

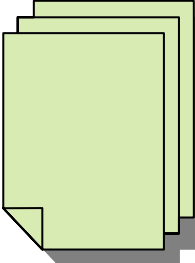
# CARE WORKER MESSAGE BOARD

## CARE WORKERS - £200 Reward

Don't forget if you have a friend with NVQ 2 qualifications, recommend them to us and they are successful, you could receive £200 once they complete their probationary period.



## Timesheets



I would like to re-iterate one of the messages we have stressed at the Care worker meetings, specifically timely submission of timesheets. Late timesheets can result not only in late invoicing to the Local Authorities but potentially in late payments to you if they miss a payroll run. We want you to get paid on time for all your hard work so please ensure you meet the deadlines in getting them to the branch.

*James Hussey  
Finance Director*

### Home Choice Care Branches



- Essex** | 01277 354111  
 John Giffney, Care Director  
 email: jgiffney@Homechoice care.co.uk
- Cambridge** | 01223 264944  
 Jonathan Ludd, Care Director  
 email: jludd@homechoicecare.co.uk
- Oxford** | 01865 770412  
 Shelley Nelms, Care Director  
 email: snelms@homechoicecare.co.uk
- Gravesend** | 01474 365594  
 Lyn Wilson, Care Director  
 email: lwilson@Homechoice care.co.uk
- Huntingdon** | 01480 356219  
 Emma Pearson, Care Director  
 email: epearson@Homechoice care.co.uk



# Open Door

**Welcome to our Autumn newsletter** I would like to start this month's newsletter by saying a big thank you to all of you who have ensured that our services will continue to operate (safely) over the forthcoming festive season - It was great to see you all pulling together by offering to cover additional duties over Yule and the New Year.

In turn - We have had a great response from Service users, it appears that there will be more cancellations this year to family visits and people going away for the time. Naturally, there will be those service users who do not have families or loved ones close by, and if any of you know who these service users are, please could you call in and speak with Claire. We all want to be sure that they are catered for especially on Christmas Day with a nice lunch and ensure that they received good times for visits with staff known to them.

### \*\*\*Hot Press\*\*\*

Please ensure that you are all wearing your blue-tooth devices for your mobile telephones when driving - It horrifies me every day on the A14 when I see people casually chatting away on their phones - not really paying attention to the roads, or other road users for that matter.



**Additionally**, please be sure **NOT** to wear your blue-tooths when you are in a service users home - I received a report recently from a service user in the City Team that a Blue Tooth had 'disturbed' his mother as she could see a flashing light in the care workers ear. Please remember that service users are not always familiar with modern technology and this can raise alarms.

*Jonathan Ludd  
Care Director*

All in all - have a good month - DON'T FORGET - It is only 8



### HAPPY HOLIDAYS !

Great news for all our Care workers.

From Oct this year HCC will be allocating extra holidays to care workers in recognition of your hard work. The level of holiday is rising from **20** days to **24** days for a full holiday year.

This means if your holiday year ends in April you may take another **2** days paid leave this holiday year. If you are unsure when your holiday year starts/ends please contact you local branch. This action is effectively raising your pay by **2%** and we are delighted to be able to recognise your efforts in this way.

*Justin Jewitt  
Chairman - 07970 287743*

*Jane Orr Campbell  
National Care Director - 07795 403298*

Home Choice Care helps people live independently in their own homes by providing care workers to help with their daily needs

# NVQ'S / TRAINING

## What is an NVQ?

**NVQ Level 2** in care is a vocational qualification, which enables you to identify what skills you can do already in your role and also to analyse and agree on what you need to learn (depending on your experience) to meet the NVQ standard

**NVQ level 3** in care is a vocational qualification for senior care workers in a supervisory role.

## How does it work?

You will be allocated an 'assessor' or 'mentor', who will guide you through the NVQ, assessing you on your work based performance.

You will be required to attend several group work shops.

The assessor may also carry out Work Place Assessments where you are observed working and you may also have to provide some written accounts to evidence your knowledge.

## How long will it take?

NVQ's generally take between 4 and 6 months to complete.

## What does it cost?

Full funding is available for those employees who meet the eligibility criteria and who have not already completed an NVQ or equivalent qualification. Every applicant will have to complete an eligibility questionnaire to determine if they are eligible.



**Message from Claire Bedford,  
Deputy Manager,**

I shall start by saying well done to you all for assisting with the prompt delivery of festive Rotas which has enabled us to forward plan the Festive Period. Everyone has been very accommodating over this period THANKYOU.

We are busily recruiting, so if anyone knows someone who may be interested in joining our team, please get them to call Claire in the Office, don't forget you will receive £100 bonus after their probationary period...Don't Delay get them to call today!....

We have mandatory training updates in November, so a reminder to all Care Workers who have received a letter.

The updates are Moving and Handling, POVA which will include the Mental Capacity Act and, as our Service User base is increasing with Dementia, we have secured courses in this field which will be facilitated by a County Council Trainer. This will also commence in November.

*Claire Bedford*

# FESTIVE ARRANGEMENTS



The festive season is fast approaching, a time of family, presents and fun. However we must all remember that the service users we visit still have the same needs whatever the date. This year the bank holidays fall on normal weekdays and we will therefore be expecting all staff to work as normal. BUT we are identifying now the calls that service users will not require so that we may offer staff at least part of the festivities off. It is our aim to ensure that every member of staff who wants it can have some time off either over Christmas or New Year. In order to do this and be fair to everyone



we cannot allow paid holidays to be booked for the full period unless there are extenuating reasons and the leave has already been approved.

I would also like to remind you that the bank holiday rates will apply and if you are willing and able to do a little extra work at this time it may mean that one of your colleagues can have some extra time off. Please let your branch know as soon as possible.

There will be no shopping or housework calls on Christmas day, Boxing Day or New Year's day. These may be rescheduled for another day or cancelled for the relevant

## Personal Safety



As the clocks have now gone back and the days are getting shorter, please make sure you take adequate precautions regarding your own personal safety.

Always tell someone where you are going, what time you are leaving and when you expect to return home. If driving try to park as close as possible to the premises you are visiting. Keep to well lit areas and do not take short cuts. Ensure you have means to contact somebody in an emergency, such as your mobile phone. Use a torch in poorly lit places (contact the office for information on borrowing company torches).

Take a whistle or personal alarm (contact the office for information on borrowing company alarms) and do not leave valuables or confidential information on show in your car.

Ensure you lock doors when travelling. Seek advice from your manager/supervisor where you have any concerns for your personal safety.

