

How Accessible are you?

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- Ensure your Aboriginal Health Services Directory form is updated and sent in to CHABC
- Have you changed jobs? Do you have a new title? Are people aware of this?
- Build/repair your relationship with your receptionist/secretary
- Check the main band office for mail or faxes regularly
- Build yourself an address book with your email contacts
- Make sure your office mail box is organized and cleared out regularly…if you don’t have an office mail box…get one!
- Make sure your receptionist/secretary knows how to direct mail, if not, show her!
- Make sure your receptionist/secretary has a clear distribution list
- Make sure all staff is knowledgeable of your organizational chart and how programs are funded (could you be called more then one type of worker i.e., NNADAP, A&D)
- Have you purchased a membership? Is it current?
- Make sure new staff have an orientation on your lines of communication
- How will you make sure you receive all training notices?
- Have you checked your organization in the Aboriginal Health Services Directory is correct and up to date?
- How can you work pro-actively with your organization to ensure smooth communication flow, provide peer support, etc
- Take steps to be pro-active! Individual responsibility, peer relationships, company responsibility, systems/procedures
- If you work in multiple band offices, are you checking your mail in each place?
- Holidays- if someone is on holiday/leave…will the information still reach you? Does the replacement person know who receives what?
- Is there frequent turnover of staff in your office? How do you keep your communications stable in spite of it?
- When you change jobs, forward documents onto the person who will replace you

CHABC does our best to reach all CHW’s. From time to time, CHABC does get complaints that people don’t receive their mail, unfortunately the postal mail is out of our control once it leaves our office. If this is the case please contact us and we will work with you to come up with an alternate communications delivery solution. All workers need to ensure communication is flowing in their individual offices.