



**DBHDD**

*Georgia Department of*  
**Behavioral Health & Developmental Disabilities**

# ECRH Bulletin

VOLUME 12, ISSUE 23

JUNE 15, 2016

East Central Regional Hospital

**Special points of interest:**

- *BLOOD DRIVE*
- *Joe Beck Retirement*
- *Brian Mulherin Memorials*
- *IT Service Delivery*
- *MH First Aid Course*
- *Work Therapy Garden*
- *Noticed by the Gnome*
- *ECRH Jobs List*



Even though we have a few more days before the official start of Summer, the temperatures have certainly made it feel like "Summer Plus." Summer is a great time for cookouts, lake trips, pool parties, camp, and vacations. Along with all the fun, however, we have to recognize and respect the dangers. A sun tan is quite attractive, but a sun burn is neither particularly attractive or safe (the tan comes with a Surgeon General's warning as well). Employees certainly have the right to self determine if they want to risk the sunburn, but our individuals often cannot. Please remember to keep them safe and use copious amounts of sunscreen.

The heat is another issue, remember the HEAT PLAN is located in the Emergency Manual (aka the "Rainbow Book"). I hope all nurses, direct care staff, physicians, APRNs, PAs, work therapists, and activity therapists are familiar with the plan. Kenneth Hillman, our Safety Officer, will be sending alerts when the heat index warrants curtailment of activities. Excessive heat can cause many health issues including death. Please be mindful that heat tolerated by our young energetic staff may not be tolerated by our individuals. Please follow the heat plan to keep our individuals safe.

Since this is the last article I will be writing before Independence Day, please stay safe if traveling, and if possible, thank a serviceman or servicewoman for his/her willingness to fight for our freedoms. We think it is terrible to be hit, spat upon, scratched, or called names, but I have to think it is less frightening than being deployed in a country where the wounds are caused by assault rifles and coming home may mean a long hard struggle learning to walk again, multiple reconstructive surgeries, or learning how to cope with the tragedies encountered in a country where human life does not have the same value we place upon it. These military men and women are heroes and deserve to be recognized as such.

I was not at the most recent Leadership meeting, but had I been, I would have proudly announced the Clinical Director's Choice Award as going to **GMH** as a unit. Not only has GMH been the hub of the Recovery Oriented Community Reintegration "movement," but they have gotten individuals with very challenging issues into the community.

Before I close, I have to ask everyone to remember those senselessly massacred by one of the individuals previously mentioned who does not value human life. This time it was in Orlando, next time it could be anywhere. Live today as if it is your last and show kindness to others as if it is the last thing for which you will be remembered.

*"Great opportunities to help others seldom come, but small ones surround us every day."*

*Sally Koch*

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**BLOOD DRIVE**

**TODAY - 1:30 PM - 4:30 PM**

**AT THE CREDIT UNION**



## New Employees



**Front Row(L-R):** Martha Akinpelu, CNA; Shequanna Bowie, Shift Supervisor; Alisha McCoy, CNA; TeAngel Harris, HST

**Back Row(L-R):** Antoinette Afriyie, RN; Vanessa Besix, CNA; Willie Baldwin, LPN; Christine Parker, CNA

**Front Row(L-R):** Kim Johnson, CNA; Naydean Rhodes, LPN; Linda Williams, LPN

**Back Row(L-R):** Melissa Nunnally, HST; Carolyn Monsanto, RN



**Front Row(L-R):** Maria Santiago, HST; Pamela Palmer, CNA; Kelly Apau, PCT; Melanie Yates, RN

**Back Row(L-R):** Michael Johnson, HST; Demitree Barnes, HST; Steven Morse, RN; Keyon Alexander, HST



**(L-R):** Michael Seigler, Painter; Arlene Privette, Medical Records Tech; Charles Cook, Food Service Worker



# WELCOME!

## HR Partners

### ECRH Human Resources Team Doug Fine - HR Manager

**Elaine Biley – HR Generalist/Operations Manager**– Oversees HR Operations, Payroll/Kronos, and Personnel Records Management. Assist with Leave-keeping Issues/Audits, Benefits, Management Training, Workers' Compensation program and Special Projects

**Rhonda Vivor – Employee Relations Specialist** – Coordinates Employee Relations including: employee/manager issues and concerns, HR Investigations, Grievances, Unemployment, Performance Management , Management Training and EAP information, oversees criminal background process.

**Ron Watson Recruiter** – Oversees the local Recruitment Process: Maintains/updates job vacancy website. Coordinates Resume Review, Phone Screens, Reference Checks, Selection/New Hire Processing, HR Training, and supports Criminal Background Process

**Bonita Wilson -- Benefits and Leave Coordinator** Coordinates and assists with: Employee Benefits, Leave of Absences (LOA), Family and Medical Leave (FMLA), Retirement, HR Training

**Melanie Harris- Recruitment Technician**- Coordinates and assists with: Selection/New Hire Processing, Hire Packet Processing Pre-Employment Processing and HR Training. Assists and supports the Recruiter as a back-up as needed. Facilitates Criminal Background Check Process

**Dameka Garner – HR Transactions and Payroll Specialist** - Coordinates Payroll and Transactions, Kronos, HR Training, Performs audits and special projects.

**Nadine Williams – HR Transactions and Payroll Specialist** – Coordinates Payroll and Transactions, Kronos, HR Training, Performs audits and special projects.

**Sharyle Courtney-Garrett** – HR Assistant 2 – Critical Hire Coordinator, Drug Screening Coordinator, Employment Verifications, Out-Processing, Staffing and compensation research and reporting. Assistant to the HR Manager.

