



GVNA HealthCare, Inc.
In Your Community

Employee Newsletter

Upcoming Events:

Thanksgiving—11/23/17

Ugly Sweater Contest -
 12/13/17

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November 16, 2017

Volume 3, Issue 23

Executive Leadership Breakfast

Here are a few more pictures of our Executive Leadership Breakfast, which was held on October 19th at Great Wolf Lodge.



Our registration team were ready to welcome 300 guests that attended the event.

Guests enjoyed a delicious breakfast prepared by Great Wolf prior to the presentation.



Proceeds from the event will benefit the Hospice Program.

The Hospice Team was recognized at the event.



LEAVE OF ABSENCE

There are some new features in our Kronos system that are now available to employees. If you have to take a leave of absence there is a form you must now submit through Kronos. Here is how you can access the form.

1. Log in to Kronos
2. Go to MY ACCOUNT / MY ACTIONS/ LEAVE REQUEST
 - Your name will be automatically populated in to the form. Complete the rest of the form and click on SUBMIT.

RETURN FROM LEAVE

Before you return to work, you must submit a Return From Leave Form. This form should be submitted at least one week prior to your return date.

1. Log in to Kronos
2. Go to MY ACCOUNT / MY ACTIONS / RETURN FROM LEAVE
 - Your name will be automatically populated in to the form. Complete the rest of the form and click on SUBMIT.

You have access to Kronos from home. Just copy or type this URL into your home computer and save it under your favorites: <https://secure3.entertimeonline.com/ta/6121022.login>

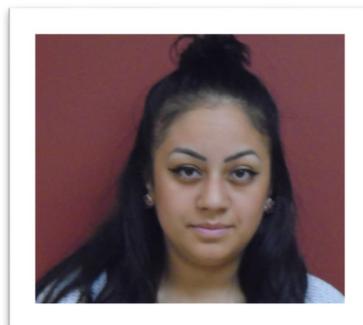
If you have any questions, please feel free to contact your Manager.

Welcome

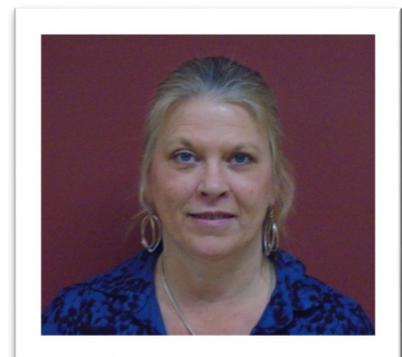
TO THE TEAM!



Kathy Melanson
Receptionist



Sylvia Soto
Healthy Families Visitor



Judy Ouellet
RN Case Manager

FSA Enrollment

Now until December 8th employees can enroll in the Flexible Spending Account (FSA) benefit. Below are the instructions to log into your existing account and enroll. **Employees who are enrolling in FSA for the first time cannot** go online to enroll, they must complete a paper enrollment form. Please see the HR Department to get a copy of the form.

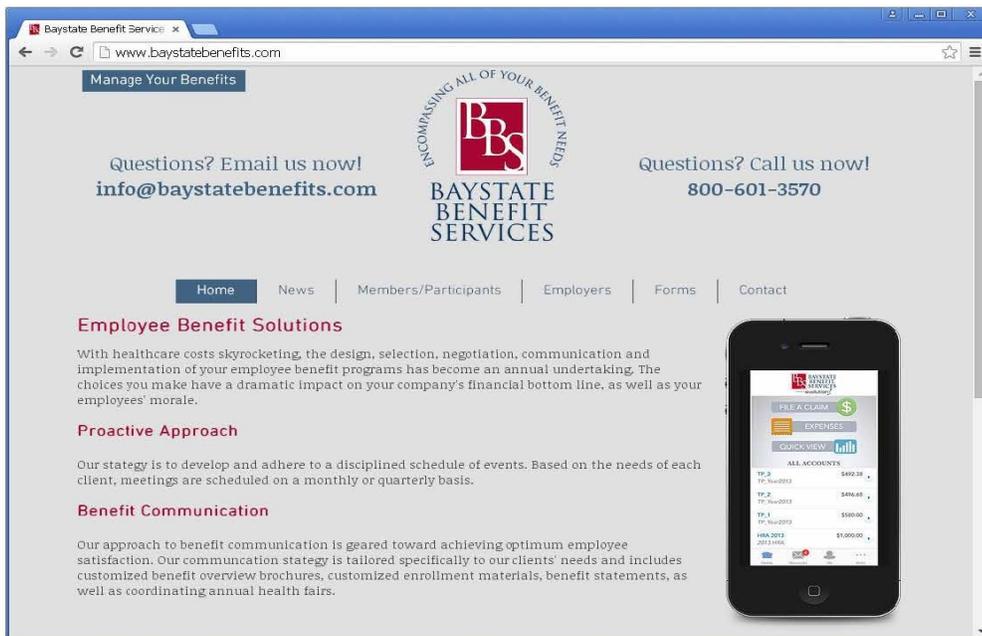
Baystate Benefit Services, Inc.

