

WANTED!



CARE WORKERS

up to **£200 Reward**

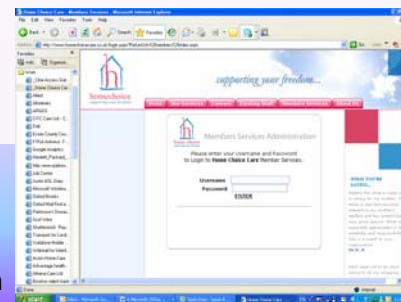
We are re-launching our "Recommend A Friend" scheme. That means that you could get from **£100** to **£200** for every Care Worker you recommend to Home Choice Care who is successfully employed and then works for us for 3 months. There are no limits to how many people you can recommend. It could be one, or it could be one a week. They just need to be the right kind of people to work in homecare. Please contact Jane Furnival on **07823 447187** for further information.

So don't delay – Earn that extra money right away!

Home Choice Care is an Equal Opportunities Employer

Home Choice Care ON LINE

Our website www.homechoicecare.co.uk is currently under development with some fantastic additional features for you all to enjoy. You'll soon be able to train on line, gain certification and even view your very own training log. We will have information and training on various diseases, illnesses and conditions..



In the very near future we'll have our very own chat rooms and even shopping on line. If you have any other ideas of services, or use for our website please call me on 07920 752041 – I would like to hear from anyone who wants to be part of the development discussions on the our website.

*Patsy Daeche
Marketing / Communications Manager*



home choice
supporting your freedom

Open Door

Welcome to your forth issue of Open Door, the newsletter especially for Home Choice Care Workers. Thanks to everyone who gave feedback on the last issue, we need you, so keep your ideas coming in.

Home Choice Care now provide over **20,000** visits per week to clients and patients. We deliver over **30,000** hours of care per month. **Thank You** for helping us achieve this. By working together and covering all those extra shifts and sickness/absences you have helped maintain our hours. Well Done!



The year is flying by, its nearly April the 6th, the start of the new tax year.

Did you know you could be able to claim back tax relief on any mileage travelled for business use?

In order to do this you need to keep a record of the mileage and then contact the office and we will give you the relevant forms for you to fill in.

After the 6th of April you will also be issued with a P60. Your P60 is the summary of your pay and the tax that's been deducted from it in the tax year.

- You might need it :-
- to complete a tax return, if this applies to you
 - to claim back any tax you've overpaid
 - to apply for tax credits

You may also need it as proof of your income if you apply for a loan or a mortgage - so it's important to keep all your P60s safely. If you need any further information on tax relief contact me at the branch.



Home Choice Care **HITS** on Radio

This year we decided to try radio advertising, starting with Q103 FM in Cambridge and Huntingdon. Our first radio advertising campaign began on 7th January with 2 ads running every day for 2 weeks. One ad was directed at existing care workers wanting a change and the other at local people wanting to become a care worker. The ad was so successful we decided to move it to Essex FM, from early February, for a 3 weeks advertising campaign. We had a staggering 134 enquiries in total from both ads.

If you haven't heard the ads then log on to our website at www.homechoicecare.co.uk. Take a couple of minutes to listen to them – show them to your friends, remember if you recommend a friend you could earn up to £200 per person! See back cover for more details.

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

Local Branch News



OUT OF HOURS ON CALL MOBILE

You may have noticed that we have been mentioning the emergency on call mobile quite a bit recently. As the number of staff we have is increasing (we now have approximately 75 care workers) this is having an impact on the number of phone calls we are experiencing. The emergency phone service is operated out of hours (after 5.00pm and before 9.00am) so that anybody who is working during this time has someone to call for advice or assistance. Not only is this number for care workers, it is also a point of contact for over 150 of our Service Users.

We are finding that some staff are calling for non-emergencies (such as queries about their holidays, next weeks timesheet, or a chat!) and whilst I can't emphasize enough that we are here to help and support you (and we like having a chat!), this phone line must be kept free so that those who really are needing help can get through.

So please, take a few minutes to look over your timesheet when you receive it.

- Make sure you know where you are going before you start your calls.
- Make sure you have your key safe list with you.

Farewell and Good luck for the future.

We would like to wish Lesley Tee all the best for the future. Lesley will be leaving Home Choice Care on the 28th February, she has been a committed member of the team and she will be missed by us all.

Congratulations to Claire Mouland

We all welcome Claire Mouland on board in her new role as Office Care Supervisor for the Huntingdon area.



Congratulations - Rachel Parker is getting married and to help her celebrate the transition to married life, we want you to put your party clothes on..... you are all invited to The Golden Lion Pub/Hotel in St Ives on Friday the 7th March at 7.00pm.

The wedding will take place at the Belfry Hotel, Cambourne on 5th April 2008 and we will publish photos, of the new Mr & Mrs Wheatley in the next issue of Open Door.

Happy Birthday to the following members :

January:

Caroline Bret, Janet Elizabeth Thomas, Jan, Elaine Galloway, Gemma Street, Katrina Murray, Rachel Parker, Teresa Gaynor, Trevina Joanne Murie, Emmaculate Nyashanu, Claire O'Callaghan,



February:

Stephanie Charter, Claire Mouland, Claire Hills, Gemma Hadley, Patricia Simms, Angela Marshall, Sandra Laxton, Jeanette Anne McHugh,

March: Xiuxia (Judy)Gao, Graham Gilbert, Emma Louise Mulligan, Emily Wilson, Emma Pearson, Karen Gilbey, Helen Tottman,

See the Real Person

When you visit your service users do you ever see photos of them as young people? If you haven't then please try to look at them-person as they the person that



Understanding helps provide their needs and their service users better care to meet provides for a better quality of life. I know many of you know your service users well but perhaps this is a short cut for those colleagues new to care work — or with brand new service users when you are first introduced?

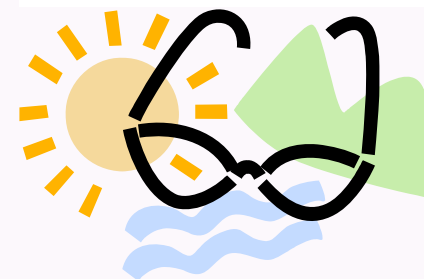
Easter is fast approaching so we need to make sure that all the rotas are correct and meet the holiday needs of our service users. Please work closely with your local office to make sure that Easter bank holiday passes smoothly for everyone concerned.

Best wishes
Professor Justin Jewitt, Chairman



Timesheets

A big thank you to all of you who are getting your timesheets in on time! Remember (You know who you are) – Timesheets must be in by no later than **Monday at Middy** – If the Branch has not received your timesheet by this time, we cannot calculate your mileage / wage payments accurately – meaning that payments can be affected! We don't want that for any of you... so ensure you meet the payroll Deadline.



Going on a Summer Holiday?

Remember – The branch needs a minimum of 4-weeks notice for all holiday requests... Please ensure that you complete the HCC Holiday Request Form – Submit the form to your Line Manager for Approval.

Remember: Your holiday is not guaranteed – You Holiday is only approved at the point where you receive a signed photocopy in the post.

Important Reminder

Uniforms and ID badges are provided by the company for both male and female staff and should be worn at all times during the care visit. The reason for this is to ensure that the people you care for are sure that you are an official employee of HCC. Please remember to wear your gloves and aprons on each and every visit. If you need to replenish your stock, visit your branch.

