



December 1, 2011

Dear Caregivers,

It has been almost 3 months since I started as Program Supervisor at Calgary Family Services. I have had the pleasure of meeting almost all of you during the "In-Sessions" and at different times in and around our office. One of the commitments I made to you was to find an easier way for you to communicate with our office and alleviate some of the travel time and expenses associated with your attendance at our office.

I am excited to let you know that two of the forms you frequently use are now available on the company website. They can now be completed in "real-time" and emailed directly to the office.

Please click on the following link, scroll to the bottom of the page and click on **Forms**.

<http://www.calgaryfamily.org/>

The Request for Time Off and the Availability Change Request Form can now be completed electronically. You may complete the document and send it directly into the office with the simple click of a button.

Once you are familiar with the forms, please take a moment to view the NEW section, titled *COMMUNICATIONS*. This section will be broken down into the months of the year and we will post information accordingly. You will find this communication, and another titled "How to complete and send new forms". In future months we will utilize this section to communicate on topics like:

1. Company Information and updates from all departments
2. Caregiver Information and updates – "What's New!"
3. Payroll Information
4. Job Postings and Available Building Positions
5. Answers to commonly asked questions

During the past "In-Sessions" I asked you to complete a survey. I'm excited to tell you that I have compiled all the information into a spreadsheet and we are now updating the availability changes into our internal database. Over the next month, those who provided an update can expect a phone call from the office to confirm those details.



I would like to thank each and every one of you not only for your hard work and dedication, but for the compassion and care you provide to all our clients. I am very proud to lead such a great team and want to emphasize that your efforts do not go unnoticed!

Keep up the great work. I look forward to getting to know each of you a little better over the coming months.

As always, please contact me anytime with questions or concerns. I would be happy to meet with you for further discussion on an individual basis. My contact information is as follows:

Email: JenniferCh@calgaryfamily.org

Phone: 403-205-5276

Yours sincerely,

Jennifer Christiaens

Program Supervisor – Homecare Client Services