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Bravo! Awards

Well done to the following staff for being nominated and receiving the Bravo Award for this quarter. All three staff members have demonstrated they are following the signature behaviours of MHA Care and being exemplary employees. Consistent themes in their nominations included: growing in their respective roles, providing the best customer service and being excellent team members. Well done girls – we hope you enjoy your \$100 voucher and spoil yourselves!

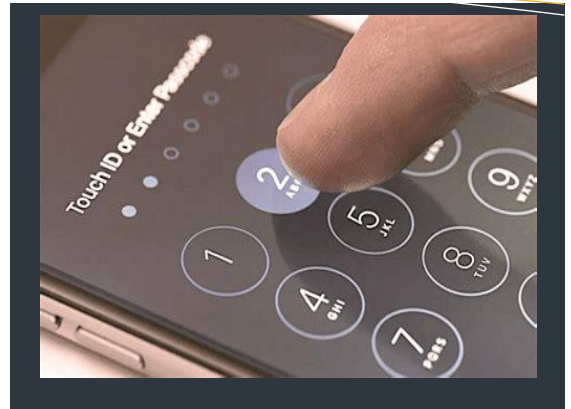
Nicole Baker, Kerri McKenna and Tess Johnson



Please note that unfortunately there were no nominations made for Numurkah/Nathalia team this quarter. We hope to see more in the coming months!

RELAY FOR LIFE

Don't forget that Relay for Life is coming up in Cobram on Nov 10th/11th. MHA Care has a team MHA Looney Toons. Just contact Jo Cornish for more information to be a part of this great weekend and raise money for vital cancer research.



IT Phone Security

As most of our employees are now receiving emails directly to their mobile phones, the updated IT Security Policy asks all employees to have a Passcode or PIN set up on their phones to ensure privacy and confidentiality of information being sent via the workplace is upheld.

Please note – ALL staff that are receiving emails from MHA Care on their mobile phones MUST now have a passcode, PIN or fingerprint access.

Please see information sheets on how to do this attached to this email. If you have any troubles, You tube is probably the best way to get a demonstration on how to add a PIN or PASSCODE to your exact model of mobile phone.

TRAINING UPDATE

Thank you to all staff who have attended Bullying and Harassment training over the past month. There will be a catch up session coming up if you have missed the compulsory training. Hannah Douglass will contact you down the track if this is the case. For September the CCW's will be focusing on 'How to be a buddy' training which will help MHA Care enhance our 'buddy' system and ensure all of our new staff and student placements are receiving consistent actions when they start with us.

Towards the end of the year, Wendy Farrall will be putting together a training calendar for 2019. If you have any suggestions on training for next year, please let Wendy know.

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:

Asset Management Policy & Procedure

Electronic Communication

Home Care Packages Procedures

Emergency Management Plan

Leave Policy and Procedures

MHA Care Strategic Plan 2018 - 2023

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.

Congratulations:

Congratulations to **Cas Sampson, Intake and Care Coordinator**, for completing her Advanced Diploma of Community Sector Management through Coonara Community House. Cas has covered aspects of management in the community sector and completed work placement of 200 hours. Cas completed her work placement at NEYSAY and found the following topics of great value:

Government frameworks

Promoting and representing the service including networking

Advocacy

Well done Cas!

Also Congratulations to **Amber Vucinic, Business Administration Trainee**. Amber has finished her Certificate III in Business Administration. She has done a fantastic job over the last year learning all aspects of the MHA Receptionist role and completing her units and traineeship through the Apprenticeship Factory. Amber has accepted an ongoing position as Receptionist with us at MHA Care. She will start in this role from 17th September 2018. Congratulations Amber!

RECRUITMENT UPDATE

We currently don't have any positions vacant.

The position for HR Coordinator (Maternity Leave Position) has been recruited for. Jessica Dobson has been appointed the role for HR Coordinator. Jess is making the move from New Zealand to Australia. Currently working as a People and Culture advisor for World Vision, in Auckland, she will be well suited to the role and will be with us for up to 12 months. We look forward to welcoming Jess to the team who will start with us on Monday 17th September 2018. Jess will be working four days per week, Monday to Thursday and can be contacted via phone on 5742 1137 or email hr@mhacare.org.au

NEW EMPLOYEES at MHA Care				
Name	Position	Location	Start/End Date	
EMPLOYEES EXITING				