

EMPLOYEE OF THE MONTH



NOVEMBER 2021—Rosemary Reed

Rosemary works as an employment specialist and trains the consumers working in the Cafe. She is very passionate about her job and teaches the consumers the skills they need to work in a restaurant. Rosemary has been at the Arc for more than 2 years and the consumers are very comfortable working and interacting with her. She not only makes a difference in the lives of the consumers she works with but also in the lives of her fellow Arc Mercer employees.



Pictured from left to right:
Walter Saravia, Steve Cook, Rosemary Reed, Christine Kalbach and Heather Mino



DECEMBER 2021—Sharon Boone

Sharon is a dedicated BSP and works with the consumers in the Special Needs Day Program. She was nominated by 6 staff members this month and continues to have a positive influence in the lives of the consumers and those she works with! She plans ahead for the consumers to keep them engaged and busy with creative and educational ideas. She is kind hearted, positive, greets you with a smile and is willing to help out everyone. Sharon has been with the Arc Mercer for not quite a year, but she has quickly become an asset to her program and team.

(There are no pictures from the December awards as the ceremony was cancelled)

A BIG Thank You goes out to all the staff that were nominated! In November, we received **7 Employee of the Month nominations** & in December, there were **14 Employee of the Month nominations!**



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Opportunities at Arc Mercer

Promoting from Within

Widlyne Charles A Career at Arc Mercer



Widlyne Charles started her career here at the Arc Mercer back in 2016 as a Day Program DSP. Widlyne told us that she was “encouraged by management to push through the ranks”, and was promoted to Shift Manager in 2018. In 2019 she was promoted to Group Home Manager and then to Senior Group Home Manager. She currently manages Yardville and Murray group homes. Widlyne tells us that “management noticed she had a passion for the field”. We are extremely honored to have Widlyne working for the Arc Mercer and wish her many years of continued success.

If you are looking to advance your career here at Arc Mercer please make sure to contact the Human Resources Department

Dollars-and-Cents

Full-Time Staff Can Earn Additional Money with Planned OT

Are you looking to earn additional money?

The Arc Mercer is looking for staff to cover open weekend Residential shifts.

In addition to your current schedule you can request up to 4 extra weekend shifts per month.

The Day Program is also looking for staff to help fill available shifts!

Contact Human Resources to discuss availability!



REFERRAL CONTEST

Help us find the perfect match this Valentine's Day!

Grand Prize
\$1,000

2nd Place
\$750

3rd Place
\$500

The Employee That Refers the Most People in February Wins the Contest!

February 1-28, 2022

The prizes listed are in addition to the regular referral bonus!

**\$250 General Referrals
\$400 Referral w/DDD Experience**

Current Open Positions
(Residential & Day Program)
Direct Support Professional
Behavior Direct Support Professional
Shift Manager (Residential)
Site Supervisor (Janitorial)

Questions?
HR Hotline: 609-643-4447

Learn about your peers

Liberia by Tarweh Witherspoon

Tarweh shared some highlights about his Liberian culture

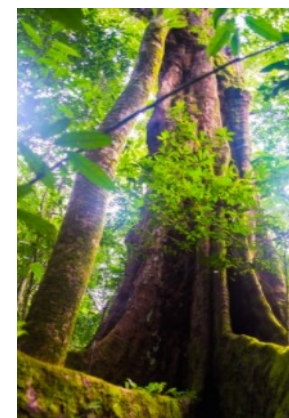
We asked Tarweh to provide some details on traditions about his home country of Liberia. He informed us that not only do the Liberians have a Sunday religious service, but they have a mid-week one as well. They celebrate their Independence Day by having soccer and basketball tournaments. Food served on special occasions like weddings or birthdays are similar to American traditions but for Thanksgiving, they prepare and eat goats, cows, and chickens.

The Liberian culture is very rigid when it comes to the training of the young children to obey their elders in their community. They also love beer and wine - socially of course!! They have a passion for hosting strangers in their homes and share their culture with them, as they love to be at home.

We would like to thank Tarweh for taking the time to share this fascinating information about Liberia with us and wish him and his family the very best!