**Chiquita Young – Workers' Compensation Coordinator**

**Annunetta Smith – HR Assistant** - Manages the HR Front Desk/Lobby Area, Assistant to the HR Team and HR Manager, Faithful Service Awards

### Human Resources Department ECRH

Main Office Telephone Number- 706-792-7177

Main Office Fax Number 706-792-7328

Office: Gracewood Campus Building 103-A



## HR Partners

Dear Governor Deal,

My name is Harry Coolidge and I am a 63 year old Vietnam Era Vet. I work for DBHDD at the Gracewood Campus. I am writing you in regards to two women who work for DBHDD here at Gracewood that need to be recognized by you for their service to DBHDD. They are Ms. Lisa Folsom, Nurse Executive, and Ms. Carlyetta Jones, Unit Manager for Redbud Unit. They both are very dedicated to the work they do to insure the continuity of care for the individuals here at Gracewood. They are also very dedicated to the nursing staff that they guide. They both have "open door policies" and are more than willing to listen to their staff as issues arise. In my 26 years of being an LPN, I can truly say that they have built the BEST nursing staff that I have ever been blessed enough to work with. Under their leadership, the nursing staff here really works together to make Gracewood the best facility in the DBHDD system. They both appreciate the work of their nurses and never fail to tell us so. They encourage their nursing staff to look "outside the box" when it comes to the care of the individual. By this I mean they encourage their nursing staff to give that extra bit of attention to the individuals in their daily care. I can assure you Governor Deal that this is being followed through by every nurse here at Gracewood. These accomplishments could only have been done through the hard and dedicated work of Ms. Folsom and Ms. Jones.

In closing, I am again asking you to recognize the hard and dedicated works of Ms. Folsom and Ms. Jones. They are a blessing to DBHDD and the fine State of Georgia. I would also like to take the liberty of inviting you to take the time out of your busy schedule to come visit us at Gracewood. It would be an honor and a pleasure Governor Deal. PS -I am looking toward shaking your hand at the Vietnam Veterans Ceremony in Atlanta.  
Sincerely,

Harry S. Coolidge

**Editor's Note:** The letter on the left was sent to Gov. Deal by an ECRH employee.

The letter on the right is a simulated copy of the Governor's response to the two employees praised in the letter that was sent to him. As the letters from the Governor had already been framed, I chose to recreate it. Each employee received a separate letter from the Governor addressed solely to that employee.

**ALL THREE EMPLOYEES MAKE ECRH PROUD!**



STATE OF GEORGIA  
OFFICE OF THE GOVERNOR  
ATLANTA 30334

To: Ms. Lisa Folsom

Ms. Carlyetta Jones

GREETINGS

It is my great pleasure to recognize your service to the State of Georgia. On behalf of a grateful state, I thank you for the outstanding example you have set in East Central Regional Hospital: Gracewood.

You play an important role in the advancement of Georgia through your dedication and hard work in the Department of Behavioral Health and Developmental Disabilities. I appreciate the many contributions you have made to our state and I believe that we are stronger because of your dedicated efforts.

I join your peers in recognizing your record of service and extend my best wishes for continued success.

Sincerely,  
Nathan Deal



# Augusta Campus Work Therapy Garden Vegetables

Individuals have a variety of Fresh, Organic Vegetables for Sale!

Vegetables:

- Okra
- Corn
- Variety of Peppers (mild & hot)
- Tomatoes
- Squash
- Watermelon (in process)
- Rutabagas
- Collards
- Peas (only a few left!)

Fruit: (in process)

- Blueberries
- Figs
- Grapes



Produce can be purchased from the Work Therapy Hobbies Group on the Augusta Campus from 9:30AM to 10:30AM on Monday, Wednesday, and Friday. Also, Darryl Rowe and John Sapp can assist with sales outside of those hours. Mr. Rowe and Mr. Sapp are also willing to coordinate deliveries upon request and can be reached at the Work Therapy Department office line: 706-792-7253.

## Pharmacy Notes



### The Policies:



- The two DBHDD Policies which contain information on multi-dose vials and/or multi-dose containers are:
  - a. Medication Administration in DBHDD Hospitals, 03-553 and
  - b. Management of Standard Unit Inventory, 03-429
- Policy 03-553 was last revised in 2014 and Policy 03-429 was last revised in 2015.
- Complete copies of the policies can be found in DBHDD Policy Stat.
- Understanding where to look for these policies is a necessity of being an employee at ECRH.



### Multi-dose Vials:



- The expiration date of a multi-dose vial once the vial is opened or the rubber diaphragm is pierced or punctured is 28 days from opening unless the manufacturer's expiration date is shorter than the revised expiration date. The revised expiration date must be written on the medication vial and/or expiration label provided by the Pharmacy as soon as it is opened.
- The current Multi-dose medication poster was approved by the P&T Committee and the Medical Executive Committee in February 2016.
- The Multi-dose medication poster is located on each unit in the Medication Room.



### Glucose Meter Control Solutions:



- Management of Standard Unit Inventory, 03-429, states the revised expiration date for Glucose Meter Control Solution once it is opened is 90 days unless the manufacturer's original expiration date is shorter than the revised expiration date. The revised expiration date must be written on the Glucose Meter Control Solution as soon as it is opened.



### Bulk Bottles:



- The current DBHDD Policy states that multi-dose containers such as Nitroglycerin Sublingual tablets, Liquids, Suspensions, and Concentrates are good until the expiration date printed on the container or written on the container as may be directed by the manufacturer. This means if a nurse opens a bottle of Nitroglycerin tablets on 5-1-16 and the manufacturer's expiration date is 7-31-16, the medication expires on 7-31-16.
- The current DBHDD Policy states that the multi-dose containers such as Nitroglycerin Sublingual tablets, Liq-

*(Continued on page 6)*

## Pharmacy Notes

(Continued from page 5)

- uids, Suspensions, and Concentrates do not require dating when opening.
- It is the **Pharmacy Department’s recommendation** that bulk bottles of oral tablets and oral liquids **not be** dated when opened. Instead, the bottles can be marked with an X to identify which ones have already been opened.
- If a Nurse **CHOOSES** to date a multi-dose container to be dated when opened (which is not **REQUIRED** by the manufacturer or the current State Policy), the nurse **MUST** also write the manufacturer’s expiration date on the bottle. (for example: Date expires = 6-30-17)

