

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.

Recipe of the Month Wicked White Chocolate Torte

Serves: 8
Prep time : 20 mins plus chilling time
Cooking time: 10 mins
Cals per portion : 500

Ingredients :

- 75g/3oz. Ratafia biscuits crushed
- 450g/1lb white chocolate broken
- 140g jar liquid glucose
- 3 tbsp apricot brandy
- 500g tub fromage frais

To decorate:

- Cocoa powder for dusting
- Chocolate coated coffee beans



Grease and line a baking tray with baking parchment. Grease 6 individual 7.5cm/3in metal rings and position them on the baking parchment or grease and line a 23cm/9in loose based cake tin.

Sprinkle all of the crushed ratafia biscuits over each base of the six prepared rings or over base of the cake tin.

Put the white chocolate with the liquid glucose into a heatproof bowl. Place the bowl over a pan of simmering water to melt, but do not stir until the chocolate has completely melted. Remove from the heat.

Gradually add the apricot brandy and the fromage frais to the melted mixture and stir thoroughly to combine. Pour mixture over ratafia biscuits and leave to chill overnight. To serve, ease away metal rings or remove torte from tin. Arrange thin strips of paper to form a cross on top of each torte and dust liberally with cocoa.

Remove the paper strips and decorate each torte with chocolate coated coffee beans.



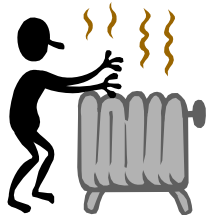
Open Door

Welcome to our Autumn newsletter

I would like to take this opportunity to thank all of you for the continued hard work you have all put in over the past few weeks. Also an extra thank you to those of you have attended your appraisals, I hope you have found them as helpful as I have. They have helped me get to know you all better.



As we are now approaching Guy Fawkes Night can we all please ensure that if any of our Service User's have pets, that they're called in and where possible are safe inside with the Service User.



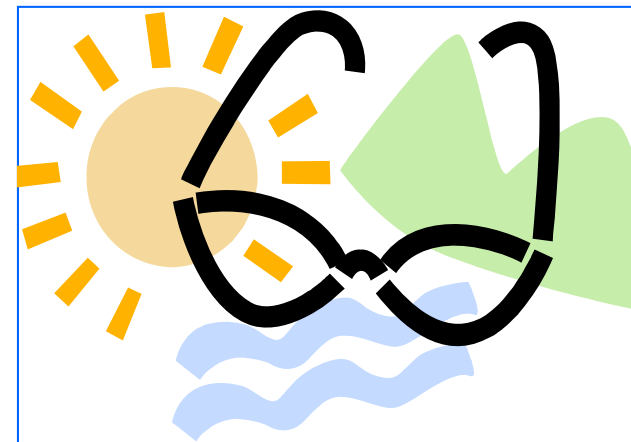
The colder weather has set upon us we need to ensure that our Service User's are warm. Please check doors and windows are closed and leave a cardigan and blanket to hand so if they get chilly they can cover up, prompt hot drinks at each visit.

Lyn Wilson
Care Director

A big welcome to new members of the team.



Adebimpe Adebayo, Marianne David, Kelly Davis
Nonsi Khumalo, Sarah Smith, Kate Umokop, Jane Winter, and
Anna Witak



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 your 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

NVQ'S

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 eligible.



OUT OF HOURS TELEPHONE

Please could all carers take note that the out of hours telephone is for an emergency only. Please stop and think if before you ring, ask yourself can it wait until the next Morning or, if over a weekend, until Monday morning.

Some carers, not all of you, are ringing out of hours to ask what is on their programme for the next week, holiday queries, or pay queries etc. The out of hours phone could be manned by one of four people, at different days of the week, and we can get quite a lot of calls any time day or night. So please bear this in mind. When phoning out of hours, please can you dial the main office number **01474 365594. This will then be diverted to the correct on call.** In some cases there have been several carers calling one mobiles and leaving messages. You run the risk of some of these not being picked up or actioned. Please remember to dial **01474 365594 for any queries you have.**

TEST MESSAGING will not be accepted from any care worker if they are sick and unable to cover their shifts. YOU must call the office and speak to one of the coordinators. We ONLY use text to confirm additional shifts if we're unable to get you by phone.

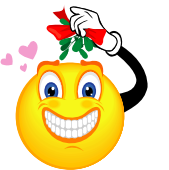
FESTIVE ARRANGEMENTS



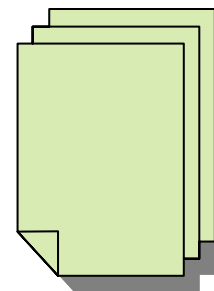
The festive season is fast approaching, a time of family, presents and fun. However we must all remember that the service users we visit still have the same needs whatever the date. This year the bank holidays fall on normal weekdays and we will therefore be expecting all staff to work as normal. BUT 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 Years day. These may be rescheduled for another day or cancelled for the relevant weeks depending upon the needs of the Service User.



Timesheets



I would like to again remind you all that Time Sheets MUST be in the office by no later than Tuesday of each week. The majority of you are all very good at this but we do at the end of each week have few stragglers. These few time sheets can hold up ALL of payroll if they are not handed in and confirmed by us. This means that the few may not only affect there own pay but also everyone else's. You can post the Time Sheets through the office door at the end of your working week, or you can post them (with the correct stamp value) to us. Any Time Sheets received via the post with under payment of stamps on will be deducted from your pay.

*Lyn Wilson
Care Director*

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*

Happy Birthday to the following Care Workers

Abimbola Rowland 10/10/07
Wendy Gower 05/11/07
Adebimpe Adebayo 15/11/07
Nonsi Khumalo 18/11/07



*Best Wishes from the
Whole of Home Choice
Care.*