- "Liberia" is a Latin word that translates to "Land of the Free". The country was founded by freed American slaves in 1821.
- Liberia is the first country in Africa to have a female president in 2006, Ellen Johnson Sirleah, who also won the Noble Peace Prize in 2011.
- The official language of Liberia is English but there are about 20 different ethnic languages spoken.
- The Liberian flag is modelled after the United States flag. Their capital city of Monrovia is one of only 2 cities names after a US president in the world.
- The population is made up of 16 different ethnic groups and tribes..
- The world's largest rubber plantation has been operating in Liberia since 1926 and is owned by Firestone, a subsidiary of Bridgestone Tires.
- Liberia is home to a large lush rainforest containing a rich variety of plants and flowers.



Happenings in the Community

Music Mountain Theater
Lambertville, NJ—609-397-3337
musicmountaintheater.org
Mainstage—\$25 Regular \$23 Sr./Student/Military
Young Audience—\$10
Various Shows, Times and Dates



Mercer County Library System

Various Library Branches

<https://mcl.org>

Ewing 609-882-3130

Lawrence 609-882-9246

Free Adult, Teen and Children

Programs as well as Computer

Classes are offered at most library branch locations



Special Events at Arc Mercer

COVID Agency Info

Vaccine Clinics

**CURE INSURANCE ARENA
GATE A, 81 HAMILTON
AVE., TRENTON 08611**

Feb 1, 10 am-6pm
Feb 3, 9 am-5pm
Feb 7, 9 am-5pm
Feb 8, 10 am-6pm
Feb 10, 9 am-5pm
Feb 14, 9 am-5pm
Feb 15, 10 am-6pm
Feb 17, 9 am-5pm
Feb 21, 9 am-5pm
Feb 22, 9 am-5pm
Feb 23, 11 am-7pm



BOOSTER



1ST/2ND DOSE

**1440 PARKSIDE AVE.,
EWING 08638
(SIDE DOOR ENTRANCE)
IN GYM**

Feb 2, 11 am-7 pm
Feb 9, 11 am-7 pm
Feb 18, 11 am-7 pm
Feb 24, 9 am-5 pm
Feb 28, 9 am-5 pm

COVID-19 Booster Shots are Required!

Mercer County is providing **free walk-in vaccinations** at 2 locations in February.

Please make sure to inform HR **immediately** when you receive your vaccination or booster.

The deadline to receive your COVID-19 booster is March 30, 2022 or 5 months after your last dose.

Contact HR for additional clarification.

Holiday Decorations

This year the homes decorated for the holidays with lights and trees to make the season bright! The Arc Mercer leadership toured the homes and the winners were chosen from among lots of great submissions!



Happy Holiday 2021



... and the winners were:

Best of the Best—Great Woods

Merry and Bright
Village and Phaeton

Spirit of Christmas
Greenwood and Darrah

Arc Mercer Residential Platinum and Gold Star Awards

This program was designed as a recognition program for Residential. This award evaluates the quality of medication administration, attendance at recreational activities and adherence to progress reporting in all of our group homes.


Arc Mercer is proud to announce that 14 of our 18 homes achieved Platinum Star status during the last quarter of 2021!

We would like to thank each and every employee for their hard work and commitment to the consumers and their well being. Your support makes it possible for our consumers to thrive and live their best life possible!

