

January & February 2025

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- *Please call & text during office hours unless you are with a client or it's an emergency.*



January 6th
Kayla C



None currently

Pay Day

Tuesday, January 7th & Wednesday 22nd

Friday, February 7th & Friday 21st

Paycheck Stub's

Available at:

hcm.execupay.com/secure/home.aspx

User ID: Email

PW: Your customized password

Company Holidays- 2024

New Year's Day, Wed. Jan 1st

Easter, Sunday April 20th

Memorial Day, Monday May 26th

4th Of July, Friday July 4th

Labor Day, Monday Sept 1st

Thanksgiving Thursday, Nov 27th

Christmas Eve, Wed. Dec 24th
(3p-12a)

Christmas Day, Thursday Dec 25th

New Year's Eve, Wed. Dec 31st
(3p-12a)



2024 - Holly Jolly Christmas Party



Kindness can transform someone's dark moment with a blaze of light. You'll never know how much your caring matter

Household Management

Caregiver Tips: Household Do's and Don'ts

As caregivers, it's important to respect and care for clients' homes as if they were your own. Here are two essential areas to keep in mind to help maintain a clean and functional environment for your clients.

Garbage Disposal Use

- **Do Not Use the Garbage Disposal:** Avoid using the garbage disposal in your client's home. Any food or waste that you might consider disposing of this way can also be bagged and thrown in the trash.
- **Dispose of Waste Properly:** Bag all food scraps and other waste items and place them in the trash bin. If needed, you can take out the trash during or at the end of your shift.
- **Prevent Costly Repairs:** Clogged garbage disposals can be expensive to fix and can cause unnecessary inconvenience for the client. Always opt for safe disposal methods.

Doing Your Client's Laundry

Do's

- **Separate Laundry:** Sort lights/whites and darks into separate loads for proper washing.
- **Check Clothing Tags:** Look for washing instructions and follow them carefully. If an item is labeled "Dry Clean Only," do not wash it.
- **Clean the Dryer Vent:** Always clean the dryer vent after each load to ensure safety and efficiency.

Don'ts

- **Don't Mix Towels with Clothing:** Keep towels and washcloths separate from clothing to maintain fabric quality.
- **Don't Leave Laundry in the Washer:** Promptly remove laundry to prevent odors and mildew.
- **Don't Leave Laundry in the Dryer:** Remove laundry promptly to avoid wrinkles.
- **Don't Fold Items That Should Be Hung:** If clothing is meant to go on hangers, hang it up instead of folding it.

By following these simple guidelines, you can help ensure that your clients' homes remain organized, safe, and well-maintained.

Inclement Weather: Be Prepared for Winter Travel

As the colder months approach, ensure you're ready for winter road conditions by stocking your car with essential survival items. These can be lifesavers in emergencies: First aid kit, Flashlight, Back-up cell phone charger, Jumper cables, Snow/ice scraper, Road flares or reflectors, Traction aids (salt, sand, or non-clumping cat litter), Basic tools, Blanket and extra warm gloves, Snacks and water.

Is Your Car Winter-Ready?

Here are quick tips to ensure your vehicle is prepared for the season: **Battery health:** Charge if it's low or replace if defective. **Wiper blades:** Make sure they're in good condition to handle snow and ice. **Fluids:** Check your oil and antifreeze levels. **Tires:** Ensure they have proper tread and inflation. **Gas tank:** Keep it at least half full to prevent freezing.

Preparation is key to staying safe this winter. A little planning now can save a lot of trouble later!

Taking Care of your Client

As caregivers, your role is crucial in ensuring the safety and comfort of our clients. Here are simple, effective strategies to prevent falls and support clients with arthritis, helping them stay safe and independent.

Fall Prevention & Safety Tips

- **Smooth Transitions:** Keep pathways clear and level, with nonskid flooring and no loose rugs to trip on.
- **Bright Lighting:** Ensure entrances, pathways, and driveways are well-lit to improve visibility and deter crime.
- **Accessible Spaces:** Store frequently used items within easy reach to avoid unnecessary bending or stretching.