### Insulin substitution recommendations

<u>Outpatient Insulin Type</u>	<u>Automatic Formulary Substitution</u>	<u>Timing</u>
Rapid/Short Acting: <ul style="list-style-type: none"> <li>Humalog</li> <li>Novolog</li> </ul>	<b>Humalog</b>	Must be given within <b>15 minutes of a meal</b>
<ul style="list-style-type: none"> <li>Novolin R (regular human insulin)</li> <li>Humulin R</li> </ul>	<b>Humulin R</b> (1:1 unit substitution)	Must be given within <b>30 minutes of a meal</b>
Intermediate Acting: <ul style="list-style-type: none"> <li>NPH insulin                             <ul style="list-style-type: none"> <li>Novolin N</li> <li>Humulin N</li> </ul> </li> </ul>	<b>Humulin N (NPH)</b> (1:1 unit substitution)	Must be given within <b>15 minutes of a meal</b> , usually dosed at breakfast and supper
Mixtures: <ul style="list-style-type: none"> <li>Novolog 70/30</li> </ul>	<b>Humalog 75/25</b>	Must be given within <b>15 minutes of a meal</b> , usually dosed at breakfast and supper
<ul style="list-style-type: none"> <li>Novolin 70/30</li> <li>Humulin 70/30</li> </ul>	<b>Humulin 70/30</b> (1:1 unit substitution)	Must be given within <b>30 minutes of a meal</b> , usually dosed at breakfast and supper
Long Acting: <ul style="list-style-type: none"> <li>Lantus</li> <li>Levemir</li> </ul>	<b>Lantus</b> (1:1 unit substitution)	May be given without regards to meal time  May be given twice daily if needed

**Benefits:**

- Reduced chance of hypoglycemia from rapid, short, and intermediate acting insulin being prescribed or administered too far in advance or after meal times.
- Reduced number of dispensing errors due to multiple products.
- Reduction in inventory cost.

**Always remember to:**

- Write doses in Units, never U or IU.
- Use 2 identifiers to make sure it is the correct patient receiving the insulin.
- Double check the dose before administering insulin.

## Infection Control - What Am I?

I am a virus containing a circular, partially double-stranded DNA. My incubation period is from 45 – 180 days, and my period of communicability lasts from several weeks before the onset of acute illness to the end of the period of acute illness. My symptoms include fever, jaundice, malaise, anorexia, nausea, vomiting, abdominal pain, myalgia and the passage of dark colored urine and light colored stools. However, I am asymptomatic in 50 -70% of adults and >90% of young children and infants. I am transmitted via contact through broken or penetrated skin, or mucosal contact, with blood and body fluids from someone already infected. I am a vaccine preventable disease. In the early 1980's an immunization program targeting individuals at risk (including health care workers) commenced, and a national infant immunization program commenced in 2000.

*Reference: CDC.gov*

*Answer on page 9.*



## ECRH Lab Report Reminder



# REMINDER:

**Laboratory staff do not have access to AVATAR. A complete, handwritten request to perform lab work must be submitted before the lab staff can obtain the tests ordered by the physician. The forms are located on J:\EVERYONE\FORMS - ECRH\Clinical Forms (CLN) (CLN960 and/or CLN961). Please do not send copies or faxes!!!**

**Remember: At least two identifiers are required!**



## Quality Management - The Quality Corner



NEWS & INFORMATION FROM THE  
QUALITY MANAGEMENT DEPARTMENT



### **ECRH Receives Official Joint Commission Accreditation!**

Effective 6/2/2016, East Central Regional Hospital is officially accredited for Hospital Services, Behavioral Health Care, and Nursing Center Care. Many persons in all departments worked long hours to ensure that we were in compliance with the Standards. Quality Management wishes to thank everyone for pitching in and for their cooperation in formulating our 45 Day Direct Impact Action Plans, as well as our 60 Day Indirect Impact Action Plans. **Please remember that we are still required to provide Measures of Success as appropriate from now through September 30.**

## **Congratulations on a Job Well Done!!**

A beautiful dogwood tree has been planted by the chapel in memory of Brian Mulherin.

Thanks to the spiritual care committee for making this happen.

You can also view a plaque on the Augusta Campus in the Building 3 lobby honoring Mr. Mulherin.





## Hospital Security

Have a question about child safety seats, teenage drivers, or motorcycle safety? We have a wide variety of traffic safety literature from the Georgia Governor's Office of Highway Safety and the AAA Traffic Safety Foundation. These materials are free of charge and are available at Gracewood Campus, Building 13, in the Hospital Security Office.

Please drive carefully!



Please ensure that your vehicles are secure, keep valuables out of sight, and notify Hospital Security of any suspicious people or activities on campus.



## Infection Control - What Am I? - Answer



**Hepatitis B**

## Safety Shop

# OSHA FactSheet

## Working Outdoors in Warm Climates

Hot summer months pose special hazards for outdoor workers who must protect themselves against heat, sun exposure, and other hazards. Employers and employees should know the potential hazards in their workplaces and how to manage them.

### Sun

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. There are no safe UV rays or safe suntans. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features: numerous, irregular, or large moles; freckles; fair skin; or blond, red, or light brown hair. Here's how to block those harmful rays:

- Cover up. Wear loose-fitting, long-sleeved shirts and long pants.
- Use sunscreen with a sun protection factor (SPF) of at least 30. Be sure to follow application directions on the bottle or tube.
- Wear a hat. A wide brim hat, not a baseball cap, works best because it protects the neck, ears, forehead, nose, and scalp.
- Wear UV-absorbent sunglasses (eye protection). Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy sunglasses, read the product tag or label.
- Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m.

OSHA Card—Protecting Yourself in the Sun  
[www.osha.gov/Publications/osha3166.pdf](http://www.osha.gov/Publications/osha3166.pdf)

### Heat

The combination of heat and humidity can be a serious health threat during the summer months. If you work outside (for example, at a beach resort, on a farm, at a construction site) or in a kitchen, laundry, or bakery you may be at increased risk for heat-related illness. So, take precautions. Here's how:

- Drink small amounts of water frequently.
- Wear light-colored, loose-fitting, breathable clothing—cotton is good.

- Take frequent short breaks in cool shade.
- Eat smaller meals before work activity.
- Avoid caffeine and alcohol or large amounts of sugar.
- Work in the shade.
- Find out from your health care provider if your medications and heat don't mix.
- Know that equipment such as respirators or work suits can increase heat stress.

There are three kinds of major heat-related disorders—heat cramps, heat exhaustion and heat stroke. You need to know how to recognize each one and what first aid treatment is necessary.

