

Employee Recognition

Dina L, Niki J., and LaToya S.



Dina L., Niki J., and LaToya S., with their Employee Recognition Certificates, Above and Beyond pins, and \$100 gift cards.

Testimonial

Dina has been with Seniors In Place, LLC since May, 2009. She is the best Staffing Coordinator we could ever ask for. Dina, over the years, has developed fantastic relationships with our fabulous caregivers and clients, the lifeline of our business. She goes above and beyond, satisfying the needs of our families and caregivers, creating sustainable situations that help everyone. She handles everything, in a professional manor and has an innate ability to solve problems. We love our Dina.

Niki has been with Seniors In Place, LLC since May, 2011 as our Hiring Manager. She is responsible for hiring the very best people for our family and bringing them through our very extensive hiring process. Niki has a terrific educational background (Doctorate degree from Villanova University) and has worked at major universities as a Human Resource Manager. We are so lucky and thankful to have Niki as a member of our family.

LaToya is our Office Assistant and our go to person for everything that we need. She is so multi-talented and brings to Seniors In Place, LLC a professional and very pleasant demure. She is usually the first person to answer our phones and when you call you will hear, "Welcome to Seniors In Place, this is LaToya speaking, how may I help you?" We've had clients sign with us and use our service solely because they were so impressed with how nice LaToya was on the phone. LaToya is such an important part of our team.

Congratulations to Dina, Niki and LaToya on being our April "Employees of the Month." Each received a certificate, an "Above and Beyond" pin, and a \$100.00 gift card. Thank you for all your hard work.

How To Become Employee of the Month

So many of our caregivers are worthy of becoming *Employee of the Month*. Many of you have been with Seniors In Place, LLC for years and have done and outstanding job. We have begun this program to honor employees who go above and beyond the call of duty. Only one employee can be Employee of the Month and we will select someone every month who distinguishes themselves with outstanding service.

Do you have a caregiver that goes above and beyond the call of duty? If so, we would like to hear your story. Feel free to send your story about how your Seniors In Place caregiver positively affected your life. Please mail letters to 155 Morris Ave, Ste. 101 Springfield, NJ 07081 or Email: nominate@seniorsinplace.com

The Employee of the Month will receive a \$100 America Express Gift Card, Employee of the Month Certificate, will be featured in our monthly newsletter and have their picture displayed in our office.

Reporting Hours

A friendly reminder, that your hours need to be called in each **Monday by 11 a.m.** This ensures that we can update our payroll records and pay everyone on each scheduled pay date. **If you do not call in your time by the requested deadline, or your timesheets and labor logs are not received, there is the possibility that you will not get paid on the scheduled pay date.** You may have to wait until the next pay period. Thank you.

Important Dates Reminder

April 3	Good Friday
April 4	1st Day of Passover
April 5	Easter Sunday
April 19-26	Administrative Week
April 22	Administrative Professionals Day

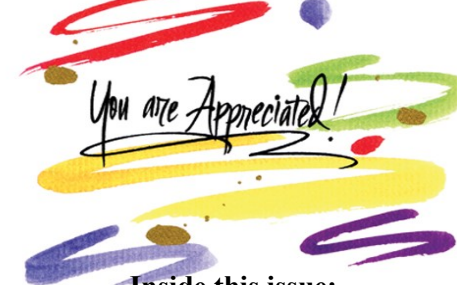
Contact/Emergency Information

Main: 973-376-1600 Toll Free: 866-703-CARE
Fax: 973-376-2555 Emergency: 908-568-6594

SENIORS IN PLACE, LLC
A Family Company
That Cares For You Since 2001
www.SeniorsInPlace.com

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Mission Statement

"Seniors In Place's mission is to provide our aging population with the very best companion and personal care at the very best value; provide employment opportunities for people who genuinely care about the well-being of others, and, in the truest sense of the term be 'A Family Company That Cares For You.'"

Seniors In Place Family Pledge

We pledge that we will represent Seniors In Place in a professional, caring and loving way.

We pledge that we will always put our client's health and safety first.

We pledge to be good listeners and attentive to our client's needs.

We pledge to always be responsible and dependable by being punctual and providing the very best quality of care.

We pledge that as long as we work for Seniors In Place we will take advantage of educational offerings that make us the best that we can be at what we do.

We pledge to always love our work, be kind and compassionate, and enjoy what we do so that our clients feel confident and happy that we are there to assist them.

A Message From the President



Happy April. This month, we would like to pay tribute to our terrific administrative office professionals. Dina, Niki and Latoya are the glue that holds our Seniors in Place family together. They are the first point of contact for our clients and employees. Every question you have or any situation that arises is usually expedited by one of these wonderful professionals. They are reliable, dependable, trustworthy, efficient and three of the most caring individuals you could ever meet. Since April 22 is Administrative Professional Day and the last week of April is actually Administrative week, we want to honor Dina, Niki and Latoya for all that they do. In appreciation of their dedication each will receive a certificate, an "Above and Beyond" pin and a one hundred dollar gift card. Thank you all for being members of our team.

Have a great April,



Regards,

Richard

Richard J. Blecker

Nancy Goldberg, RN has retired from Seniors in Place, LLC. Over the years, Nancy has been a wonderful asset to our family. We wish Nancy all the health, happiness, and success as she begins this new chapter in her life.

Below is a letter Nancy wrote to say

“Good-bye”

Farewell



To My Dear Clients, Caregivers, and friends at Seniors In Place,

It is with mixed emotions that I am “hanging up my stethoscope” at Seniors In Place.

I have met so many wonderful people during my years at Seniors In Place and I have wonderful memories of each of you.

You have provided me with the opportunity to grow, and the satisfaction of knowing I have helped, comforted, and educated so many people.

Each of you has a special place in my heart and I Love You like family.

To The Office Staff,

I Love You All. You are too incredible for words and have been so helpful and supportive of me.

I can't thank you enough!

With lots of love to all,

Nancy Goldberg, RN



Admin Professionals Day

What happens on the fourth Wednesday in April every year? **Administrative Professionals Day!** The unofficial holiday is observed by approximately 70% of businesses world-wide as a time to honor admin professionals, admin support, and office workers for their contributions to the workplace.

“No one who achieves success does so without acknowledging the help of others. The wise and confident acknowledge this help with gratitude.”

— Author Unknown



What do you know about Admin Professionals Day? Here are some Fun Facts about this holiday...

FACT: The holiday was created by Harry F. Klemfuss, a New York publicist, who handled the **Dictaphone Corporation** account for the Young & Rubicam advertising agency. He wanted to persuade more women to enter the workplace, and believed secretaries deserved more recognition. Working with the National Secretaries Association, he proposed the idea of Secretary's Day to Charles Sawyer, U.S. Secretary of Commerce, and in 1952, the first Secretary's Day was celebrated.

FACT: Originally Secretary's Day, then changed to Professional Secretary's Day in 1981, the holiday became Administrative Professionals Day in 2000. The changes were made by the International Association of Administrative Professionals, once known as the National Secretaries Association.

FACT: In the United States alone, more than 4 million administrative professionals are employed + an additional nearly 9 million support staff!

FACT: Admin Professionals Day is one of the largest workplace celebrations in the world.

FACT: What are the most popular tokens of appreciation given on Administrative Professionals Day by executives to their support staff? Flowers and greeting cards, followed by lunch on the company, gift certificates, or a day off.