

## Board Portal

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# New This Month

## Important Information for Support Worker Service

On behalf of Lansdowne Management Team,

As you know earlier this week, the World Health Organization (WHO) declared Covid-19 (corona virus) a global pandemic. This is an ever-evolving situation, and we recognize that we all need to make decisions that best support our own health and the health around us.

To ensure safety of all children, youth, families and yourself we have made the decision to suspend services provided by support workers until further notice.

We ask you to please connect with the families you work with and inform them of this decision.

Thanks to you for your ongoing patience while we continue to respond as the situation changes. We also very much appreciate families' patience and understanding recognizing the impact this has for them. We are closely monitoring the situation and will update you next week.

# Goldcare Link

## 

allink.asp

# Paystubs and T-4's -March 21, 2020

Please note there is a new version of

Employee Self-Serve. You will be able to access this version on any type of computer.

This is the link to access the new ESS

https://ess.lansdownecc.com:6443.
Your current password is still valid. If you do not remember your password, please let Bridget know and she will reset it for you.

## DOWNLOADS:

Newsletters

Support Worker

September 2019
October 2019
November 2019
December 2019
January 2020
February 2020

March 2020
April 2020

May 2020
June2020
July2020



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**Firstname Lastname,**Job Position
Edit | Sign out

## **VIEW SECTION**



Respite Calendar

**Contacts** 

Policies/Procedures

Available Contracts

Education/Resources



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# Respite Calendar

# PREVIOUS | NEXT

July 2020

| 01   JULY   WEDNESDAY                             |
|---|
| Centre Closed – Canada Day                        |
| All Hours & changes for payroll must be submitted |
| 02   JULY   THURSDAY                              |
| 03   JULY   FRIDAY                                |
| 04   JULY   SATURDAY                              |
| 05   JULY   SUNDAY                                |
| 06   JULY   MONDAY                                |
| 07   JULY   TUESDAY                               |
| 08   JULY   WEDNESDAY                             |
| 09   JULY   THURSDAY                              |
| 10   JULY   FRIDAY                                |
| 11   JULY   SATURDAY                              |
| 12   JULY   SUNDAY                                |
|   |

13 | JULY | MONDAY

14 | JULY | TUESDAY

Pay Day

submitted

15 | JULY | WEDNESDAY

16 | JULY | THURSDAY

17 | JULY | FRIDAY

18 | JULY | SATURDAY

19 | JULY | SUNDAY

20 | JULY | MONDAY

21 | JULY | TUESDAY

22 | JULY | WEDNESDAY

23 | JULY | THURSDAY

25 | JULY | SATURDAY

26 | JULY | SUNDAY

27 | JULY | MONDAY

28 | JULY | TUESDAY

29 | JULY | WEDNESDAY

30 | JULY | THURSDAY

31 | JULY | FRIDAY

Pay Day

24 | JULY | FRIDAY

All Hours & changes for payroll must be



# All Hours & changes for payroll must be submitted

Date: July 16, 2020

### **DETAILS:**

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# Contacts

## **Carol Craig**

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## Michele Brayshaw

Program Supervisor – Enhanced

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## **Marg Farrace**

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## **Debbie Levesque**

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### **Bettina Oulton**

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## Sarah Thompson

Manager of Recreation Phone: 519-753-3153 x 264

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## **Colleen Cade**

Contract Manager

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### Kathryn Aulsebrook Program Assistant

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## Kimberly Alfreds Executive Assistant to HR & ED

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**Rose Press** 

## Program Supervisor – SS@H

Phone: 519-753-3153 210 Email: rpress@lansdownecc.com

Jeff Belowitz

Camp & Rec. Supervisor Phone: 519-753-3153 x 238 Email: jbelowitz@lansdownecc.com

**Tiffany Morgan** 

Recreation Therapy Supervisor Phone: 519-753-3153 x 272

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**Sue Goodwin** 

Supervisor - KCI

## Email: kgoodwin@lansdownecc.com

Bridget Vanderheyden

Phone: 519-756-5919

Payroll Phone: 519-753-3153 x 205

## Email: <u>bvanderheyden@lansdownecc.com</u>

**Amy Summerhays** Health & Safety Rep.

## Email: <u>amysummerhays@hotmail.com</u>

On Call Phone Number

# Cell: 519-757-5349

Every Kids Count Coordinator Phone: 519-753-3153 x 305

Email: emacdonald@lansdownecc.com

Sophie Podfigurna

Ely MacDonald

Program Supervisor – SS@H Phone: 519-753-3153 x 281

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# Forms

| Form #1 –   | Example | of | Each |
|-------------|---------|----|------|
| Type of Fig | eld     |    |      |

| Type of Field  |  |  |  |
|--|--|--|--|
| FIELD NAME   |  |  |  |
|  |  |  |  |
| Client can also enter a short paragraph as well. This text is an example of this. This wil alow them a bit more control for breaking the forms into sections.  |  |  |  |
| FIELD NAME   |  |  |  |
|  |  |  |  |
| The client will be able to create a field of radio buttons. This work by offering multiple potential selections, but only one button may be selected for each group of buttons.  |  |  |  |
| DESCRIPTION OF RADIO BUTTONS FIELD   |  |  |  |
| O Option # 1   |  |  |  |
| Option # 2   |  |  |  |
| O Option # 3   |  |  |  |
| The client will also be able to create a group of checkboxes. Similar to the radio buttons, checkboxes can be created in a group. Unlike the radio buttons, multiple checkboxes can be selected at once for a "select all that apply" type of functionality. |  |  |  |
| DESCRIPTION OF CHECKBOX FIELD  |  |  |  |
| ☑ Checkbox #1  |  |  |  |
| ☑ Checkbox # 2   |  |  |  |
| Checkbox # 3   |  |  |  |
| Submit   |  |  |  |

# Form #2 – Example of a Hidden (Collapsed) Form

→ HIDE

HIDE



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Firstname Lastname,
Job Position
Edit | Sign out

## **VIEW SECTION**

- Board Information
- Meeting Minutes
- Meeting Packages
- **Forms**
- Bylaws/Procedures
  - News



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# News



