

MAY 2009

★ HIRING TOP TALENT: SCREENING, INTERVIEWING AND REFERENCING

Nancy Meegan, Vice President, Human Resources and Staff Development; and Kristin Patel, Recruitment Specialist - Riverside Community Care.

Date/Time: Tuesday, May 5, 9:30am - Noon
Location: Riverside Community Care, Dedham
Audience: Riverside Managers
CEUs: Social Work/Licensed Mental Health Counseling

How would you like to improve the quality of the people you hire? This can be accomplished through enhanced screening, interviewing and referencing practices. Managers will learn how to identify the most qualified candidates through effective phone screens, assess the skills and abilities of candidates, and obtain complete and valid employment references.

★ EMPLOYMENT LAW FOR MANAGERS

Janet Maund, Director of Employee Relations, Riverside Community Care.

Date/Time: Tuesday, May 5, 12:30pm - 2:30pm
Location: Riverside Community Care, Dedham
Audience: Riverside Managers
CEUs: Social Work/Licensed Mental Health Counseling

This session will provide a general overview of federal and state employment laws. Key topics include the Fair Labor Standards Act, Civil Rights and Anti-Discrimination Laws, Sexual Harassment, Family and Medical Leave Act, and Worker's Compensation. Managers will gain basic knowledge of the employment laws that they may encounter in the day-to-day management of staff.

YOUR VOICE CAN BE HEARD: EFFECTIVE ADVOCACY WITH LOCAL AND STATE GOVERNMENT

Scott M. Bock, President/CEO, Riverside Community Care.

Date/Time: Monday, May 11, 11:30am - 1:30pm
Location: Riverside Community Care, Dedham
Audience: Staff only, Limit 15
CEUs: Social Work/Licensed Mental Health Counseling

You **can** have an effective voice with government leaders on issues that matter to you. An experienced advocate shares concrete strategies for ensuring that your views are heard by the right people, and for exploring individual and collective action. Participants are encouraged to think creatively and share their own experiences. *Lunch will be provided.*

AN OVERVIEW OF EXPRESSIVE THERAPIES

Barbara Dallin, M.S., LMHC, ATR-BC, Program Director; and Tamar Naor, M.A., LMHC, ATR-BC, Assistant Program Director - Riverside Day Treatment at Newton.

Date/Time: Tuesday, May 12, 10:00am - 12:30pm
Location: Milford Library
Audience: All Staff
CEUs: Social Work/Licensed Mental Health Counseling
CEUs Pending: Nursing

WHAT are the Expressive Therapies, **WHY** are they effective models of treatment, **HOW** and **WHEN** are they being used? Gain a basic knowledge of how Expressive Therapies are both creative and therapeutic. This training will provide an overview as well as explore the benefits and uses of the various modalities through experiential exercises.

VALUING DIFFERENCE

Amy K. Long, CRS Outreach Counselor, Riverside Community Care.

Date/Time: Thursday, May 21, Noon - 3:00pm
Location: Needham Library
Audience: Open to all staff, consumers and friends of **Renata Halter-Riley**
CEUs: Social Work/Licensed Mental Health Counseling

In the spirit of Renata Halter - Riley, former Program Director/Team Leader of Riverside's Career Services, please join us for this presentation to celebrate Renata's contributions to Riverside and the people we serve. Lunch will be provided.

This presentation will speak to some of the challenges, pitfalls and joys of working in the mental health field today when disclosing a history of a psychiatric disability. Peer Specialists and others bring "difference" to the field. We will discuss how that difference can be valued and maintained in these new roles. Amy herself has worked in the field for years, having openly disclosed her disability; she will draw from that experience in her presentation.

★ Management Training Series

JUNE 2009

★ LEADING DYNAMIC TEAMS

Gordon Gottlieb, Program Director, Technical Development Corporation, Boston.

Date/Time: Wednesday, June 3, 9:30am - 11:30am
Location: Riverside Community Care, Dedham
Audience: Riverside Managers
CEUs: Social Work/Licensed Mental Health Counseling

Through lecture, discussion and exercise, participants will learn the difference between teams and work groups, understand the four stages of teams, qualities of high performing teams and how to avoid dysfunctional teams.

★ MAKING YOUR MEETINGS WORK

Gordon Gottlieb, Program Director, Technical Development Corporation, Boston.

Date/Time: Wednesday, June 3, Noon - 2:00pm
Location: Riverside Community Care, Dedham
Audience: Riverside Managers
CEUs: Social Work/Licensed Mental Health Counseling

What are the best practices for setting meeting agendas? What strategies will help you to facilitate meetings? What are the best techniques for dealing with problematic behaviors? Learn all this and more through lecture, discussion and small group exercises.

★ FINANCIAL MANAGEMENT FOR MANAGERS

Debra Harris, Vice President, Administration & Finance and Chief Financial Officer, Riverside Community Care.