Arthritis Care Essentials

- **Stay Active:** Encourage light, joint-friendly exercises like walking or swimming to reduce stiffness.
- **Healthy Habits:** Support a diet rich in anti-inflammatory foods, as advised by their doctor.

By blending these practices into your daily care routine, you can create a safer, healthier environment for your clients. Thank you for your commitment and care—you make a difference every day!

Taking Care of Yourself: Nutrition and Refueling Your Tank

As a caregiver, balancing the demands of others can leave little time to prioritize your own well-being. However, maintaining good nutrition and finding ways to recharge are essential for staying healthy and energized. Here are practical tips to keep your mind and body in top shape:

Nutrition Basics for Caregivers

Maintaining good nutrition habits can be challenging, especially when juggling the needs of your clients, family members, and yourself. Start small with these simple guidelines:

- **Hydrate Often:** Drink plenty of water throughout the day to stay alert and energized.
- **Choose Whole Grains:** Opt for whole grain breads, rice, and cereals to fuel your body with sustained energy.
- **Incorporate “Perfect Foods”:** Include nutrient-dense options like leafy greens, berries, and nuts in your meals.
- **Vary Your Proteins:** Mix up your sources of protein with lean meats, beans, eggs, and dairy to keep your meals interesting and balanced.

Refuel and Recharge: Filling Your Tank

Caring for others can leave your energy reserves running low. Think of self-care as filling your tank so you can keep going. There are four levels of “fill-ups” every caregiver should practice:

1. **Quick Fill-Ups:** These are small, simple activities to boost your energy on the go. Call a friend, sip on your favorite coffee or tea, or connect with loved ones on social media.
2. **Premium Fill-Ups:** Set aside one to two hours to break from your routine. Take an exercise class, play with your kids or grandkids, or enjoy a nature hike.
3. **Scheduled Tune-Ups:** Plan longer periods of rest, like a weekend getaway, vacation, or attending a workshop. These breaks help you reset mentally and physically.
4. **Routine Maintenance:** Make ongoing self-care a priority. Stick to a healthy diet, get regular medical checkups, and treat yourself to small indulgences like a manicure, pedicure, or massage.

You wouldn't expect a car to run on empty—and the same goes for you! By nourishing your body and mind, you'll have the stamina and resilience to care for others while thriving yourself.

Mouth Watering Recipe – Peanut Butter Overnight Oats

Prep Time
5 min

Total Time

Servings
1

Ingredients

- ❖ 150ml water
- ❖ 80g frozen raspberries
- ❖ 50g rolled porridge oats
- ❖ 1 tsp maple syrup
- ❖ 1 tbsp peanut butter

Make a bowl of overnight oats that's indulgent yet healthy with creamy peanut butter and tangy raspberries. Or make it in a jar and take it to work

Step 1

Stir the frozen raspberries into your oats with 150ml water and a pinch of salt, then cover and chill in the fridge overnight.

Step 2

The next day, mix in the maple syrup, then top the oats with the peanut butter.



From the Desk of Laura

Human Resources:

Clock In/Out Policy – Just a friendly reminder, in order to get paid for a shift, you must clock in and out. Without this information, clients can dispute (and recently did) the time you started or left your shift. Calling into the office to let us know that you have arrived is appreciated but is NOT a substitute for using the clock in and out system. A manual clock in/out can be disputed. So please, clock in and out for every shift, even if you are late and/or leaving early.



From me to you:

breaking them. So, the age-old question remains: how do we make a resolution—and stick to it?

Here are some general tips I ran across: 1. Set goals that excite you and are realistic. 2. Be specific but keep it simple. 3. Have smaller interim goals. 4. Create a plan. 5. Write it all down.

So, with that said, I would like to share a few of my own resolutions that are not related to work! 1. Make more time for my family and friends 2. Manage my health better 3. Attend service more often with my husband on Sundays. Hope you have at least one resolution that gives you some excitement for the new year!

Final Thoughts:

Here's to the start of a healthy and happy 2025. Thank you for all your efforts through 2024. As a reminder, if there are things you need or suggestions you have, please do not hesitate to reach out. Home care is a team sport, and we are here to support you!