Group Home	Q1 - 2021 Jan - March	Q2 - 2021 April - June	Q3 - 2021 July - Sept	Q4 - 2021 Oct - Dec	Consecutive Stars
Alice	Platinum	Platinum	Platinum	Platinum	4 Platinum
Buttonwood	Platinum	Gold	Platinum	Platinum	3 Platinum 1 Gold
Cedar Lane	Platinum	Platinum	Platinum	Gold	3 Platinum 1 Gold
Compton	Platinum	Platinum	Platinum	Platinum	4 Platinum
Darrah Lane	Gold	Platinum	Platinum	Platinum	3 Platinum 1 Gold
Ewing Ind.	Platinum	Platinum	Platinum	Platinum	4 Platinum
Great Woods	Platinum	Platinum	Platinum	Platinum	4 Platinum
Greenwood	Gold	Gold	N/A	N/A	2 Gold
Hilltop	Platinum	Platinum	Platinum	Platinum	4 Platinum
Horan	N/A	Platinum	Platinum	N/A	2 Platinum
Murray	Platinum	Platinum	Platinum	Platinum	4 Platinum
Phaeton	Gold	Platinum	Platinum	Platinum	3 Platinum 1 Gold
Plum	Platinum	Platinum	Platinum	N/A	3 Platinum
Project Freedom	Platinum	N/A	Platinum	Platinum	3 Platinum
Van Deusen	Platinum	Platinum	Platinum	Platinum	4 Platinum
Vanderveer	Platinum	Platinum	Platinum	Platinum	4 Platinum
Village	Platinum	Platinum	Platinum	Platinum	4 Platinum
Yardville	Platinum	Platinum	Platinum	Platinum	4 Platinum




What's Happening?




BLACK HISTORY MONTH LUNCHEON

FEB. 18
12PM-2PM



PLEASE JOIN US AS WE CELEBRATE BLACK HISTORY MONTH WITH A SPECIAL LUNCH AND MUSIC. WE WELCOME EVERYONE TO WEAR ANYTHING THAT REPRESENTS THEIR HERITAGE DURING THIS EVENT.

 **180 EWINGVILLE RD. EWING, NJ 08638**
TOUCH OF TASTE CAFE



BLACK HISTORY MONTH TIE DYE EVENT


FEBRUARY 24 | 5PM - 7 PM
TOUCH OF TASTE - 180 ARC CAFE

Please join us for a night of creativity. Choose any colors that express you as you create your own tie dye shirt.

Please wear clothes and shoes that you do not mind getting dirty in case of any spills or accidents.

Supplies will be provided.

RSVP by 02/18 to [Walter R. Saravia](mailto:W.Saravia@ArcMercer.Org) to ensure there are enough supplies
[WSaravia@ArcMercer.Org](mailto:W.Saravia@ArcMercer.Org)




BLACK HISTORY MONTH TRIVIA NIGHT


JOIN US

COME OUT AND SHOW OFF YOUR BLACK HISTORY KNOWLEDGE WHILE ALSO LEARNING SOME HISTORY ABOUT OUR COWORKERS. LIGHT REFRESHMENTS WILL BE PROVIDED.

\$50 GIFT CARD TO THE WINNER



TUESDAY
FEBRUARY 22

 **180 EWINGVILLE RD. EWING, NJ 08638** **5PM-6:30PM**
TOUCH OF TASTE - 180 CAFETERIA

Employee Perks

SPECIAL OFFER for ARC Mercer

AAA GROUP MEMBERSHIP PROGRAM

Your safety and peace of mind are important to Toledo Regional Chamber, so they asked us to offer you a great Group Membership rate.* Don't miss this special opportunity!



WE COVER MORE THAN YOUR CAR

WE COVER YOU

Join AAA Today
Dan VanDam 609-890-2220 x4185712,
dvandam@aaamidatlantic.com Reference Offer Code: GRET

See reverse for your benefits and savings.




United Way
of Greater Mercer County

The free tax program (VITA-Volunteer Income Tax Assistance) offers families and individuals making less than \$65,000 free tax return preparation by trained and IRS-certified volunteers. Appointments are for federal and state tax preparation.

Free Tax Preparation Services

Tax Preparation services will be available at the below locations. Please make sure to bring your ID and social security cards/ITIN for each person listed on the return and documents listed below. We will not be able to prepare your return without these.

Important notices:

- For the safety of guests, volunteers and employees a face mask is required upon entering all tax site locations. Thank you in advance for adhering to this policy.
- Due to the availability of volunteers returns may be scanned for virtual preparation. Additionally, availability will be limited and tax filing is not guaranteed.

