



## **NEW EMPLOYEE ORIENTATION**

Revised 1/2017

- 8:00 a.m. Welcome & Completion of personnel forms and picture  
**Member of Human Resources and Managers**
- 8:20 a.m. Messiah Lifeways' Mission Statement  
**Curt Stutzman**
- 8:30 a.m. Messiah Lifeways Overview  
**Member of Human Resources**
- 9:00 a.m. Review Person Center Community Minded  
**Geli Losch, Enhanced Living Administrator**
- 9:30 a.m. Employee Handbook  
**Member of Human Resources**
- 10:15 a.m. Break
- 10:30 a.m. Corporate Compliance /HIPAA Security/Elder Justice Act  
**Member of Human Resources**
- 11:15 a.m. Village Center Tour  
**Member of Human Resources**
- NOON** Lunch at Fireside Grille
- 12:30 p.m. Home Tour with **Messiah Village Resident**  
*(MLAH Team Members picked up by MLAH staff)*
- 1:00 p.m. Infection Control  
**Gay Plastina, Staff Educator**
- 2:00 p.m. Information Systems  
**Member of Information Services**
- 2:15 p.m. Break
- 2:30 p.m. Safety & Security  
**Member of Campus Services**
- 3:30 p.m. Resident Focus  
**Member of Social Services Department**
- 4:00 p.m. Discussion of Benefits & Workman's Compensation  
**Laurie Black, Benefit Coordinator**