Dementia & Alzheimer's

Protecting Seniors and Supporting Caregiving Challenges

Seniors are increasingly targeted by scammers who exploit their trust and, in some cases, cognitive vulnerabilities. These scammers often use deceptive tactics like false lottery winnings, fake inheritances, illegitimate sweepstakes, or “special” opportunities to donate to questionable charities. As caregivers, you play a critical role in safeguarding your clients from these threats by staying vigilant and proactive.

To protect your clients, watch for red flags such as unexpected phone calls or emails requesting personal information, letters claiming unclaimed prizes, or unusual financial activities like frequent withdrawals. Educating your clients about these common tactics and encouraging them to consult with you or a trusted family member before responding to unfamiliar requests can make all the difference.

Here are some quick tips to help prevent scams:

- **Encourage Skepticism:** Teach your clients to question any offer that seems too good to be true.
- **Block Unwanted Calls:** Mention to family to install a call blocker or add their number to the National Do Not Call Registry.
- **Secure Personal Information:** Ensure sensitive documents are safely stored, and remind clients not to share personal details over the phone or online.

In addition to protecting seniors from scams, caregivers often face unique challenges when working with clients who have Alzheimer's disease. Simple tasks, like assisting with personal care, can sometimes lead to moments of distress for clients who may feel uncomfortable, powerless, or confused. For example, a well-intentioned touch might be misinterpreted, triggering fear or agitation. Since individuals with Alzheimer's may struggle to communicate their feelings or preferences, it's essential to approach care with empathy and strategic techniques.

Here are some solutions to navigate challenging situations and build trust:

- **Explain First:** Use simple, calming language to explain what you are about to do. For instance, say, “I'm going to help you with your sweater so you're warm.”
- **Observe and Adapt:** Pay attention to non-verbal cues. If the client seems uneasy, pause and try a different approach.
- **Involve Them:** Whenever possible, engage the client in the task. For example, hand them a washcloth during a bath or guide their motions gently.
- **Create a Comforting Environment:** Minimize distractions and maintain a quiet, relaxed atmosphere to help ease their stress.
- **Seek Professional Advice:** Take advantage of training programs or consult professionals to learn effective techniques for dementia care.

By staying alert to scams and using thoughtful approaches for dementia care, you can ensure your clients remain safe, respected, and comfortable. Your efforts make a significant impact, providing peace of mind to families and improving the quality of life for those in your care.

Call to Action: If you've faced similar challenges or have tips to share, we'd love to hear from you! Sharing your stories and experiences helps us all grow and deliver the best possible care to our clients.

SAFETY

Monthly Safety Spotlight: Protect Your Back & Master Transfers Like a Pro!

As a caregiver, you play a vital role in ensuring the well-being of your clients while staying safe and injury-free. Did you know that back injuries are one of the most common workplace hazards for caregivers? Proper body mechanics and smart transfer techniques can save your back—and keep your clients safe too.

Let's dive into the golden rules of body mechanics and transfers with easy-to-follow tips to keep you moving like a pro!

The Basics of Body Mechanics

Body mechanics is all about moving in ways that reduce fatigue, prevent injuries, and make the most of your strength. Here are some **core principles**:

- **Build a Stable Base:** Stand with feet shoulder-width apart (8–12 inches), with one foot slightly ahead of the other.
- **Bend Your Knees:** Keep your knees slightly bent, not locked, and let your leg muscles do the heavy lifting—they're much stronger than your back.
- **Neutral Spine is Key:** Maintain the natural curve of your back while lifting. Avoid rounding or arching it excessively.
- **No Twisting!** Pivot your feet instead of twisting your spine when turning.

Safe Transfers: Top Tips

When assisting with transfers, the goal is to protect yourself and your client:

- **Know Your Limits:** Company policy allows assistance only up to 30 lbs. If you need more help, ask!
- **Communicate:** Explain each step to your client before starting.
- **Encourage Participation:** Let your client do as much as they can safely.
- **Safety First:** Remove clutter, secure loose rugs, and lock wheels on beds, wheelchairs, or commodes.
- **Use Tools Wisely:** Ensure transfer belts, walkers, and wheelchairs are in good working order before starting.
- **Plan for the Unexpected:** If you start to lose control, don't try to hold your client up—slowly lower them to the floor and call for help.



