

Welcome to

CareOne

A blue caduceus symbol, featuring a central staff with two snakes entwined and wings at the top, is positioned behind the word "CareOne".

We're happy
you're here!

OFFICE
number

734-480-0011

ADDRESS

301 W. Michigan Ave.

STE 320

Ypsilanti, MI 48197



Meet your Care One team

Teri Cooke
Chief Operations Officer
teric@careoneinc.com

Hollie Bostain
Recruiting Manager
hollieb@careoneinc.com

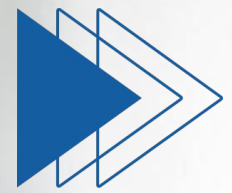
Kathy Westendorf
Payroll/Benefits
kathyw@careoneinc.com

Cassidy Dunn
Social Media Manager
cassidyd@careoneinc.com

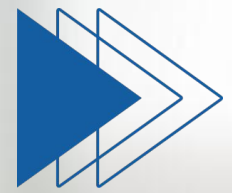
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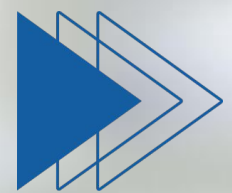
Work Badges



Issued first day of work



Used to clock in and out



Must be with you at **ALL** times



Must be turned in at end of employment

allowable items

▶▶ List is available on the Care One website

▶▶ When in doubt leave it in your car



scheduling

- ▶▶ Give yourself an extra 15-30 minutes to get through security
- ▶▶ Must be at your work station at your scheduled time
- ▶▶ MDOC has the ability to change your schedule or mandate you
- ▶▶ Care One cannot make, change, or adjust your schedule



Time Off and Attendance

- ▶▶▶ Call/email both the facility and Care One to inform us you will not be in
- ▶▶▶ Get requests for future time off by MDOC via email and retain for your records – let Care One know
- ▶▶▶ Tardies/Absences are reported to Care One to follow up with you on

care one Timesheets

- ▶▶▶ Can be found on Care One website
- ▶▶▶ Track own time with Care One Timesheet and clock in/out — MDOC timesheet is sent separately on your behalf.
- ▶▶▶ Timesheets are filled out and turned in every 2 weeks regardless of if you chose weekly or biweekly payment
- ▶▶▶ Email timesheet to **BOTH** Kathy and Teri
- ▶▶▶ Only Recovery Coaches need to have it signed by a supervisor

Payday



First check 3 weeks after your start date when starting at the beginning of the pay period



Reach out to Care One to change your direct deposit or for other questions related to payroll



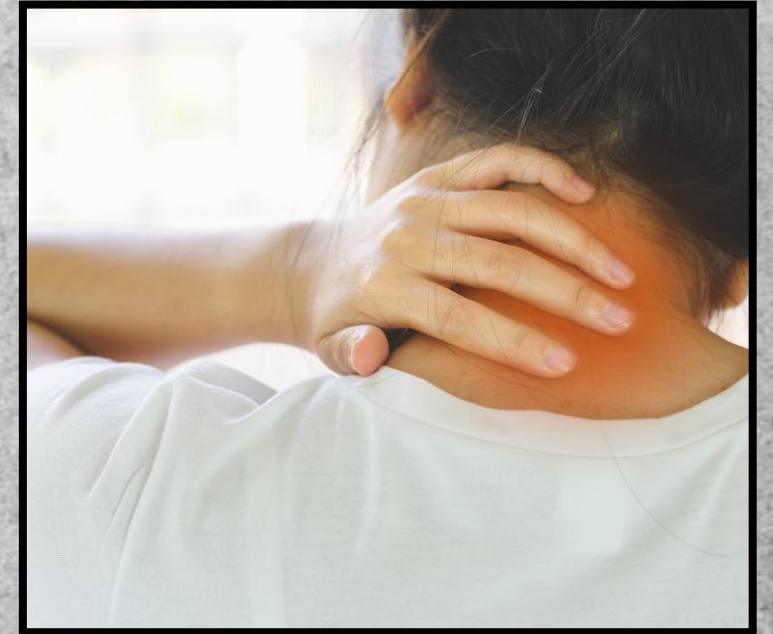
Workplace Injuries

▶▶▶ Notify MDOC supervisor IMMEDIATELY

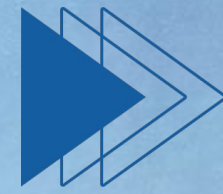
▶▶▶ If medical attention is required, call Care One to get authorization

▶▶▶ Go to the nearest Urgent Care or ER (if needed)

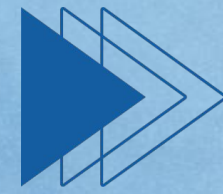
▶▶▶ Follow up with Care One – you will be required to complete an incident report with us within 24hrs of the incident



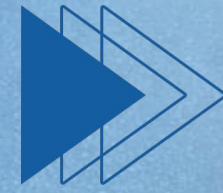
Final Thoughts



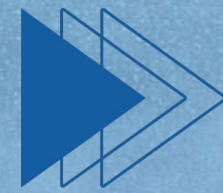
Check your personal and work email regularly; this will be our main way to contact you.



Maintain your Care One timesheets and turn in biweekly



Ask us first--MDOC doesn't know Care One policies and procedures



Communicate any issues you are having! We can't help if we don't know its happening

thank you
for attending

Any questions?



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