



Support Worker Newsletter

Aug- Sept 2010

Job Centre Plus Awards

The Award Ceremony for the Job Centre Plus was held on the 7th July 2010.

We WON

- Employer Of The Year
- Diversity In Action

And Were Runners Up In:

- Recruitment Partnership

Jim, Paul & Jonny would like to personally thank everyone for all their hard work and support.

WELL DONE!!!!



New Team Members

Welcome on board to: Christopher Simms who has recently joined us as an assistant Care Coordinator and Nicola Steel who has joined us a HR Administrator.



Care Free

The new mobile phones are now out on project. Once they have all been linked up to the Carefree system, you will all be issued your individual key code.

This new phone system will end up replacing timesheets as you will have to key in your individual code at the beginning of your shift to log you on and then at the end of every shift to log you off.



Congratulations

Congratulations to Ula who gave birth to a beautiful baby boy called Daniel. Mother and baby are doing really well, they are now out of the hospital and at home.



Recruitment

We have numerous vacancies within Aspects Care at the moment. These vacancies are based either in Cotteridge or in the Handsworth office.

The current vacancies are:

- **Registered Care Manager**
- **Care Co-ordinators**
- **Assistant Care Coordinator**
- **Support Workers**
- **Supporting People Manager**
- **Sales and letting Administrator**
- **Accountant**
- **HR Administrator**

If you are interested, or know anyone that might be, job descriptions and application forms can be collected from the office or downloaded online at:

www.aspectscare.co.uk



Happy Birthday

Happy Birthday to the following people whose birthdays are coming up over August and September:

Samuel Agunsoye
Adetola Borisade
Emerita chitiyo
Martyn Cole
Amy Dalton
James Farrell
James Hunt
Sadif javaid
Nomxolisi Madikizela
Ambrose Masomere
Amos Matanda
Angela Palmer
Stephen Parker
Paul Smith
Nicola Steel

Hope you all have a great day!!!!



Up Date

We are finding that staff members are not informing the office when they change their personal details.

It is your responsibility to ensure that all the details we have are up to date and correct.

Please inform HR if you change any of your personal details.

For example:

- Telephone number
- Address
- Bank details

Training Refreshers

Staff members are reminded that completing training refreshers is a compulsory part of your job role and contract. The mandatory training refreshers need to be completed annually as part of your professional and personal development.

We have sent out letters to all employees whose training refreshers are overdue. Please contact the office and book a time slot when you will be able to attend.

Failure to do so may result in staff members being taken off project until they have completed.



Team Leader Interviews

Thank you to everyone who has handed in an application for the Team Leader position. We will be contacting everyone by the end of July to inform them of the next stage.



Thank You

Thank you to the staff members who have sent in pictures of their day's out with the service users.

It is great to see what you have all been up to. They have made an excellent addition to the service user newsletter, so thanks again. Keep it up.

On-Call

The On Call number is for **Emergency Calls ONLY**. You should be following all the protocols put in place before calling the On Call number. Please do not ring the On Call number to discuss rota issues, unless it is for that evening or morning.

**On Call No:
07957 984 076.**



Supervisions

Can everyone make sure that they are attending all supervision dates that they have been booked for. They are compulsory and part of CQC regulations therefore you must attend. Supervisions give you an opportunity to discuss any issues and obtain feedback. If you are not sure when you have been booked in for your next supervision then please contact the office.