Date/Time: Monday, June 8, 9:30am - 12:30pm
Location: Riverside Community Care, Dedham
Audience: Riverside Managers
CEUs: Social Work/Licensed Mental Health Counseling

Unravel the mysteries of Riverside's budgets and financial statements. Focus will include: how to read financial statements, planning and measurement, controllable and uncontrollable expenses, coding for accounting purposes, capital purchases and depreciation.

THE EXPERIENCE OF HEARING VOICES

Amy K. Long, CRS Outreach Counselor, Riverside Community Care.

Date/Time: Thursday June 11, 10:00am - 1:00pm
Location: Beebe Library, Wakefield
Audience: All Staff
CEUs: Social Work/Licensed Mental Health Counseling/Nursing

This provocative, experiential training provides comprehensive information about hearing voices and offers participants the experience of hearing voices while simultaneously engaging in a series of daily life activities. The experiential exercise is followed by lively discussion including strategies to promote self-help. Highly recommended for all staff working in mental health settings.

SO... YOU WANT TO BE A MANAGER?

Dallas Gulley, Associate Division Director, Family and Behavioral Health; and Sam Falaye, Director of Residential Services, Developmental and Cognitive Disabilities - Riverside Community Care.

Date/Time: Tuesday, June 16, 10:30am - Noon
Location: Riverside Community Care, Dedham
Audience: Staff Only, Limit 25

Do you wonder what it takes to be a successful manager at Riverside? Becoming a manager can be very rewarding, but the job isn't always what most people think it is. This workshop will provide you with insight about key management responsibilities and the skills required, along with strategies to enhance your own professional development. A Riverside manager will share his own experience about navigating his career into management.

ASSESSING AND MANAGING SUICIDE RISK: CORE COMPETENCIES FOR MENTAL HEALTH PROFESSIONALS

Larry Berkowitz, Ed.D., Director; and Jim McCauley, LICSW, Associate Director - Riverside Trauma Center.

Date/Time: Tuesday, June 23, 9:00am - 5:00pm
Location: Milford Library
Audience: Riverside Mental Health Professionals. Limit: 30
CEUs: Social Work/Licensed Mental Health Counseling/Nursing
CEs: Psychology

This workshop will provide you with valuable information on how to assess suicide risk, plan treatment, and manage the ongoing care of at-risk individuals. By maintaining an effective attitude and approach, collecting accurate assessment information, formulating risk, developing a treatment and services plan, and managing care, staff will develop a new sense of confidence and clarity in working with individuals at risk for suicide..

★ Management Training Series

SEE REVERSE SIDE FOR MANDATORY CERTIFICATION AND HEALTHCARE TRAININGS AND TRAINING LOCATIONS.

ADVANCE REGISTRATION IS NECESSARY.

Trainings are free to Riverside staff. To register, call Training, Riverside's Human Resources & Staff Development at **781.329.0909, ext. 5352**.

Weather Cancellations: Call 781.329.0909 for a recorded message.

To view the Riverside Training Calendar online, please go to: www.riversidecc.org and select: Careers; Training and Staff Development; and Training Series Calendar.

Riverside Community Care 450 Washington Street, Suite 201 Dedham, MA 02026 781.329.0909 www.riversidecc.org

Riverside Community Care

MANDATORY CERTIFICATION AND HEALTHCARE TRAINING

Please note: Healthcare Trainings are held at Riverside Community Care, 450 Washington Street, Dedham. **PRE-REGISTRATION IS NECESSARY.** To register for these trainings, call **781.329.0909, ext. 5390**.

COMBINED ADULT CPR/FIRST AID (10:00am - 4:00pm)

Wednesday, May 6
Tuesday, June 2
Tuesday, June 30
Monday, July 13
Wednesday, August 5
Monday, August 24

MEDICATION ADMINISTRATION RECERTIFICATION REVIEW (4:30pm - 9:30pm)

Friday, May 1
Friday, June 5
Friday, July 17
Friday, August 14

Testing for Medication Administration Recertification: Conducted by Riverside trainer, may be available during class time.

MEDICATION ADMINISTRATION TRAINING (9:30am - 5:30pm)

Saturday & Sunday, May 2 & 3
Saturday & Sunday, June 6 & 7
Saturday & Sunday, June 18 & 19
Saturday & Sunday, August 15 & 16

TRAINING LOCATIONS

BEEBE LIBRARY, 345 Main St., Wakefield. Limited street parking.

MILFORD TOWN LIBRARY, 80 Spruce St., Milford. Limited street parking. Municipal lot on Pine St., one block from library. **No parking in library lot please.**

NEEDHAM PUBLIC LIBRARY, 1139 Highland Ave., Needham. **Parking in Highland Ave. lot only.**

RIVERSIDE COMMUNITY CARE, 450 Washington St., Suite 201, Dedham. Limited parking available adjacent to the building. Alternative parking in municipal lot on Eastern Ave.

Riverside Community Care is approved by the American Psychological Association to sponsor continuing education for psychologists. Riverside Community Care maintains responsibility for this program and its content.

CAREER OPPORTUNITIES

RIVERSIDE is always looking for talented staff. For more information regarding available positions or to apply online, visit our website at www.riversidecc.org.