



**THIS PROGRAM IS PARTIALLY FUNDED
BY THE ESSEX COUNTY DIVISION OF
SENIOR SERVICES.

Aging is a natural process of life. It begins the moment we are born. Strangely enough, most of us live under the illusion that we and our loved ones will never become old. When old age arrives, we are often unprepared. The natural order becomes reversed. The young help to care for the old. Those who need to be taken care of for the first time have a hard time accepting that they need help. This condition is a product of our culture that does everything it can to conceal the loss of youth. Confronting this reality is the beginning of a healthy relationship to life, aging and death.

Source:

<http://www.familyfriendpoems.com/poems/family/aging/#ixzz368uhig5a>



City Council Members:

First Ward

Andrea D. McPhatter
Christopher D. James

Second Ward

Jacquelyn E. Johnson
Romal D. Bullock

Third Ward

Quilla E. Talmadge, Chairwoman
Ted R. Green

Fourth Ward

Sharon Fields
Tyshammie L. Cooper

Fifth Ward

Alicia Holman
Lonnie Hughes

Mayor Lester E. Taylor, III

*City Hall
44 City Hall Plaza
East Orange, NJ 07018
Phone 973-266-5151
Fax 973-266-5135*

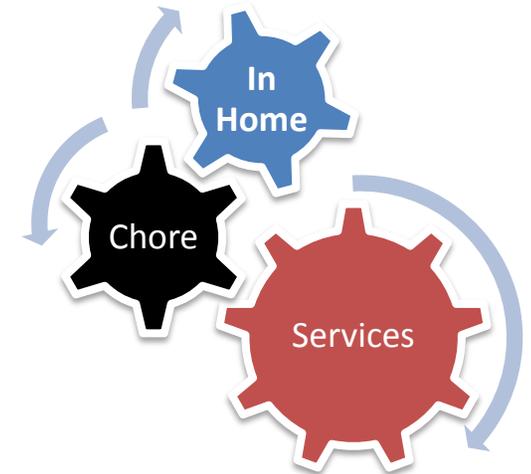
Rita D. Butts, Manager

*City of East Orange, New Jersey
Division of Senior Services
90 Halsted Street
East Orange, NJ 07018
973-266-8832*



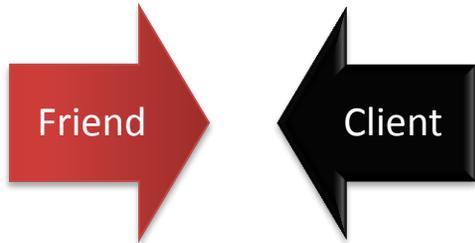
Home Friend Program
Division of Senior Services

90 Halsted Street
East Orange, NJ 07018
973-266-8812



The following procedures and information are intended to provide guidelines and procedures to be followed by those employed as Home Friends of the above mentioned organization. Failure to follow these guidelines and procedures

All Home Friends are to abide by the following procedures:



1. Report to work on time every day for every client in the appropriate attire. Attire must be neat and clean. Adhere to the City of East Orange Dress Code by avoiding wearing jeans, spandex, and other tight fitting clothing.
2. Call the office upon arriving at the morning client's home and when leaving the afternoon client's home. Leaving a client's home early without the proper prior authorization will result in disciplinary actions. (The Home Friend must make all calls to the office using the client's phone).
3. Notify the office and client must when the Home Friend is going to be late or absent for any reason. This notification must take place at least 15 minutes prior to the scheduled starting time. Failure to notify both parties will result in disciplinary action.



4. Fraudulent calling in of time (Home Friends calling in and stating that they are with clients and they are not) will result in disciplinary action which may include recommendation for termination.
5. Report to the client's home before running errands on behalf of the client.
6. Do not leave a client's home without first informing the client. Leaving without informing the client as well as providing the required service hours will result in a reprimand. Repeat offenses will result in recommendation for termination.
7. Clients are to sign weekly time sheets (Legally blind clients or clients with other disabilities preventing them from signing are excluded) unless otherwise specified by the office.
8. Full-time Home Friends are required to request vacation days 10 days in advance, and must request personal days three days in advance. Part-time employees must submit their request for unpaid time off in writing at least 10 days in advance.



9. Personal business and appointments are to be done on personal time only.
10. Home Friends ONLY should report to the client's home (Do not bring a friend, child, or others to a client's home).
11. Home Friends are required to eat prior to arriving at the client's home.
12. Use the time (specified by the office) spent with the client to:
 - Thoroughly complete chores.
 - Encourage clients to participate in the Division of Senior Services activities (Exercise Classes, Luncheons, Trips, etc.).
 - Notify the office immediately of any strange and unusual behavior of the clients.

**Failure to comply with these procedures will result in reprimand and/or termination of employment with the City of East Orange – Division of Senior Services Home Friend Program

