

Message from OFS Coordinator....



Happy New Year! I hope your holiday season was full of wonder and joyous moments. It has been another exciting year as Options for Services continues to grow and evolve. We are always looking at ways to further explore how the service can be helpful, most especially for ICOF employers and their support networks.

Over the past year, OFS has hosted an Open House in Dauphin with the aim of recruiting contractors and helping those in the area learn more about the service. OFS also successfully piloted a first group training in the Westman area regarding Supervisory Skills for Team Leaders. This offered an opportunity for team leaders to learn supervisory skills via a facilitator, but also to share and learn from each other. We are looking at possibilities on how we can offer this training in other areas of the province, as well as what other trainings may be helpful to employees, employers, networks, and families. If you have an idea, please let us know!

In an effort to better present what OFS can offer, we've created a more user-friendly breakdown of our services. OFS can work with individuals, networks, and families to design customizable administrative support agreements regarding:

Human Resources

- * Placing ads, screening applicants, interviewing, coordinating trainings and checks
- * Reviewing job descriptions and completing orientation checklists with new employees
- * Creating or revising documents (job descriptions, training plans, or staff schedules)
- * Coordinating and leading staff meetings or training opportunities
- * Assisting with performance evaluations
- * Mentoring and supervising employees

Payroll and Financial Reporting

- * Assisting with set up of a business and of payroll (privately or with a company)
- * Mentoring regarding payroll processing or completing payroll processing
- * Ensuring employee files and payroll information is current and up to date
- * Assisting with the development of a financial reporting system
- * Connecting individuals, networks, and families with bookkeeper

Administrative Services

- * Coordinating medical appointments, keeping track of and ordering medical supplies
- * Observing and providing feedback on improvements to systems
- * Coordinating the details of a move, vacation, wedding, or other event
- * Any administrative tasks that lend to relationship support

Group Training

- * Customizable trainings for employees, employers, networks, and families
- * Large or small trainings
- * Supervisory Skills for Team Leaders

We can also offer expertise in additional areas depending on your need, so please inquire for more information on how we can help you.



“When we were looking for someone to do payroll and hire staffing, we needed help from someone who had the expertise. Options for Service, fills the bill perfectly for us. I do not have the knowledge that is necessary (or the computer skills) to complete payroll, so now, all I do is email the contractor the hours and she looks after the rest. When seeking and hiring new staff, again, she has the skills. She knows who we need and sets up the interviews after completing the initial checks. Thank goodness for Options for Services.”

Written by a support network member

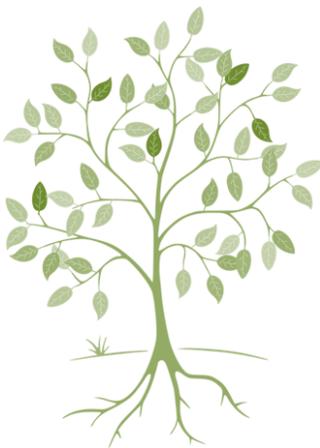
OFS Contractor Update

We are proud to say that OFS now has **19 contractors available** to assist with OFS agreements as needed.

- * 13 contractors are based out of Winnipeg
- * 2 contractors are based out of Brandon
- * 4 contractors are based out of Portage la Prairie, Altona, St. Malo and Minitonas respectively

OFS is looking for contractors in
Eastman, Interlake, Central, Westman and Parklands regions

If you know someone who is interested
please have them apply to: optionsforservices@icof-life.ca



“Options for Services helped us to find our staff replacement by placing the staff ads, gathering the resumes, reviewing the applicants, making recommendations, and assisting in the interview process. The Options for Services contractor helped us figure out what the specific needs were and assisted in writing a job description including “Network Expectations”. The contractor then assisted in training the staff, doing periodic reviews, and doing follow-ups to advise the network on how the staff was progressing. Through this process, we found a wonderful staff person who works well with us and we have great confidence in her abilities. Our friend's life has changed in many ways; reaching out to Options for Services was the beginning of a healthy and happy future for him.”

Written by a support network member

Your feedback is always appreciated.
Please let us know if there is anything we can be doing to improve the service!

Email Michelle: optionsforservices@icof-life.ca