Welcome to Evolution1 at Baystate Benefit Services, Inc.

Please log in to www.baystatebenefits.com, here is where you will set-up your personal account and access all of your information regarding your account with Baystate Benefit Services, Inc.

First Time Users: Click on the link in the top left hand corner **“Manage your Benefits”**. In **“Existing User”** section enter your user name which will be comprised of your first initial, last name and last four digits of your Social Security Number, with no spaces (all lowercase). Your password will be comprised of your last name and home Zip code (all lowercase). You will have to reset your password as part of your initial login.

Current Users: when you visit our site at www.baystatebenefits.com Click on the link in the top left hand corner **MANAGE YOUR BENEFITS**. You will be directed to log into your account. If you click on **MEMBER/PARTICIPANTS** you would then select Manage Your Benefits to access your accounts managed by Baystate Benefit Services.

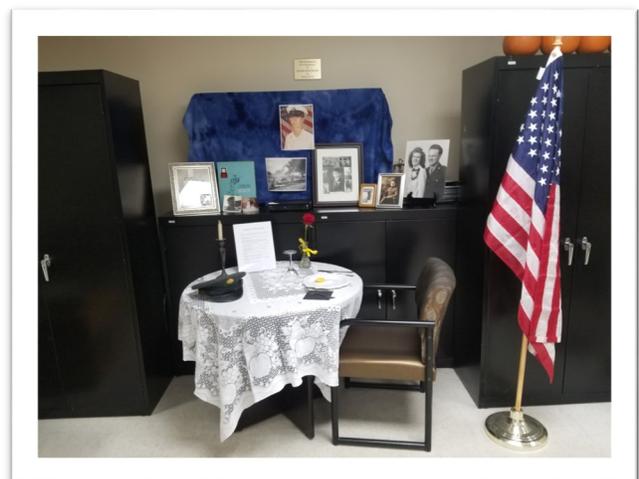
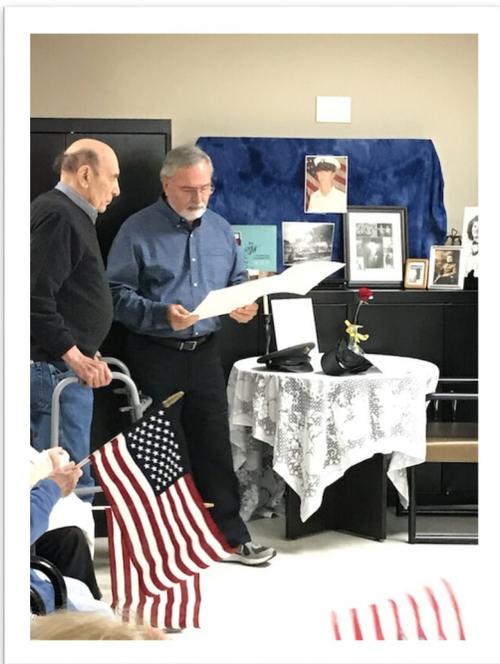


If you have any questions or can not log into the website above please contact Baystate Benefit Services, Inc. at 1-800-601-3570, Monday through Friday from 8:30am to 5:00pm

Veteran's Day



On Friday, November 10th, the Greenfield Adult Day Health Center honored their only Veteran at the program. Leo Parent, Veterans Agent of Franklin County, visited the center to present him with a Certificate of Service.