Boys and Girls Clubs of Mercer County: Spruce Street Community Center, 1040 Spruce St, Lawrenceville, NJ 08648

Walk-Ins, Saturday — 11 AM-3 PM
Opens 2/12/2022 - Closes 4/16/2022

Mercer County Connection: Hamilton Square Shopping Center, 957 Route 33, Hamilton, NJ 08690

Drop-off and pick-up service (virtual preparation)
By appointment only, Monday and Wednesday — 10 AM-1:30 PM
To schedule an appointment call 609-890-9800 or visit their website [here](https://www.mercercountyconnection.org)
Opens 2/7/2022 - Closes 4/13/2022 (closed 2/21/2022 for the holiday)

Salvation Army Trenton: 575 E State St, Trenton, NJ 08609

Walk-Ins, Tuesday, Wednesday, and Thursday — 12 PM-4 PM
Opens 2/8/2022 - Closes 4/14/2022

United Way of Greater Mercer County: 3150 Brunswick Pike, STE 230, Lawrenceville, NJ 08648


By appointment only, Tuesday and Wednesday — 5 PM-8 PM or Thursday — 9 AM-12 PM
To schedule an appointment call 2-1-1, 609 896-1912, or click on the "book now" button below
Opens 2/8/2022 - Closes 4/14/2022

Employee Relief Fund

Arc Mercer recognizes that life can take unexpected turns that we are not always be prepared for. We would like to extend the offer to help our fellow co-workers that may be struggling through a difficult time.

Arc Mercer has established an Employee Relief Fund, funded through voluntary payroll deductions made by Arc Mercer employees with Employer matched funds. This fund provides economic assistance to employees that have encountered a significant event in their life that has caused them hardship. The fund will be overseen by a Committee that will review applications for assistance.

The Employee Relief Policy has been uploaded to your Employee Experience Account. You can find the application under Communication > General Documents. Or you may pick up an application at our HR Department.

Employee Relief Fund

Life can come with unexpected challenges
The Arc Mercer has an
Employee Relief Fund to help staff in times of need

Do you Qualify?

You must have experienced a significant personal event such as a catastrophic illness or injury that has directly caused you financial hardship

Examples can include:

Major medical event	Flood
Significant theft	Fire

Who is Eligible?

All Full Time, Part Time and Per Diem employees who have worked for at least 6 months and are in good standing with the Agency

How to Apply?

Please email your application to:
employeeerelief@arcmercer.org

For questions please contact the HR Hotline at 609-643-4447 or hr@arcmercer.org

This program is funded by voluntary contributions from our staff along with employer matched funds.
The Agency reserves the right to change, modify, amend or terminate this voluntary Agency Program at any time with or without notice

Helpful Topics



EmployeeXperience

Enrollment Code: ARCMER

A valuable tool during tax time and for employment verification.
You can download the app "EmployeeXperience" on your iPhone or Android and can have all your important paycheck information at your fingertips

Ways to Handle Stress and Anxiety

Healthy Ways to Cope with Stress (CDC.gov)

- Take Breaks
- Take Care of Your Body
- Make Time to Unwind
- Connect with Your Community or Faith Based Organization

Tips for Living with Anxiety (WebMD.com)

- Move your Body
- Get Enough Sleep
- Ease Up on Caffeine and Alcohol
- Breathe Deep
- Be the Boss of Your Thoughts

How to Update Your Direct Deposit Information

Contact Human Resources to obtain forms to allow you to stop your Direct Deposit or setup a new Direct Deposit

Complete these forms and submit both signed forms and a VOIDED check to HR@arcmercer.org, fax to 609-406-9258 or drop them off in person

Please be aware that changes to Direct Deposit information cannot be made the week of payday; all updates will be made the following week.

It is required that all employees have a Direct Deposit on file for their paycheck



Need More Help or Not Sure Who to Reach Out to? Call 609-406-0181

ID Badges	Marybeth McVicker X128
EmployeeExp Help	Missy Williams X134
Benefits	Eileen Quinn X149
Direct Deposits	HR Hotline

The Arc Mercer

HR Hotline—609-643-4447

HR@arcmercer.org

180 Ewingville Road

Ewing, NJ 08638

Calls to HR will be responded to within one business day





The Arc®

Mercer