OSHA Heat Stress Fact Sheet:  
[www.osha.gov/OshDoc/data\\_Hurricane\\_Facts/heat\\_stress.pdf](http://www.osha.gov/OshDoc/data_Hurricane_Facts/heat_stress.pdf)

OSHA Heat Stress Quick Card:  
[www.osha.gov/Publications/osha3154.pdf](http://www.osha.gov/Publications/osha3154.pdf)

### Lyme Disease/Tick-Borne Diseases

These illnesses (i.e., Rocky Mountain spotted fever) are transmitted to people by bacteria from bites of infected deer (blacklegged) ticks. In the case of Lyme disease, most, but not all, victims will develop a "bulls-eye" rash. Other signs and symptoms may be non-specific and similar to flu-like symptoms such as fever, lymph node swelling, neck stiffness, generalized fatigue, headaches, migrating joint aches, or muscle aches. You are at increased risk if your work outdoors involves construction, landscaping, forestry, brush clearing, land surveying, farming, railroads, oil fields, utility lines, or park and wildlife management. Protect yourself with these precautions:

- Wear light-colored clothes to see ticks more easily.

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## Safety Shop

Continued from page 10

- Wear long sleeves; tuck pant legs into socks or boots.
- Wear high boots or closed shoes that cover your feet completely.
- Wear a hat.
- Use tick repellants, but not on your face.
- Shower after work. Wash and dry your work clothes at high temperature.
- Examine your body for ticks after work. Remove any attached ticks promptly and carefully with fine-tipped tweezers by gripping the tick. Do not use petroleum jelly, a hot match, or nail polish to remove the tick.

OSHA Lyme Disease Fact Sheet:  
[www.osha.gov/OshDoc/data\\_LymeFacts/LymeFac.pdf](http://www.osha.gov/OshDoc/data_LymeFacts/LymeFac.pdf)

### West Nile Virus

West Nile virus is transmitted by the bite of an infected mosquito. Mild symptoms include fever, headache, and body aches, occasionally with a skin rash on the trunk of the body and swollen lymph glands. Symptoms of severe infection include headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, and paralysis. You can protect yourself from mosquito bites in these ways:

- Apply Picaridin or insect repellent with DEET to exposed skin.
- Spray clothing with repellents containing DEET or permethrin. (Note: Do not spray permethrin directly onto exposed skin.)
- Wear long sleeves, long pants, and socks.
- Be extra vigilant at dusk and dawn when mosquitoes are most active.
- Get rid of sources of standing water (used tires, buckets) to reduce or eliminate mosquito breeding areas.

OSHA West Nile Virus Fact Sheet:  
[www.osha.gov/OshDoc/data\\_Hurricane\\_Facts/west\\_nile\\_virus.pdf](http://www.osha.gov/OshDoc/data_Hurricane_Facts/west_nile_virus.pdf)

OSHA Safety and Health Information Bulletin:  
 "Workplace Precautions Against West Nile Virus"

<http://www.osha.gov/dts/shib/shib082903b.pdf>

### Poison Ivy-Related Plants

Poison ivy, poison oak and poison sumac have poisonous sap (urushiol) in their roots, stems, leaves and fruits. The urushiol may be deposited on the skin by direct contact with the plant or by contact with contaminated objects, such as clothing, shoes, tools, and animals.

Approximately 85 percent of the general population will develop an allergy if exposed to poison ivy, oak or sumac. Forestry workers and firefighters who battle forest fires have developed rashes or lung irritations from inhaling the smoke of burning plants.

- Wear long-sleeved shirts and long pants, tucked into boots. Wear cloth or leather gloves.
- Apply barrier creams to exposed skin.
- Educate workers on the identification of poison ivy, oak, and sumac plants.
- Educate workers on signs and symptoms of contact with poisonous ivy, oak, and sumac.
- Keep rubbing alcohol accessible. It removes the oily resin up to 30 minutes after exposure.

OSHA Web Page—Poisonous Plants:  
[www.osha.gov/SLTC/etools/sawmills/poison.html](http://www.osha.gov/SLTC/etools/sawmills/poison.html)

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For more complete information:



U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov)  
 (800) 321-OSHA

DSTM 9/2005

## Noticed by the Gnome - May

During the month of May, 2016, we received 15 nominations for our employees to be Noticed by the Gnome. A big THANK YOU goes out to these employees and to those who took the time to recognize the good work that was being done by others.



Linda Johnson  
 Betty Jenkins  
 LaTrease Pinkney  
 Shanicka Boatner  
 Cindy Kucela  
 Runesha Holmes  
 Ernestine Martin  
 Tracy Rampulla

Pat Salser  
 Joe Beck  
 Victoria Middleton  
 Sgt. Dale Gilmore  
 Cpl. George Holland  
 Cpl. Germaine Bolton  
 Ginger Bowman

*"Pat Salser is a fantastic nurse! She is always smiling and positive, works quite well with our individuals, and maintains a calm presence. We appreciate her a lot and are glad she is our nurse."*

*"Thanks to all who were involved in the trespass incident at Building 100, - Gracewood Campus. This includes Hospital Security officers Sgt. Dale Gilmore, Cpl. George Holland, Cpl. Germaine Bolton, PA Victoria Middleton, and Ginger Bowman, the reporting witness."*

*"Tracy Rampulla is interested in both the individuals and the staff. She takes time to make sure everyone understands a particular situation or new medication."*

*"Joe Beck is kind, thoughtful, helpful, giving, funny, responsive, understanding, and VERY effective at what he does. The individuals enjoy his presence and are always happy to see him. His skills are legendary."*

*"Ernestine Martin is a fabulous nurse and we are very lucky to have her. She is straightforward and honest and maintains a warm and caring relationship with our individuals."*

*"Shanicka Boatner has a spirit of always wanting to help and will step up in any situation."*

*"It is so much fun to have Runesha Holmes on the team! She works hard, gets things done, and still has a good time."*

*"LaTrease Pinkney is extremely hardworking and dedicated. ECRH is lucky to have her."*

*"I had the opportunity to meet with an individual in the community who wanted to share the positive impact that Linda Johnson had on her recovery."*

*"Cindy Kucella is a dedicated and committed team player. She is always willing to assist and is invaluable when it comes to her knowledge."*

*"Betty Jenkins always takes time to explain any questions I have. We are very blessed to have someone with her experience, character, and passion for our individuals."*

## IM Service Delivery

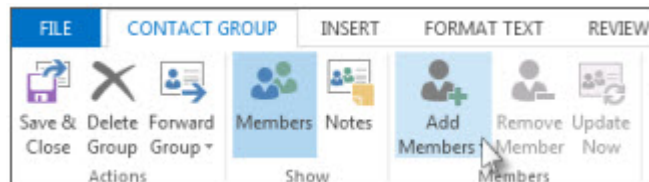
### ADDRESS BOOK:

The easiest way to remove a name from your email auto fill is when you start typing a name, and one appears that is no longer here.....just highlight the name and delete. Remember this is your personal email grouping/address book and the names can only be removed when you delete them. **SUPERVISORS:** If the name appears in the GLOBAL address book and you know that the person has cleared through HR **and** you have also put a ticket in WoRM to have the account deactivated, please send an email to [EC\\_ServiceDelivery@dbhdd.ga.gov](mailto:EC_ServiceDelivery@dbhdd.ga.gov) and it will be taken care of.