Submitted by: Julie Clark, Greenfield ADHS Activity Coordinator



With the cold weather amongst us, we thought we would share some of your favorite winter recipes. If you have a recipe you would like to share, please email it to Johanna Viteri. We will try to include at least two recipes per edition until our last April edition. Only one submission per employee.

Our recipe for today was shared by Nicole Laviolette, Health Families Supervisor.

Slow Cooked Pumpkin Turkey Chili

Ingredients

- 1 medium red onion, chopped
- 1 green bell pepper, chopped
- 1 (4oz) can chopped green chilis (optional)
- 4 cloves garlic, minced
- 1½ lbs. ground turkey
- 1 (14.5oz) can diced tomatoes, undrained
- 1 (15oz) can pure pumpkin puree
- 1 (15oz) can cannellini beans (or your fave), drained and rinsed
- ½ - 1 cup water
- 1 cup low sodium chicken broth
- 1 tsp oregano
- 1 Tbsp. chili powder
- 2 tsp ground cumin
- ½ tsp sea salt
- Black pepper, to taste
- Red Pepper flakes, to taste (optional if you like it hot!!)

Instructions

1. In a skillet, brown the turkey until cooked through, breaking it into smaller pieces.
2. Add all ingredients to your slow cooker and stir to mix well.
3. Cover and cook on low for 5-6 hours or on high for 3-4 hours.
4. Serve topped with some plain Greek yogurt, green onions or shredded cheese.

Holiday Service of Remembrance



The GVNA Hospice Team would like to invite you, your family and friends to a Service of Remembrance on Thursday, December 7th at 6:00 p.m. The event will take place at the Westminster Senior Center
69 West Main Street
Westminster, MA

Career Expo



The 9th annual Career Expo was held at Franklin County Technical School in Turners Falls on November 7th.

This is a required event for all seniors to learn about career opportunities and local businesses. Over 40 businesses participated including GVNA.

Representing GVNA were Sally Rivard, Julie Clark, Jackie O'Sullivan and Sheelah Buedinger.

Submitted by: Sally Rivard, HR Assistant/Recruiter

2017 Annual Appeal

November 2017

Dear Employees:

Among my favorite quotes is one from Teresa of Calcutta who is celebrated as one of the greatest women of our time. While she worked for decades among thousands of sick and impoverished people in India, she said, "Not all of us can do great things. But we can do small things with great love." She didn't view her work as great in the eyes of the world but she knew it was essential and GREAT for the person for whom she was caring.

As I reflect on her message, I think her philosophy of service accurately captures the mission of GVNA in our corner of the world, in north central and western Mass. For one hundred eleven years GVNA has been working to make a difference in the lives of our patients and their families, appreciating that *each one* is unique and deserves top notch medical expertise and genuine caring. One without the other is not sufficient.

Our patients often tell us that they are amazed at how special the staff makes them feel and how individualized the care is. In an impersonal world, and with the rapid technical advances in the fields of medicine and technology, the essential person to person connection can be lost. In fact, we at GVNA believe that the personal connection needs to be **deepened** and that the **whole person** needs to be cared for with dignity and respect.

Through the generosity of donors like you, we have created a number of community initiatives to help us treat the whole person. We offer the Being Mortal project which is an education series on life's final journey and offers insights into the myriad of end of life decisions; the telehealth program which allows for daily involvement electronically between the patient and staff; the complementary care program which offers a smorgasbord of extra therapies to augment traditional interventions, and the diaper pantry which is the only one of its kind in this region. By helping with this simple basic need we are ensuring a baby's health.

Our goal is to raise \$30,000 by December 31st. Will you contribute to a program that truly helps our patients *directly*? Donations of *every* size are appreciated.

If you would like to contribute, please complete the Payroll Deduction Form on the next page.

Gratefully,



Elaine Fluet, RN, MSN
President and CEO



GVNA HealthCare, Inc.
In Your Community

2017 Annual Appeal Payroll Deduction Form

Thank you for considering a gift to GVNA. You can arrange a payroll deduction by completing and submitting the form below.

Step 1 Personal Information

First name: _____ MI _____ Last name: _____
Street Address: _____ City: _____ State: _____
Zip Code: _____ Email: _____

Step 2 Gift Information

Please accept my gift (as stated below) to be deducted from my wages based on my current pay schedule.

Option 1 This is an ongoing gift of \$ _____ per pay period.

