT TO THE OPP SHOP

We invite all staff to visit our Opp Shops, as the volunteers have done a great job of improving the layout and presentation of items at the shops and it is well worth paying them a visit. Get down and have a look if you get a chance!

YOGA at the Yacht Club

After the Lifestyle fair some of the ladies from MHA have decided to organise some Yoga sessions at the Yacht Club in Yarrowonga.

The sessions will run on Tuesday afternoons at 5pm. Anna Bruton, a qualified Physio will run the sessions. It's \$10 per session and she will supply mats if you don't have one.

Sessions start this Tuesday 6th March so make your way down if you can. Partners are also welcome!

Policies and Procedures recently updated

We have been busy updating Policies and Procedures over the past few months.

Please see the below list of new and recently updated Policy and Procedure documents:

Abuse and Neglect – NEW
 Asset Management – Updated
 Business Continuity Plan –NEW
 Board Legislative Compliance - NEW
 Communication Code of Conduct – NEW
 Child Protection – NEW
 CEO Succession – NEW
 Duty of Care – NEW
 Employee Assistance Program – NEW
 Emergency Management Plan – Updated
 Electronic Communication - NEW
 Foodshare Manual – NEW
 Fraud Risk Management – NEW
 Leave Policy and Procedures - Updated
 Mandatory Reporting - NEW
 Opportunity Shop Manual – NEW
 Police Checks - Updated
 Payroll Policy and Procedures – NEW
 Risk Management Policy - Updated
 Risk Management Strategy – Updated
 Risk Register - Updated
 Risk Treatment Plan - Updated
 Social Media – Updated
 Separation of Assessment and Service Delivery - Updated
 Volunteer Management – Updated
 Wait List – NEW
 Workplace Health and Safety – Updated
 Flexible Work Arrangements – Updated
 Time in Lieu – Updated

Please ensure that you read any of the above Policies and Procedures that are relevant to your role.

All Policies and Procedures are available on the Employee Services Portal (ESP).

Education on any mandatory Policies and Procedures will be provided at upcoming staff meetings.

If you have any queries in relation to this please speak with your Coordinator or Manager.

RECRUITMENT UPDATE

Currently there are no new positions being advertised at MHA Care.

Throughout February, we have had a number of staff start with us including; Shay Penry (Cobram CCW), Mikayla Ballerini (Cobram CCW) and Debbie Hawkins (Nathalia CCW). We welcome them onboard and look forward to seeing them out in the field.

For the month of February, we said goodbye to the following employees:

Emily Stanley (CCW Yarra), Nicole Pavlovsky (HCW Yarra), Tayla Seccull (CCW Yarra) and Amy Barnes (CCW Yarra). We wish them all the best of luck with their future endeavors.

We also congratulate Mandy Roberts and Rosie Stanbridge who both recently completed their certificate III in Individual Support. What a great achievement!

NEW EMPLOYEES at MHA Care

Name	Position	Location	Start/End Date
Shay Penry	Casual CCW	Cobram	26/2/2018
Mikayla Ballerini	Casual CCW	Cobram	26/2/2018
Debbie Hawkins	Casual CCW	Nathalia	26/2/2018

EMPLOYEES EXITING

Emily Stanley	Casual CCW	Yarra	13/02/2018
Nicole Pavlovksy	Casual HCW	Yarra	13/02/2018
Amy Barnes	Casual CCW	Yarra	26/02/2018
Tayla Seccull	Casual CCW	Yarra	27/02/2018

EMPLOYEES MOVING TO OTHER TEAMS

N/A			
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