### Edit a contact group

1. On the Navigation bar, click **People**.
2. Find the group you want to edit and double-click the group to open it.

- To **Add Members**



Click **Add Members**, and then add people from your address book or contacts list.

**Note** To add someone who is not in your **address book** or **contacts**, use the "New E-mail Contact" selection.

- To **Remove Members**

Select the member to remove from the list and click **Remove Member**, and then add people from your address book or contacts list.

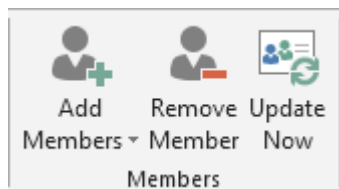
3. Click **Save and Close**.

### Modify a contact in a group

Note: There are times when you want to modify the name or email address of a contact that you have included in a group.

**Contact exists within your personal Outlook contacts**

1. Use the [edit a contact](#) instructions to modify the desired contact.
2. Find the group which contains the contact you just modified and double-click the group to open it.
3. Within the "Members" area, click **Update Now**.



The modified contact will be updated within the group.

*(Continued on page 14)*

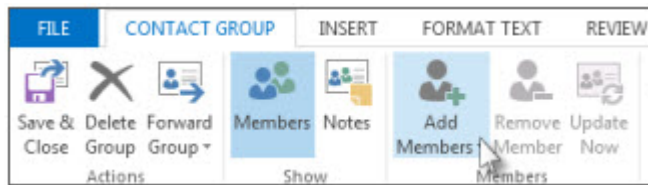
## IM Service Delivery

(Continued from page 13)

4. Click **Save and Close** to save your changes.

### Contact does not exist within your personal Outlook contacts

1. Find the group which contains the contact want to modify and double-click the group to open it.
2. Select the member and click **Remove Member**.
3. Within the "Members" area, click **Add Members**



4. Click **Add Members**, and select 'New E-mail Contact'.
5. Enter the necessary information for this contact (which includes the new values you needed to make) and click **OK**. Note: It is recommended that you add this person to your personal contacts for ease of modification in the future.
6. Click **Save and Close** to save your changes to the contact group.

## MH First Aid Course

### Mental Health First Aid Course:

Tuesday

June 28th

Time 12:30 pm-5:00 pm

And

Wednesday

June 29th

Time 8 am-12:30 pm

Course Instructor: Lorraine W. Jackson, RN, PhD

Location: Augusta Campus, Building 15 Classroom

**Attendance on both days are required to complete the course and to obtain a certificate.**

Mental Health First Aid is a groundbreaking public education program that helps the public identify, understand, and respond to signs of mental illnesses and substance use disorders.

Mental Health First Aid is **offered in the form of a 2-day interactive course** that presents an overview of mental illness disorders and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments.

Employees who enroll in the 8-hour course will learn a 5-step action plan, acquire skills, resources, and knowledge to help an individual in crisis connect with appropriate professional, peer and social resources, and self-help care.

A certificate is awarded to each individual who successfully completes the course.

**Clinical staff, especially HSTs who are interested in completing this course should contact their supervisor to ensure a place in this course.**

Please contact Lorraine W. Jackson, RN, Clinical Nurse Specialist via email for further information:

[Lorraine.W.Jackson@dbhdd.ga.gov](mailto:Lorraine.W.Jackson@dbhdd.ga.gov)

**DD Services**

**ECRH Incident Management  
Hotline Procedure**

The purpose of this Hotline is to establish an alternate means of reporting incidents in a timely manner. The Hotline is to be utilized by any employee, contractor, family member, visitor and volunteer that may feel uncomfortable reporting an incident or allegation of abuse, exploitation or neglect in person. This is an **alternate** reporting system and by no means will it replace the current protocol outlined in the IM Policy.

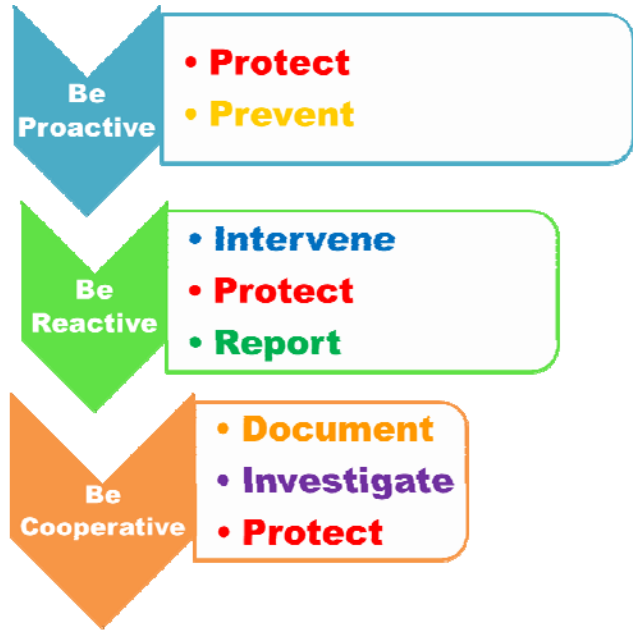
Hotline Number:  
(706) 945-7150



**PRIDE IN PLACE - It Starts with Me**

"If you change the way you look at things,  
the things you look at change." - Wayne Dyer

**Our Role in Protecting Our Individuals from Harm**



**24 Hour GETS Computer Help Desk Number: 1-877-482-3233**

<https://sts.gets.georgia.gov> – using SOG ID and Password

Contact the GETS Helpdesk Online at <https://login.gets.georgia.gov/portal> using SOG ID (computer sign on) and password to login or Call 1-877-482-3233 to report issues when your computer is not working correctly, when you need your SOG password reset, need access to or report issues with network drives, report network connectivity issues (no internet/slow internet), report outages (system/network), report a suspected computer virus, report laptop encryption issues. Contact Service Delivery Staff @ 706-790-2444/2445 if you have questions on this process.

