



Support Worker Newsletter

March- April 2010

CQC

As you are aware Aspects Care was recently inspected by CQC. We have now formally been informed that we have been rated as **Good "Two Stars"**.

A copy of the report is available for you all to read in reception.

A big thank you goes to everyone for all your help and support.



New Premises

The renovation of our new office in Rookery Road, Handsworth is underway and will be opening soon. We will keep you updated with any further developments.



New Service Users

Since the last newsletter we have taken on 2 new clients and are being approached by others.



Holidays

This years holiday year will be ending 31st March.

Any holiday entitlement that you have not taken cannot be carried over to next years' entitlement, any holiday that has not been taken will be lost. The new holiday year starts from the 1st April 2010 until 31st March 2011.

Please make sure that if you wish to take annual leave, then you will need to obtain and complete a holiday request form in advance and hand into HR. Forms are available from reception.

Remember it is **'first come first served'** so you need to book early to avoid disappointment.



Recruitment

We have a number of vacancies within Aspects Care at present. These are:

Support Workers
Care Co-ordinators
Recruitment Officer
Finance Officer
Asylum Support Worker
HR Administrator (Maternity Cover)

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

Training

We are now providing extra training via an external body, giving staff the opportunity to gain additional qualifications. Some courses available are:

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

The first selection of people to attend these training sessions have been chosen and they will be contacted with the dates their training commence.

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.



Thank You

Everyone at Aspects Care would like to say a massive thank you to everyone for their support with covering shifts that have gone down with short notice. We really appreciate all your commitment and help during these emergencies.



Timesheets

We are still having some problems getting all the timesheets in on time. Can everyone make sure that their timesheets are submitted every Monday by 12pm at the latest. You can submit time sheets either by:-

- Email:
info@aspectscare.co.uk
- Fax: 0121 459 6973
- By post
- By hand

To remind you if we do not receive your timesheet on the designated day it will result in none payment for shifts worked and possible disciplinary action.



Happy Birthday

Happy Birthday to the following people whose birthdays are coming up soon:

Diane Price
Jaspreet Kaur
Rebecca Gritton
Ann Marie Thomas
Daniel Hill
Malick Ceesay
Maureen Muyenamberi
Shauna Davis
Rebecca Barnett
Gary Locke
Katie Whitworth
Sheryll Pyper
Sarah Evans
Olive Ellens
Ashley Wakefield
Rebecca Dickson
Janet Braithwaite
Susan Locke
Michael Fieldhouse
Melissa Harris
Erica Hewett
Sheikh Jaulim
Craig Sage

Hope you all have a great day!!!!



On-Call

The On Call number is for **Emergency Calls ONLY**, please adhere to the protocols put in place before calling the On Call number.

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



Investors in people

Investors in people will be coming into the office on Tuesday 16th March and Wednesday 17th March. They are coming in for the renewal of the award we received in 2007 when we were previously assessed.

They have requested to meet certain staff members who we have already asked and invited to come in.

Our Aims and Objectives over the next 18 months:

- Growing in size to approximately 400 people per year
- Handsworth office soon to be open
- Extending our services in Sandwell
- Offer more community activities e.g. Fitness and dance coaches
- Start providing support in Lincolnshire

In order to achieve our objectives, and support your career development, we have reviewed our company structure.

As a result of this we have recruited additional Care Coordinators both externally and from within the company.

Lisa Singh – promoted to Care Coordinator in January 2010 after 6 month successful probationary period. **Well Done!!!**

The recruitment of a Domiciliary Care Coordinator – Anjum Manir



The recruitment of Care Coordinator Daniel Collins.

If you are interested in progressing into the role of a **Care Coordinator**, please do not hesitate to find out more details from HR.

We have also expanded the HR department to support with company recruitment needs and your training requirements.

Rebecca Gritton and Manjeet Dosanjh have been recruited as HR Administrators.

If you are not already aware Ula Katarzynska is pregnant and is expecting a baby **Boy**. We will be looking for someone to join the HR team to cover Ula whilst she is off on maternity.



On Going Service Development

Podiatry
Chiroprody
Dance and Fitness Coach
Activities Coordinators
Beauty and Nails Technician
Advocacy Officers

If you are interested in any of the above let us know



Career Development

We ensure that you attend a supervision with a Care Coordinator every 6 to 8 weeks, as your supervision provides you with an opportunity to discuss any issues and obtain feedback in regards to your performance. Your supervision enables you to spend one to one quality time with a Care Coordinator, talking about you. Supervisions provide opportunities for you to request further/additional training that you may require to develop you further within your role.



Achievements

Over the last year 2009-2010 Aspects Care has grown at a steady pace.

We have:

- Recruited 172 staff
- Now support 24 clients
- Been successful in tendering in Lincolnshire
- Currently working alongside: JCP, SLOT, BSCH, Sandwell and Walsall Councils.
- And are looking for more.



Your Ideas

If you have any ideas or suggestions of how we can move forward as a company, please do not hesitate to come and speak to us at HR. We welcome all ideas and feedback that you bring to us.



Up Date

Please remember to let HR know if you change any of your personal details.

For example:

- Telephone number
- Address
- Doctor address/no
- Bank details

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

