



Support Worker Newsletter

May- July 2010

Confidentiality

Employees are reminded that **All** information that relates to:

- our business
- all employees
- all previous employees
- all Clients

Is Confidential.

Employees shall not at any time disclose/ discuss confidential information with anyone.

Discussing confidential information whilst at work or through social networking sites i.e. Facebook constitutes as gross misconduct and can result in dismissal of employment.



New Team Members

Welcome on board Daniella Rodriguez who has recently joined us as an assistant Care Coordinator.

We have another Care Coordinator, Christopher Simms who will be starting with us on the 24th May 2010.



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:

- **Care Manager**
- **Senior Care Manager**
- **Care Co-ordinators**
- **Team Leader**
- **Support Workers**
- **Sales and letting Agent**
- **Asylum Support Worker**
- **Finance Officer**
- **Recruitment Officer**
- **HR Administrator**
- **HR Administrator (Maternity Cover)**
- **Receptionist**

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 soon:

Gabriel Chikuku
Philip Graves
Barry Hawker
Masego Molebastasi
Andrew Whittington
Keith Clyne
Hamis Utikae
Omar Zulifiqar
Ula Katarzynska
Katie Smith
James Calcutt
Tony Ryan
Emonefe Onisha
Michelle Bird
Edy Mohammed
Richard Moy
Sait Ceesay
Carl Knight
David Jordan
Maureen Rigters
Karen Summers
Michel Poulalion
Kayleigh Golding

Hope you all have a great day!!!!



VRQ Training

As you were made aware in last month's newsletter, we are now providing extra training via an external body.

The courses that are running:

- Dementia Awareness
- Safe Handling of Medicines
- Control for Infection and Contamination

Letters have been sent out to everyone attending these training sessions, with the dates and times.

It is essential that you attend these sessions if you are booked onto them, as they are for your own personal development within your role. The training that you undertake will provide you with nationally recognised transferable qualifications. If you are unable to attend for any reason, please contact Rebecca in HR.



New Service Users

Since the last newsletter we have had 4 new service users start with us. We currently have another 4 who are looking at starting with us over the next few weeks.



Awards

Aspects Care Ltd has been nominated for the following Job Centre Plus awards:

- Diversity In Action
- Recruitment Partnership
- Employer Of The Year

The award ceremony will be held on 7th July 2010. We will keep you posted.



Handsworth Office

The renovations to our office, in Handsworth are under way and should be completed in the next 2 months. We will keep you updated with all developments.



Days Out

Are you going out on any day trips or planning any activities with the service users? Why not take some pictures and bring them into the office. We can use the pictures for the service user newsletter and pass on ideas to other support workers



On-Call

Staff members are reminded that 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.**



Care Free

If you are not already aware we have a new back office system called Care Free. From this system we will now be able to provide every staff member with their own individual rota of their shifts for the month. The individual rota will show what shifts you will be working across your main project and all other projects. Also through Care Free a new phone system will be introduced onto every project. This new phone system will end up replacing timesheets as you will have to key in an individual code at the beginning of your shift to log you on and then at the end of every shift to log you off. Further information on this will be provided closer to the time.