Request Additional IT support on the DBHDD Intranet Support page: <https://gets.sharepoint.com/sites/DBHDDIntranet/support/Pages/default.aspx> Use your Office 365 ID and Password to login. Report the following issues through this site: Request a SharePoint site, Reset Office 365 password, Request access to application, Request security and system access, Request computer or telecom equipment, Report a problem with an application, request new printer or move of existing printer, Connect to network printer, Onboard new DBHDD employee (Manager only), Offboard departing DBHDD employee (Manager only), or if you are not sure what you need and wish to ask a question please use the above support page. Contact Service Delivery Staff @ 706-790-2444/2445 if you have questions on this process.

To assist in moving through the process quicker, please also provide the following forms to the [ECRH\\_ServiceDelivery@dbhdd.ga.gov](mailto:ECRH_ServiceDelivery@dbhdd.ga.gov) for the following issues with proper signatures. This will allow all necessary information to process your request in a timely manner:

- New User or change request for computer access – ADM-002A (Approximately 7 days)
- New Technology request (Hardware/Software) – ADM-001 (Approximately 30 days)
- Computer Equipment Move – ADM-351 (Approximately 30 days)

**Phone issues:** Contact Switchboard at 2011 or e-mail **Monica Wilson** (Use this number for repairs, problems, requesting new lines or jacks) Include the following: Telephone # with trouble, Building #, Type of phone (name on the phone), Room #, Station # if phone has one, problem with phone, & contact person. When requesting LAN jack please place work order with Plant Operations to run the cable prior to requesting the jack be installed. Always request 2x2 when having new voice (phone) & data (LAN) jacks added.

**Avatar Password Resets and Issues:** Contact Unit Nurse Manager, Charge Nurse or Department Head \*Additional Avatar issues should e-mail [dbhdditappsupport@dhr.state.ga.us](mailto:dbhdditappsupport@dhr.state.ga.us). Contact Apps Support staff at 706-790-2446 for Avatar questions.

**Avatar Reporting Needs:** If you are in need of specific data for reporting from Avatar please contact Hospital Reporting staff at 2568.

Out & About

# Skin Saver Competency Fair



Employee Appreciation Committee members were honored at the Leadership Team meeting.



Chris Miller checks on the garden next to Building 19 on the Gracewood Campus.



Augusta Campus Work Therapy garden getting a little water relief from the heat.



Lifeguards keeping a close watch on the individuals in the Augusta Campus pool.



Carey Smith caulks the baseboards after the new floor was installed in House 3.



Putting a shine on the new floor in House 3 on the Gracewood Campus.



## Training at a Glance - June

Class	Date	Time	Place
EMR Nursing	6/16/2016	8:00 a.m.-1:30 p.m.	BLDG 103-C Room C-18
Ostomy DD Training	6/16/2016	8:00 a.m.-12:00 p.m.	BLDG 103-C Lab
NEO Principles of Recovery	6/16/2016	9:30 a.m.-10:30 a.m.	BLDG 103-D E&R
Updated PNS Professional	6/16/2016	1:00 p.m.-3:00 p.m. 3:00 p.m.-5:00 p.m.	BLDG 103-C Lab
Updated Safety Care Level #2	6/16/2016 6/17/2016	8:00 a.m.-4:30 p.m. 8:00 a.m.-11:00 a.m.	BLDG 99L
Updated Seizure Management	6/16/2016	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
CPRC	6/17/2016	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
NEO Infection Control and Prevention+ Handwashing	6/17/2016	9:00 a.m.-10:30 a.m.	BLDG 103-D E&R
CPRC	6/20/2016	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
NEO Safety Care Level #1	6/20/2016	8:00 a.m.-12:00 p.m.	BLDG 99F
NEO Safety Care Level #2	6/20/2016 6/21/2016	8:00 a.m.-4:30 p.m. 8:00 a.m.-4:30 p.m.	BLDG 99L
Updated PNS Professional	6/20/2016	9:00 a.m.-11:00 a.m. 1:00 p.m.-3:00 p.m.	BLDG 103-C Lab
Updated Seizure Management	6/20/2016	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-D E&R
CPRA	6/21/2016	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
First Aid	6/21/2016	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Infection Control and Prevention+ Handwashing	6/21/2016	1:00 p.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-D E&R
DD-Incident Management Annual	6/21/2016	7:30 a.m.-9:30 a.m. 10:00 a.m.-12:00 p.m.	BLDG 103-D E&R
NEO PBS Training	6/22/2016	8:00 a.m.-12:00 p.m.	BLDG 20 Gracewood
Updated PNS End User	6/22/2016	8:00 a.m.-9:00 a.m. 9:00 a.m.-10:00 a.m. 3:00 pm.-4:00 p.m.	BLDG 103-D E&R
Updated Seizure Management	6/22/2016	10:00 a.m.-11:30 a.m. 1:00 p.m.-2:30 p.m.	BLDG 103-D E&R
Updated PNS Professional	6/22/2016	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 p.m.	BLDG 103-C Lab
MH-Incident Management Annual	6/22/2016	10:00 a.m.-11:30 a.m. 1:00 p.m.-2:30 p.m.	BLDG 103-C Room C-23
Updated Safety Care Level #2	6/22/2016 6/23/2016	1:30 p.m.-4:30 p.m. 8:00 a.m.-4:30 a.m.	BLDG 99L
NEO CPRA	6/23/2016	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
Infection Control and Prevention+ Handwashing	6/23/2016	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-D E&R