SAFETY – Continued

Monthly Safety Spotlight: Protect Your Back & Master Transfers Like a Pro!

Special Transfers: From Wheelchair to Car

Taking a client out in a car? Follow these steps for smooth and safe transfers:

1. Park on a level surface.
2. Open the car door fully and move the wheelchair as close to the car seat as possible. Lock the wheels and move footrests out of the way.
3. Stand facing your client, bend your knees, and use the transfer belt to help them stand. Brace their knees with yours if needed.
4. Guide their head and body carefully into the car seat, avoiding bumps. Secure their seat belt and safely store any assistive devices.

Protecting Yourself from Back Pain

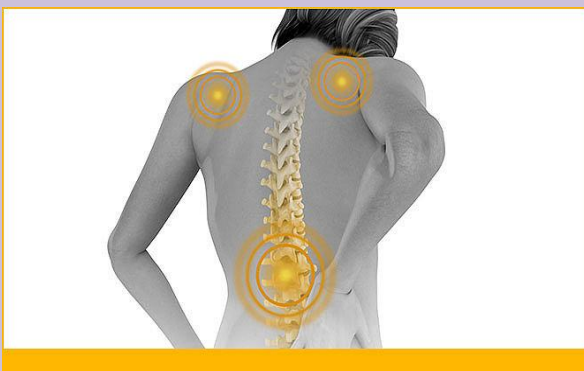
A healthy back means a happy caregiver! Adopt these habits to stay strong and pain-free:

- **Stretch & Strengthen:** Do back and core exercises regularly, and warm up before assisting with transfers.
- **Rest & Replenish:** Get enough sleep and maintain a balanced diet to fuel your day.
- **Manage Stress:** Daily meditation or mindfulness practices can work wonders.
- **Wear Proper Footwear:** Non-slip shoes are essential for safety and support.

Final Reminders

Caregiving is a marathon, not a sprint—pacing yourself and following these guidelines will keep both you and your clients safe. Remember, if you're unsure about transfer techniques, ask a therapist for a demonstration. And don't hesitate to use your local fire department's non-emergency number for a lift assist when needed.

Take care of your back—you've only got one! 🙌



True or False Quiz:

1. Proper body mechanics involve twisting your spine to reach or lift objects.
T F
2. Leg muscles are stronger than back muscles and should do most of the work when lifting.
T F
3. The base of support is created by standing with your feet close together.
T F
4. You should let the person you are helping do as much as they can safely.
T F
5. It's safe to allow the person you're assisting to put their arms around your neck for support.
T F
6. Company policy allows assistance up to 50lbs.
T F
7. Explaining each step to your client before assisting with a transfer is unnecessary.
T F
8. When transferring a client, you should always have equipment like transfer belts and wheelchairs in good working order.
T F
9. Removing hazards such as clutter and throw rugs is part of safe transfer preparation.
T F
10. You should pivot your feet instead of twisting your back when turning during a transfer.
T F
11. Non – slip footwear is important for both caregivers and clients during transfers.
T F
12. If you start to lose control of a client during a transfer, the best approach is to slowly lower them to the floor and call for help.
T F
13. Stretching and warming up before assisting with transfers can help prevent injuries
T F
14. It's okay to rely on sudden jerking movements during transfers if the client is light.
T F

15. Using medication or mindfulness techniques can help caregivers manage stress.
T F
16. When transferring a client into a car, ensure the car is parked on a level surface.
T F
17. Locking the wheelchair's wheels during a transfer is unnecessary if someone is assisting you.
T F
18. Guiding the client's head while transferring into a car helps avoid injury.
T F
19. You should always secure walkers and canes inside the car to prevent injury during sudden stops.
T F
20. Poor posture and lack of core strength can increase the risk of caregiver injuries.
T F

Name _____

Signature _____ Date _____