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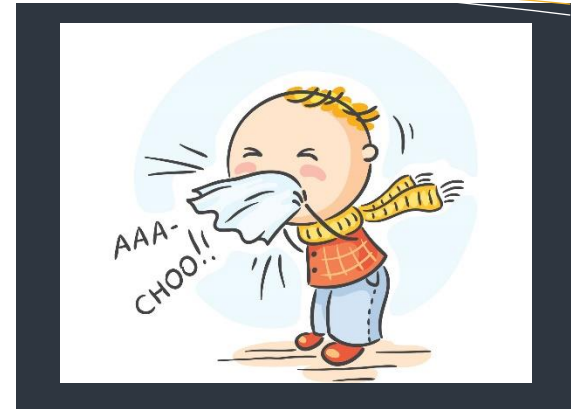
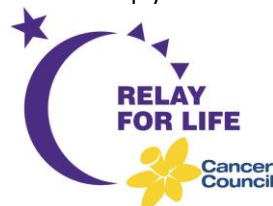


NEW MHA STRATEGIC PLAN

The MHA Care Board and Executive team have been busy over the past months developing the new MHA Strategic Plan 2018 – 2023. Please take time to read this plan (attached to this newsletter) as it outlines the fundamental direction and goals that MHA Care aim to achieve over the duration of the 5 year plan. CEO Michael Hogan, will be meeting with the Executive team in the coming weeks to develop the Operational Action Plan required to support the achievement of our goals. This will be made available to all staff upon completion.

RELAY FOR LIFE

Relay For Life is a fun and moving overnight experience that raises vital funds for Cancer Council's research, prevention and support services. MHA Care will be again putting in a team this year and are calling themselves the MHACARE LOONEY TUNES. The relay takes place on Sat 10th Nov and Sun 11th Nov. The cost is \$30 Adult, \$20 kids or \$70 family. This money adds up in our fundraising and you also get the Relay for Life long sleeve shirt. You can dress up as your favourite Looney Tunes character if you want. When you sign up just google Relay for life cobram and click on the first one that comes up. Make sure you register in our team name. Its pretty easy to register but if you have any problems see or call Jo Cornish (58 711 212) and she can help you with the process.



COLD AND FLU PREVENTION

Along with the colder weather, we have noticed an increase in sick leave over the past couple of months. This is natural over the colder months where colds, virus' and flu's thrive in cooler and less humid conditions. We thank those staff who have been doing extra shifts and time to cover off on those away sick. Remember, we don't want you coming to work if you are unwell, stay at home and get better. This is important for your health and the health of our clients. However, there are also some things you can be doing to avoid spreading and catching a cold:

- Wash your hands regularly and properly with soap
- Use tissues when coughing and sneezing, and dispose of immediately
- Be prepared to take time off when you contract a cold or flu
- Use PPE equipment where necessary – Masks, hygiene gel, gloves etc.

Also please remember that if you are off work sick, you will need a Doctors certificate or Statutory Declaration in the following circumstances:

- Absences for more than 2 days
- Absences taken before or after Public Hoildays
- Absences on a Monday or Friday
- At other times as stipulated by your supervisor

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:

Induction Policy & Procedure

Managing Employee Performance Policy & Procedure

Performance & Misconduct Policy and Procedure

Customer Fees & Contributions Policy & Procedure

First Aid Policy & Procedure

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.

SAFE WORK PRACTICES MANUAL

As discussed at the July Staff Meeting all staff will or have been provided with a copy of the Safe Work Practices manual. This is also available on the Employee Services Portal.

The service coordinators will also be distributing a copy to all Community Care Workers at upcoming staff meetings. Please take the time to flick through this manual and read any work practices applicable to you and your team.

WINTER WARMER RECIPE

LAMB SHANK AND VEGGIE SOUP

Ingredients:

1 onion, 2 Lamb shanks, ½ cup soup mix lentils, 3 stalks celery, 2 carrots, 1 zucchini, 1 swede, 1 turnip, 1 parsnip (or root veg of your choice), 1 L of chicken stock and 1 L of water, salt and pepper.

Method:

Brown off the lamb shanks in some oil or butter for a few minutes. Add all of the chopped/diced veggies and soup mix. Stir and let sweat for a little bit. Then add stock and water. Bring to a low boil and let boil for around 2 – 2.5 hours, adding water every half an hour to ensure it doesn't boil down. Enjoy the hearty winter soup with some bread and butter!

RECRUITMENT UPDATE

We currently have one position vacant at MHA Care. The HR Coordinator Role (maternity leave replacement) has been advertised for, and is now in the selection process. We hope to be interviewing in the coming week and we look forward to recruiting someone suitable into this role whilst Hannah Douglass takes a year of Parental Leave to have her third baby.

Throughout July, we have had 3 new employees added to our Cobram, Numurkah and Nathalia teams. We welcome them all on board and hope they have a smooth transition into working for MHA Care.

For the month of July there were no employee's exiting.

NEW EMPLOYEES at MHA Care				
Name	Position	Location	Start/End Date	
Helen Leitch	CCW	Cobram	10/07/2018	
Tracey Rigby	CCW	Cobram/Numurkah	10/07/2018	
Jane Wilson	CCW	Numurkah/Nathalia	10/07/2018	
EMPLOYEES EXITING				