## Training at a Glance - June

Class	Date	Time	Place
NEO CPRC	6/23/2016	8:00 a.m.-12:00 p.m.	BLDG 103-C Lab
NEO First Aid	6/23/2016	12:30 p.m.-4:30 p.m.	BLDG 103-C Room C-23
Updated Seizure Management	6/23/2016	1:00 p.m.-2:30 p.m. 3:00 p.m.-4:30 p.m.	BLDG 103-D E&R
Drivers Improvement (Defensive Driving)	6/24/2016	8:00 a.m.-2:30 p.m.	BLDG 103-C Room C-23
NEO Medical Emergency Response System	6/24/2016	8:00 a.m.-12:00 p.m.	BLDG 103-D E&R
NEO Seizure Management	6/24/2016	12:30 p.m.-2:30 p.m.	BLDG 103-D E&R
Updated PNS Professional	6/24/2016	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 p.m.	BLDG 103-C Lab
Updated Safety Care Level #2 (weekend)	6/25/2016 6/26/2016	8:00 a.m.-4:30 p.m. 8:00 a.m.-11:00 a.m.	BLDG 99L
CPRC	6/27/2016	8:00 a.m.-12:00 p.m.	BLDG 103-C Room C-23
Infection Control and Prevention+ Handwashing	6/27/2016	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-C Lab
NEO Observation of Individual to Ensure Safety	6/27/2016	8:00 a.m.-10:30 a.m.	BLDG 103-D E&R
NEO Seclusion and Restraint	6/27/2016	1:30 p.m.-4:30 p.m.	BLDG 103-D E&R
Updated PNS End User	6/27/2016	1:00 p.m.-2:00 p.m. 2:00 p.m.-3:00 p.m. 3:00 p.m.-4:00 p.m.	BLDG 103-C Room C-23
Updated Safety Care Level #2	6/27/2016 6/28/2016	8:00 a.m.-4:30 p.m. 8:00 a.m.-11:00 a.m.	BLDG 99L
NEO Therapeutic Incentive Program	6/28/2016	8:30 a.m.-10:00 a.m.	BLDG 103-D E&R
Updated PNS Professional	6/28/2016	9:00 a.m.-11:00 a.m. 1:00 p.m.-3:00 p.m.	BLDG 103-C Lab
Updated Safety Care Level #2	6/28/2016 6/29/2016	1:30 p.m.-4:30 p.m. 8:00 a.m.-4:30 p.m.	BLDG 99L
NEO PNS End User	6/29/2016	12:30 p.m.-4:30 p.m.	BLDG 103-D E&R
NEO PNS Professional	6/29/2016	8:00 a.m.-12:00 p.m.	BLDG 103-C Lab
Updated Safety Care Level #1	6/29/2016	8:00 a.m.-11:30 a.m.	BLDG 99F
CPRA	6/30/2016	8:00 a.m.-11:30 a.m.	BLDG 103-C Room C-23
First Aid	6/30/2016	12:30 p.m.-4:30 p.m.	BLDG 103-C Lab
Updated Safety Care Level #2	6/30/2016 7/1/2016	8:00 a.m.-4:30 p.m. 8:00 a.m.-11:00 am.	BLDG 99L
Updated Seizure Management	6/30/2016	8:00 a.m.-9:30 a.m. 10:00 a.m.-11:30 a.m.	BLDG 103-D E&R

# FIESTA

**Come join the fun as we celebrate Mr. Joe Beck's Retirement.**

**Date: 6/24/16**

**Time: 1:30pm-3:30pm**

**Place: Camellia Multi-purpose room**

**Any donations in Redbud can be made to Runesha Grant  
and in Camellia donations can be made to Debra Brizius**



Published Twice Monthly



Paul Brock Regional Hospital Administrator
Matt McCue Interim Associate Regional Hospital Administrator, Gracewood
Dr. Vicky Spratlin Clinical Director
Mickie Collins Chief Operating Officer
Augusta Campus 3405 Mike Padgett Highway Augusta, Georgia 30906 Gracewood Campus 100 Myrtle Boulevard Gracewood, Georgia 30812
Harold "Skip" Earnest Editor/Photographer
Kristen Burdett Publisher
NOTICE Items for publication must be submitted in written form. The upcoming issue's deadline is June 23, 2016. All articles and notices submitted for publication in the East Central Regional Hospital Bulletin are subject to editorial discretion. Please contact the Bulletin editor if you have questions regarding editorial decisions.



**Our Mission**

The mission of East Central Regional Hospital is to provide safe, competent and compassionate services to persons with mental illness and/or developmental disabilities.

**Our Vision**

The vision of our Facility is to be a center of excellence in the provision of comprehensive, responsive and compassionate care for consumers and their families.

**Our Values**

East Central Regional Hospital is caring and therefore, responsive to our consumers, their families, stakeholders and our employees through commitment to our core values:

**I**ntegrity

**C**ommunication & Collaboration

**A**ccountability

**R**ecognition through Relationships

**E**mpowerment through Excellence



Accredited  
by  
The Joint Commission

**Campus Marquees**

Deadline for submission of

**JULY MESSAGES**

**June 23, 2016**

Submit information to Skip Earnest

Gracewood Campus

Extension 2102

**(Information must be submitted on or before the indicated date to be placed on Marquees for the following month.)**

**DBHDD Vision and Mission**

**Vision**

Easy access to high-quality care that leads to a life of recovery and independence for the people we serve



**Mission**

Leading an accountable and effective continuum of care to support Georgians with behavioral health challenges, and intellectual and developmental disabilities in a dynamic health care environment

**Gracewood Post Office**

**Window Hours**

**M-F 10:00 am-12:30 pm**

**1:30 pm-4:30 pm**

**Sat 9:00 am-10:45 am**



**Visit the Gracewood Post Office today and ask Frank Deas about renting a Post Office Box!**

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PHILIP

LEGENDS OF HOLLYWOOD

One of the most beloved child stars in film history, Shirley Temple Black (1928–2014) went from Hollywood actor to distinguished diplomat in a life filled with adventure, fame, and service to her country.



Once upon a time,  
 Goldilocks found

one financial institution that was too BIG,  
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 and then she found a credit union that was  
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1APR - Annual Percentage Rate. The loan's APR will vary. Subject to credit approval. Rates subject to change without notice and may be higher based on term and/or qualifications. Max quantity for Peach State membership and loan. Members must qualify and maintain a Peach State with another lender and vehicle ownership. Must remain the same. Minimum loan amount is \$10,000. Offer requires a credit report to be used and excludes all non-vehicle products. Maximum rebate is \$300. Loan must remain at Peach State for 12 months immediately following loan completion. 1% cash back will be credited to your account. Offer may expire at any time.



#PeachStateJustRight

This credit union is federally insured by the National Credit Union Administration.

## ECRH Jobs List

For further information regarding these positions, please go to the DBHDD webpage at [www.dbhddjobs.com](http://www.dbhddjobs.com).

