



CAREGIVER of the WEEK

Caregiver of the Week recipients are recognized on a weekly basis with their picture appearing in The Daily Citizen, Sunday edition. In April 2011 the second **Caregiver of the Year** will be chosen from the Caregiver of the Week recipients and awarded \$500.00 at the annual *Recognition Reception*.

Nominations are accepted on an ongoing basis.

Nominations made by contacting Marnie Dodd 706-428-0888 or by faxing this completed form to 706-278-7986.

The Caregiver of the Week Recognition Program was created to recognize outstanding direct care staff (Activity Directors, Aides, CNAs, Dietary and Housekeeping) as well as family caregivers.

Selection Criteria: Nominations should be made based on the following criteria--

Criteria	Criteria Characteristics for Nominees
Job Skills	<ul style="list-style-type: none"> Knows and follows procedures & policies that apply to their job and performs to regulatory satisfaction
Self-Discipline	<ul style="list-style-type: none"> Shows up for work prepared to meet the needs of their care recipient Exhibits characteristics of an exemplary employee Notifies supervisors when issues arise that impede successful completion of their job Understands that clients come first and prioritizes accordingly
Self-Control	<ul style="list-style-type: none"> Focuses on needs of clients and not themselves Presents themselves in a courteous and friendly manner at all times, in spite of whatever personal issues they are experiencing or difficulties the client may be presenting Always maintains the clients' rights to privacy
Client Relationship	<ul style="list-style-type: none"> Interacts with the clients in an appropriate respectful manner Makes a real effort at getting to know clients in an attempt to provide services Empathizes with clients when they are troubled Ensures client has opportunities to engage in meaningful conversations
Family Relationship	<p>Applicant:</p> <ul style="list-style-type: none"> Answers family members' questions pleasantly and in a way that ensures satisfaction and if necessary involves other staff in providing accurate information Smiles and greets family members in a respectful manner Empathizes with family members when they are troubled
Teamwork	<p>Applicant:</p> <ul style="list-style-type: none"> Assists other team members when needed Encourages growth among their team members Promotes harmony in the work environment Alerts appropriate staff when a change in client's physical or emotional condition warrants

Nominee

Name _____ Job Title _____

Organization _____ Phone _____

Individual Making Nomination

Name _____ Date _____
 Address _____ Phone _____