

# Compassionate *Care*

“A Legacy of Caring for Michigan Families.”

## Annual In-Service Information

Compassionate Care would like to see our employees continue their education in the home health care field. As part of this goal, we schedule mandatory annual in-services at each of our office locations. All employees will be required, as stated in the employee handbook, to complete the in-service. Failure to complete these mandatory in-service trainings may result in disciplinary action up to and including termination. Please be sure to see your supervisor if you have not been scheduled for an inservice date or picked up the inservice packet.

**MANDATORY**



## Personnel File Records

When submitting copies of documents that are part of personnel files, please be sure that the copies are legible. Some employees have been sending in photos of documents and unfortunately, some of these photos have not been accepted because they are not able to be read - either because they are too blurry or the image is too small to read. Below are examples of what we will accept and what we will not.

These items become part of your personnel file and are reviewed in audits with our contracted agencies. If they are not able to read a document, we may be out of compliance. You are always welcome to stop by the office and we will make a copy of the document for you. If you have any questions on this, please reach out to your office.



## Office Closures

- November 28 & 29 - Thanksgiving
- December 2 - Administrative Training Day

## Christmas and New Year's

- December 24 - 27
- December 31 - January 3

## MONTHLY TRAINING

PPE  
Understanding Lyme Disease  
Infection Control - Handwashing  
Fire Safety

Contact your office if you would like these trainings printed for you.

# NOW HIRING

We are hiring in numerous areas across the state of Michigan and there are many clients who are in need of services. Please be sure to check out the flyer regarding the “refer a friend” bonus that Compassionate Care offers. And remember, we have 4 offices throughout the state. Just because your friend lives on the other side of the state, doesn’t mean another office couldn’t use their help! Send them our way today!

The Alpena office is also searching for nurses in Alpena to assist a client in their home. These are longer shifts. Please have your nurse friends call Carrie and Angie for more information! 989.354.0440.



## After-Hours On-Call

Office staff have been helping each other out with after-hours on-call. This means that there may be times that you talk with a supervisor from another office. It also means that you may be getting calls from a number you don’t recognize. Please be sure to answer those calls or call them back as soon as possible. They help cover shifts and relay messages that may be related to your next shift.

Please also be sure that you are giving your supervisor time to return your call if you have to leave a message. When they are on-call, they are not in the office and may be tied up with something (in the shower, on the other line, etc.). If you don’t hear back from them in 15-30 minutes, try again. If you have any questions about this, please reach out to them during office hours.



**PLEASE** verify that your social security number and address are correct on your check stubs! Failure to do so and correct any errors may result in delayed W-2’s.

Please also notify your supervisor of any change in your address or name.

Employees are not allowed to share contact information with clients or their families. If they need to reach employees or get a message to them, the office can relay that information.

Also, personal phones should not be out while in a client’s home, except for when clocking in and out. It is not appropriate to be talking on, texting, or using other apps while on the job. Attention should always be focused on caring for the client.



## Safety Reminders

Employees are not allowed to move furniture or large appliances when cleaning. If you are being asked to provide a service that is not on the client’s plan of care, please contact the office immediately.

Gloves must be worn when completing personal care, cleaning, or handling food.

Consistently and thoroughly wash your hands throughout the day utilizing proper handwashing techniques.

All changes in schedules must go through the office.

Clients and their families should never have your personal contact information.

Be sure you are following your scheduled shift times. Any changes to the schedule must go through the office.

Please notify the office immediately if your client is not feeling well when you arrive or at any point during your shift.



**Alpena**  
1223 S. State St, Ste A  
Alpena, MI 49707

P: 866-354-0440  
F: 989-354-0442

**Mid-Michigan**  
6165 Bay Rd, Ste B  
Saginaw, MI 48604

P: 877-496-1928  
F: 989-792-3402

**Traverse City**  
3134 Logan Valley Rd  
Traverse City, MI 49684

P: 888-601-5491  
F: 231-929-5493

**West Branch**  
515 Progress St  
West Branch, MI 48661

P: 877-821-2210  
F: 989-345-7050

**We are**

# Hiring

## Refer a Friend Bonus!



## Requirements:

- Refer a friend to work at Compassionate Care.
- They put your name on the application.
- They get hired and work 90 days, YOU get paid \$150!
- They work 365 days, you get paid another \$150!
- Repeat and earn more bonuses!

## Applicants may apply here:

[CompassionateCareMi.com/  
employment-application/](http://CompassionateCareMi.com/employment-application/)

Some exceptions may apply. Referring employee must remain employed in order to receive bonus(es). Newly referred employee must successfully complete 90 days and 1 year employment without disciplinary action in order for referring employee to receive bonus(es). Referring employee's name must be indicated on the applicant's application. This referral bonus is not retroactive. Administrative staff are not eligible. This referral incentive may end at any time without notice.

