



Introduction to Human Resources for Long-Term Care Providers

June 19, 2024 • 1–2 p.m. CT
www.LeadingAgeIowa.org/IntrotoHR

This event is scheduled in a virtual, live-streaming webinar format. To meet the regulatory and education requirements, participants must stay for the entire event to receive credit. Sign-in and sign-out times, as well as attentiveness, will be verified before credit is issued. Contact [Amy Huisman](#) for details or questions.

Whether you're a new administrator, a department manager who was promoted from within, or an office manager in charge of human resources, you likely struggle to identify what you can or can't do related to hiring, disciplinary action, and reasonable accommodations. Please know, you're not alone!

The Introduction to Human Resources for Long-Term Care Providers webinar is a one-hour program that will review what must be completed before an individual is hired, tips on compliance with Civil Rights laws, anti-discriminatory practices, and so much more.

- Incorporate strategies for pre-employment screening and interviewing processes for personnel.
- Identify requirements for criminal background checks, abuse registry checks, license/certification verification, and occupational health.
- Define the ADA and Civil Rights laws as well as best practices to prevent potential litigation.

Event Schedule

June 19, 2024 | 1-2 p.m. CT

Who Should Attend

Administrators, Assisted Living Directors, and mid-level managers from across the long-term care continuum.

Faculty

Krissy Gilbreth, Human Resources Director, Oaknoll Retirement Residence, Iowa City

Krissy Gilbreth graduated summa cum laude from Columbia Southern University, majoring in Human Resources. She began her career in 2005 with Oaknoll Retirement Residence as the Administrative Assistant in the Health Center. In 2007, Krissy took a position in Minnesota, serving as a Trainer for a large corporation and moved back to the Iowa City area in 2012. Krissy was welcomed back to Oaknoll 11 years ago and is now their Human Resources Director.

Continuing Education Information

Nursing Home Administrators: 1.0 contact hour is intended to meet the criteria established by the Iowa Board of Examiners for Nursing Home Administrators for participants who attend this session in its entirety. Partial credit for individual sessions will not be granted. To receive contact hours or a certificate of attendance, you must attend the entire session. Retain certificate for four years.

LAI Assisted Living Leadership Recertification: 1.0 contact hour will be available for participants who attend this session in its entirety. Partial credit for individual sessions will not be granted. To receive contact hours or a certificate of attendance, you must attend the entire session.

For other long-term support and service provider professional not listed above: Most licensure boards, credentialing agencies and professional organizations have processes that allow individuals to earn a certain number of CEUs for non-preapproved programs and/or to accommodate self-submission for approval of continuing education hours after the event takes place with proper documentation from the program sponsors. It is up to the discretion of the licensee to choose relevant sessions and self-report. Generic certificates of attendance will be provided.

Registration & Other Information

Register at www.LeadingAgeIowa.org/IntrotoHR.

LeadingAge Iowa Member Individual Rate \$50

Prospective Member Individual Rate \$95

What's Included

Registration fee includes digital handouts, one connection to the live webinar, and instructions for receiving CE credit/attendance certificate for one person. A recording of this webinar is NOT included in the registration fee.

Cancellation/Refund Policy

Registration deadline is June 17, 2024. No-shows will be billed. No refunds for failure to log-in at the time of the event. Substitutions welcome anytime via email. All cancellation and substitution requests must be emailed to Amy Huisman (ahuisman@LeadingAgeIowa.org). A full refund will be given to all cancellations received 10 or more business days prior to the program. A \$25 administrative fee will be charged to all cancellations received six to nine business days prior to the program. No refunds will be given to cancellations received five or fewer business days prior to the program. Refunds will be calculated by the date received and the LeadingAge Iowa business days remaining prior to the program. LeadingAge Iowa reserves the right to cancel the program due to insufficient enrollment, in which case pre-registered participants will be notified and full refunds provided.

Go to www.LeadingAgeIowa.org/VPCodeofConduct to view the LAI Virtual Programs Code of Conduct.

LeadingAge Iowa, 11001 Aurora Ave, Urbandale, IA 50322

515-440-4630 or www.LeadingAgeIowa.org