Option 2 This is not an ongoing gift.
Please make a one-time deduction of \$ _____.

Your gift is tax deductible to the extent allowed by law. You can end your pledge at any time by signing a "discontinuation" form in the Development Office.

My signature authorizes this deduction _____
Signature

Date: _____

Step 3 Send

Please send your completed form to:
Office of Development
34 Pearly Lane
Gardner, MA 01440

OFFICE USE ONLY	
Received by: _____	
Dev. Office _____	Date: _____
Payroll _____	Date: _____

Thank you

Help Us Recruit



Open Positions:

- Evening Admissions Nurse—35 hrs. per week. Conducts evaluations and patient assessments for entry into agency services. Collaborates with Nursing Supervisors, Case Managers, and physicians to complete the patient care planning at the onset of care.
- Day Admissions Nurse—40 hrs. per week. Conducts evaluations and patient assessments for entry into agency services. Collaborates with Nursing Supervisors, Case Managers, and physicians to complete the patient care planning at the onset of care.
- Physical Therapy Assistant—40 hour position with participation in weekend coverage rotation (approx. every 4-5 weeks-no more than once a month). Must have a valid Therapy Assistant license in the state of MA. Minimum 2-yr. experience in a home health setting. Strong clinical documentation/communication skills. Superior time management/organizational skills. Current driver's license.
- LPN Intake—32 hrs./wk. Collaborates with all referral sources to provide patients with a seamless transition of care and excellent customer service. Minimum requirement must be an LPN with excellent communication and customer services skills. Must have the ability to organize and prioritize tasks and able to work in a stressful environment. Excellent computer skills required.
- MHC Scheduler / Administrative Assistant - 25 hours./week. Assists the Program Director with administrative tasks associated with the day-to-day operations of My Home Connection. This person will also provide support to Lifeline, ADHS and special projects as needed. Must have strong computer and customer service skills.
- Home Health Aides—Full-time or Part-time to work in our Homecare Dept.
- Weekend RN Homecare — Weekend RN – Homecare - Could be 24 hrs. (weekend/one week day), 32 hours (weekend / two week days), 40 hrs. (weekend / three week days) or Saturday and Sunday only - Possesses excellent nursing skills which contribute to treatment and rehabilitation. Assesses individual and family health needs and hazards. Training and support provided for the competent, autonomous nurse. Weekend compensation rates. Two years of clinical experience required.
- RN Case Managers—40 hrs. for Homecare (Greenfield and Gardner)
- Program Aides for Adult Day Health— Per Diems (Gardner, Fitchburg, Athol, Greenfield)
- AIDES – Private Duty Services: Immediate openings for per diem overnights. Per diem and part-time positions also available on days, evenings, weekends. Responsible for assisting clients in their homes with activities of daily living including personal care, meal preparation, housekeeping and socialization. Qualifications: Certified Personal Care Assistant (PCA), Certified Nursing Assistant (CNA), Home Health Aide (HHA), or Nursing Students enrolled in NLN-approved Nursing program with documentation of satisfactory completion of Fundamentals of Nursing course and/or one Medical Surgical nursing clinical rotation.
- Physical Therapist—40 hrs./wk. Greenfield area. Plans and administers physical therapy services to patients in their place of residence and in community programs according to physician's orders. Administers to patients various evaluations and therapeutic procedures while maintaining agency records.
- Speech Therapist—20 hrs./wk. or per diem. Must be licensed in the Commonwealth of Massachusetts as a Speech Therapist. Responsible for the assessment and evaluation of patient care needs in treating speech and language disorders, training functionality in communication, swallowing, and cognitive impairments. Based on this assessment and evaluation, the Speech Pathologist determines a treatment plan, performs interventions aimed at improving and enhancing the patient's well-being, and evaluates the patient's progress.

**GVNA
HEALTHCARE, INC.**

34 Pearly Lane
Gardner, MA 01440
Phone: 978-632-1230
Fax: 978-632-4513



www.gvnahealthcare.org



GVNA HealthCare, Inc.

In Your Community

MISSION STATEMENT

We build healthy communities by delivering high quality health and social services in a fiscally responsible manner in the homes and neighborhoods of Massachusetts.

VISION STATEMENT

GVNA HealthCare will be the most widely recognized provider of choice for quality health care services in Massachusetts.