[Activity Therapist - 68983](#)

[Activity Therapist - ECRH Forensics Treatment Mall - 190769](#)

[Activity Therapist - ECRH Forensics Treatment Mall - Days 198544](#)

[Activity Therapist 2](#)

[Activity Therapy Leader - ECRH Camellia Unit - 69154](#)

[Activity Therapy Leader - Treatment Mall - 199661](#)

[Automotive Mechanic - ECRH Plant Operations - 70743](#)

[Behavioral Health Counselor \(Forensic Treatment Team\) - 196207](#)

[Behavioral Health Counselor - AMH Treatment Team FT Days - 196208](#)

[Behavioral Health Counselor - ECRH PBS Team - 193820](#)

[Behavioral Health Counselor 3 - MH/DD Team Leader - 69222](#)

[Behavioral Hlth Counselor - ECRH AMN Treatment Mall - 194980](#)

[Carpenter - 76890](#)

[Clerical Worker 12p-8:30p - ECRH MHS Admission - 194428](#)

[Clinical Dietitian - AMH Treatment Team - 70120](#)

[CNA \(Certified Nursing Assistant - Gracewood - 1st shift](#)

[CNA - ECRH SNF - FT 3rd Shift - 69639](#)

[CNA 2 \(Lead\) - 2nd shift - Gracewood Campus](#)

[CNA 2 \(Lead\) - 3rd shift - Gracewood Campus](#)

[Corporal - ECRH Hospital Security - 70799](#)

[Custodial Services Worker \(Part-time\) - Laundry - 151853](#)

[Dental Assistant 2 - ECRH - 68888](#)

[Dental Worker - ECRH - 69076](#)

[Dentist - Gracewood Campus 7:30am - 4:00pm](#)

[Dentist, Part-time hourly - ECRH - 201050](#)

[Director of Clinical Information Systems](#)

[Electrician](#)

[Groundskeeper - ECRH Plant Operations - 155607](#)

[Health Service Tech 1 -3p - 11:30pm - Gracewood DDS Redbud - 69184](#)

[Health Service Technician - General Mental Health 2nd Shift - 200362](#)

[Health Service Technician - General Mental Health 3rd Shift - 76569](#)

[Health Service Technician 1 - Adult Mental Health - 1st Shift](#)

[Health Service Technician 1 - Adult Mental Health - 2nd Shift](#)

[Health Service Technician 1 - Forensic Inpatient 1 - 69391](#)

[Health Service Technician 1 - General Mental Health 1st Shift - 194967](#)

[Health Service Technician 2 - Forensic Inpatient 1 - 76522](#)

[Health Service Technician 2 Lead - Gracewood Camellia - 69493](#)

[Health Services Technician 1 - 1st shift - Gracewood Campus](#)

[Health Services Technician 1 - 2nd shift - Gracewood Campus](#)

[Health Services Technician 1 - 3rd shift - Gracewood Campus](#)

[Health Services Technician 1 - 3rd shift - Gracewood Campus](#)

[Health Services Technician 2 \(Lead\) - 2nd shift - Gracewood Campus](#)

[Health Services Technician 2 \(Lead\) - 3rd shift - Gracewood Campus](#)

[Housekeeper - ECRH - 70171](#)

[HVAC Repair Technician - ECRH Plant Operations - 70740](#)

[Instructor 1 - Intermediate Care Facility/MR Treatment Mall - 69061](#)

[Laundry Worker - 69935](#)

[Lifeguard \(seasonal position\) - Activity Therapy - 151845](#)

[Lifeguard \(seasonal position\) - Activity Therapy -158132](#)

[LPN - Gen Mental Hlth](#)

[LPN - Infection Control - ECRH 8am-5pm](#)

[Maintenance Worker - Plant Operations](#)

[Maintenance Worker Part-time Hourly - Plant Operations/ Groundskeeping - 6591](#)

[Maintenance Worker Part-time Hourly - Plant Operations/ Groundskeeping - 6592](#)

[Maintenance Worker Part-time Hourly - Plant Operations/ Groundskeeping - 6593](#)

[Maintenance Worker Part-time Hourly - Plant Operations/ Groundskeeping - 7590](#)

[Mechanic Foreman - ECRH Plant Operations - 70748](#)

[Motor Vehicle Operator](#)

[Painter](#)

[Park Manager \(Historic Site\) - ECRH Plant Operations - 70807](#)

[Plumber - ECRH Plant Operations - 70755](#)

[Program Assistant \(1st shift\) - ECRH GMH - 198535](#)

[Program Assistant \(1st shift\) ECRH GMH - 00069710](#)

[Program Assistant - Admissions - 2nd Shift](#)

[Program Assistant - ECRH - Redbud - 69437](#)

[Purchasing Assistant - ECRH Procurement - 68833](#)

[Recovery Team Facilitator \(Behav Hlth Couns\) - ECRH AMH Treatment Teams - 200900](#)

[Recovery Team Facilitator \(Team Leader\) - Forensic Treatment Teams - 69051](#)

## ECRH Jobs List

For further information regarding these positions, please go to the DBHDD webpage at [www.dbhddjobs.com](http://www.dbhddjobs.com).

[Registered Nurse - FT 2nd Shift - Camellia SNF - 69491](#)

[Registered Nurse - GMH Part-time Hourly - 77005](#)

[Registered Nurse - Part-time Hourly - 70282](#)

[Registered Nurse - Part-time Hourly 2nd Shift - AMH -163327](#)

[Respiratory Therapist - Camellia PT Evenings - 171112](#)

[Service Director / RN](#)

[Shift Supervisor Developmentally Disabled - ECRH Redbud 3rd shift - 69925](#)

[Skilled Utility Worker ECRH Plant Oper - Carpentry/Upholstery - 76913](#)

[Social Work Auditor - ECRH Quality Mgmt - 197542](#)

[Social Worker \(Licensed\) Wknd PRN - Mental Hlth Team/Soc Work - ECRH](#)

[Social Worker, Licensed - 198540](#)

[Social Worker, Non-Licensed 2 - ECRH DD Services - 69508](#)

[Steam Plant Operator](#)

[Sterile Supply Technician \(Health Aide\) - ECRH Nursing Admin - 68875](#)

[Support Services Supervisor - ECRH Redbud - 00210167](#)

[Support Services Worker - Part-time Warehouse - 205695](#)

[Teacher - ECRH Forensic Treatment Mall - 68925](#)

[Training Coordinator 2 - ECRH HR Development - 76422](#)