

Lifeline Homecare 2015 Caregiver of the Year Information and Guidelines

The Lifeline Caregiver of the Year award recognizes an individual caregiver for their outstanding service to Lifeline Homecare and our clients. Nominations for the Caregiver of the Year Award are submitted by the Regional Director of each Lifeline Homecare regional office in Kentucky. Each regional office may nominate up to two caregivers to be considered for the award.

The Lifeline Caregiver of the Year Award recognizes a caregiver who has provided outstanding service to our clients and embodies the values and standards of excellence that represents the Lifeline Homecare vision and mission. Specifically, the nominee will have:

1. Been employed by Lifeline Homecare for a minimum of 12 consecutive months at the time of the nomination;
2. Completed all of the required Lifeline Homecare training programs and demonstrated a desire to go above and beyond the educational and training requirements;
3. Provided a continuous high quality of care services as demonstrated by customer feedback, supervisor feedback, no missed assignments, no employee performance documentation, etc;
4. Given extra effort to complete a job, accept short notice assignments, handle a heavier workload;
5. Demonstrated Lifeline Homecare values of trust, compassion, loyalty, reliability, and excellence.

Selection Criteria

A selection committee formed by members of Lifeline's executive leadership team will review nominations and select the Lifeline Caregiver of the Year by considering the following criteria:

1. Does the caregiver embody the values, professionalism and standards of excellence of Lifeline Homecare?
2. Has the caregiver completed all Lifeline Homecare required training programs?
3. Has the caregiver, upon their own initiative, completed other education, training and professional development programs that enable he/she to provide better care to our clients and to foster the standards of excellence set by Lifeline Homecare?
4. How long has the caregiver been employed by Lifeline Homecare?
5. Does the caregiver go above and beyond the call of duty while staying within the guidelines and requirements of non-medical homecare?

The Lifeline Homecare Caregiver of the Year Award will be announced each year at the company's annual meeting in December. An award ceremony will be held in the regional office where the nomination originated, and the company will issue a press release on the award to be published in statewide media outlets.

Nomination Submission Deadline

Each nomination must include the completed Lifeline Homecare Caregiver of the Year Award Nomination Form, as well as written, typed responses to the nomination questions. Written responses to the Nomination Key Response Areas should be no more than 5 pages in length. Testimonials from clients, referral sources, partners and coworkers may also be included in addition to the written responses to key areas, and do not count towards the 5-page limit.

Nomination forms will be available online each year beginning on September 1st. Nominations should be submitted electronically in Microsoft Word or PDF formats. A photo of the nominee in .jpeg or .png format should also be included. Nominations should be submitted no later than COB on October 15th of each year to eburton@lifelinehomecare.org. Nominations may be submitted electronically through email by sending to eburton@lifelinehomecare.org.

Notification of Winners and Award

The Lifeline Homecare Caregiver of the Year winner will receive a recognition letter from the CEO and Executive Director of Lifeline Homecare, a plaque/certificate, and cash award. All candidates will receive a certificate of honorable mention recognizing them for their nomination and dedication to Lifeline Homecare and our clients. The winner and nominees will also be recognized with press releases distributed from our corporate office to the local media.

Other Information

In addition to the criteria listed in the nomination guidelines, there are some additional guidelines to remember:

1. Applicants can be nominated in consecutive years, but once someone has won the award, they are not eligible for the award again for two calendar years.
2. The award is for professional caregivers employed by Lifeline Homecare. Family caregivers or caregivers not employed by Lifeline Homecare are not eligible for the award.

Questions

If you have any questions about the Lifeline Caregiver of the Year Award, please contact Elizabeth Burton at 606-678-4032 or email eburton@lifelinehomecare.org.