

July 22, 1971



THE ADVISOR

A BI-WEEKLY INFORMATIONAL BULLETIN

PENNHURST STATE SCHOOL and HOSPITAL

POSTING OF VACANCIES FOR PROMOTION

Whenever a vacancy occurs which can be filled by promotion, the Personnel Office will be notified of the level of the position, the work area, and the shift. This information will be posted on the official bulletin boards, in the ADVISOR, and by notice to the departments and units as applicable. The notices will be posted for seven calendar days, during which time those interested must seek an interview. The posting will begin with this issue of the ADVISOR.

Francis J. Clifford
Personnel Director

PERSONNEL RULES EXPLANATION

We wish to draw the attention of all employees to the recently distributed Personnel Rules, particularly rule #2, which says:

No unauthorized solicitation or selling will be permitted on institutional property by anyone.

The above ruling also applies to those employees who are tempted to make such purchases. Let it be understood that the administration of the institution will not in any way act as intermediary between employees buying and selling.

Elmer B. McSurdy
Business Manager

DEFENSIVE DRIVING COURSE

The Defensive Driving Course will be given on Tuesday, August 3, 1971, in the Penn Hall Conference Room, starting at 8:30 a.m. This is an 8-hour course and will be given one day only. Cards will be issued only to those who attend the full course. Anyone not able to be present for the full day should not attend. Please notify me by July 29, 1971, of the number of people who will attend from your department or unit at ext. 451 or 452.

Arthur W. Penrose
Police Officer

WANTED TO RENT

Need a 3 bedroom house or apartment within commuting distance of Pennhurst. If you have any leads, please call Iva Proper at ext. 477.

CURRENT VACANCIES

The following positions are open and available to any qualified applicants throughout the institution. Anyone interested in them should contact the appropriate supervisor before July 29, 1971.

1. Child Care Aide III in Unit IV, second shift. Contact Mrs. Doris Long, ext. 421.
2. Child Care Aide II in U-1, Unit IV, second shift. Contact Mrs. Doris Long, ext. 421.
3. Child Care Aide III in Unit I, working varied hours on all three shifts. Contact Mr. Jerry Boyer, ext. 430.
4. Child Care Aide Trainee or Child Care Aide I from 4:00 to 8:00 p.m. in the Canteen. This could be arranged so that the person works an additional 4 hours daily on a ward (in order to make up a full 40 hour week) or it could remain strictly a 20 hour per week, $\frac{1}{2}$ time position. Contact Miss Maneval, ext. 241 or 237.

ENFORCEMENT OF TRAFFIC LAWS

Effective July 26, 1971, traffic violators will no longer be issued warning tickets. All violators will be arrested for offenses according to the Pennsylvania Vehicle Code.

Elmer B. McSurdy
Business Manager

IMMUNE SERUM GLOBULIN AVAILABLE

Immune serum globulin (ISG) is now available for all persons employed at Pennhurst who have not had infectious hepatitis. ISG will be given on August 3, 4, 5, and 8, 1971, in the Hospital Dispensary. The hours will be from 6:45 a.m. to 8:00 a.m. and from 2:00 p.m. to 3:00 p.m. If you are interested, please call ext. 243 to make an appointment. Inoculations will be given only to those who make an appointment.

There is no real reason for any person to request ISG treatment unless he or she has been recently exposed to hepatitis. Protection after the injection lasts for only a few months.

Benton H. Marshall, M.D.
Medical Director

LOST AND FOUND

Lost: One man's wide wedding band, antique gold with ingraved flowers. Inscribed with SJB to JGP 6/6/70 Love, Peace and Happiness. If found call J. Gregory Pirmann at ext. 287.

PENN STATE UNIVERSITY COURSE OFFERINGS AT PENNHURST, FALL 1971

Penn State will give the following courses on the grounds this fall:

Tuesday, Sept. 21 - Tuesday, Jan. 25, 1972: Psychology 2 and Psychology 21.

Thursday, Sept. 23 - Thursday, Jan. 27, 1972: Psychology 436.

Each course will be offered once a week for 16 weeks from 6:30 to 9:00 p.m.

Effective with the fall semester, tuition for courses offered through Penn State Continuing Education will be \$28.00 per credit or \$84.00 per three credit course.

NOTE: Application for tuition reimbursement is not the same as class registration. Application for tuition reimbursement for courses described above (that is, for courses offered here at Pennhurst) must be made at the Personnel Office no later than Friday, August 13. The application deadline for courses offered at area institutions (off-site) is Wednesday, Sept. 1, 1971. To be considered for tuition reimbursement, the applicant must have permanent Civil Service status or have completed one year of employment at Pennhurst as of September. For further information contact the Training Office, Personnel Department, ext. 472.

Lloyd S. Skole
Training Specialist

CIRCUS COMMITTEE THANK YOU

We would like to thank all those who participated in the preparations necessary for the circus to be an enjoyable day for the Pennhurst residents. Although the list of those involved is too lengthy to print, we would like to extend special thanks to everyone including the Neighborhood Youth Corps and their supervisor, Mr. Morgan, and also to Mr. Wilder and Mrs. Shanaman from Nursing Education, and a large thank you to those staff members and volunteers who helped push and transport the Unit 3, 4, and 7 residents to the circus.

The work done prior to and during the performances helped Circus Day become an enjoyable day for both residents and staff. Again, thank you.

The Circus Committee

FAREWELL PARTY

Again reminding everyone of the Farewell Party for Jerry Boyer on Friday, August 6, 1971 beginning at 8:00 p.m. at the Liberty Fire Company, Main and Hall Streets, Spring City, Pa. The cost is \$3.50 per person and includes a gift, a cold buffet, and dancing from 9-12 p.m. to the music of Jim Colasanti and "The Statesmen". Guests are welcome. Tickets are available from Diane Haws, ext. 428, or Sandy Kepner, ext. 387, Penn Hall I. If you have not already arranged to get your tickets, please get in touch with either Diane or Sandy before Friday, July 23, 1971.

GIVE-AWAY

English Springer Spaniel, AKC registered, beautiful markings, excellent bird dog. I am moving from the area and cannot take him along. Convince me that you will provide him with a good home and care and I will give him away. I would prefer someone who lives on a farm or has a large yard and who would make use of his hunting skills. Contact Jerry Boyer, ext. 429.