



The NEWSLETTER for SENIOR COMPANIONS

January 2017

2016 Senior Companion Recognition Holiday Party



Bob & Bill

Thanks to all of our Senior Companions, our Advisory Council, and our Station Managers for another successful year. Your contributions made our mission possible and touched the lives of the many people we serve. Greatly appreciated!



Alfred Jordan, Legislator



Pam Seymour, Exec. Dir.
Rev. Heidi Peterson



Jacqui Moore, Retired
Director of Aging
Services, MARC



January Birthdays

Jacqueline Dean	January 6th
Bettye Day	January 10th
Dollie Brown	January 13th
Erma Martin	January 14th
Martha Bremer	January 24th

This January, why not start the year with an empty jar and fill it with notes about good things that happen. Then, on New Year's Eve, empty it and see what awesome stuff happened during the year.

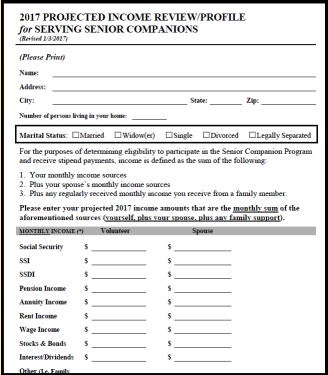


Ugly Sweater Contest



Important Message

- 2017 Income Documents Due No Later Than Your March In-service -

Document	Comments
<p>2017 Annual Income Review/Profile for Serving Senior Companions</p> 	<ul style="list-style-type: none"> This needs to be completely filled out, signed and dated and <u>returned to our office no later than your March In-service date.</u> <u>You must provide our office with all substantiating documents</u> regarding all income reported, i.e. your Social Security 2017 Benefits Statement and any other documents pertaining to any income you report. Use your Federal Income Tax form 1040/1040EZ as a guide so you are claiming all income reported to the federal government. <u>Please note that without these fully completed documents in place, you are not allowed to work after the March In-service.</u>

Important Message

Communication is a good thing— please always let us know if your address or phone number has changed.

Important Message



- Confidentiality -

Confidentiality is part of our responsibility as Senior Companions and is one of the foundations of a good helping relationship. Upon this foundation is built a trust that helps establish communication and freedom for the person to express personal thoughts and feelings. When someone views you as someone to whom they can confide, they are extending to you a special gift of trust. If this trust is broken, your helping relationship with that person will be seriously crippled.

During the course of visiting, people may share with you some very private things about their life situations and about themselves. If such information were to somehow become public knowledge, it could cause embarrassment, shame or deep pain for the persons involved.

What is considered confidential and how do we make sure it remains confidential:

The difference between public and private knowledge must be respected. **Public knowledge** is that which is known by other people or could be made known without the risk of sharing something the person wants kept confidential; ex. knowledge such as the birth of a child, an extended convalescence, a death or an accident.

Private knowledge is that which other people do not know or at least should not know. Such situations could be a family conflict, psychiatric hospitalization, some kinds of surgery or other physical conditions, some aspects of divorce and drug abuse problems or alcoholism.

Often there will be gray areas in conversation about which you will have to make a judgment as to whether its knowledge is public or private. You may want to pass on information so that the concerned person can be helped. When you are unsure if certain information is public or private the rule is: **ALWAYS CHECK WITH THE PERSON AND GET THEIR PERMISSION BEFORE IT IS SHARED.**

Confidentiality requires you to deny requests for information from concerned or prying people. It takes both self-discipline and assertiveness to maintain the principle of confidentiality.

Important Message

- Vacation Time Reminder -

All vacation time that is not used by June 30th will be forfeited come July 1st.

In the memo field of your June paycheck you will be notified of vacation hours that you will receive during the next grant period (7/1/17 - 6/30/18). At that time you will be awarded half of these hours. You will receive the other half on December 1.

The number of hours awarded are based upon the number of years of service.

Got Paychecks?

- January Timesheets received after February 9th will be processed in March.
- If you do not attend In-service, your check will be mailed the following day (provided it is available).
- An incomplete timesheet will delay the processing of your check.