

NEWSLETTER

Careline Newsletter

September 2018

Staff of the month for August has been awarded too...

Danielle Way

For her reliability, flexibility in picking up shifts and continued hard work and professionalism.

Eileen has worked in the office for Careline for five years and I hope everyone will join me in wishing her the best both professionally and personally as she moves to a new home and a new job.

While we will miss the day-to-day interaction with her - she has been an indispensable part of our team - we know you will continue to do well and achieve major milestones.

Thank you for all your hard work and good luck with all your future endeavours.

Staff Feedback

“Debbie is a breath of fresh air, all staff and clients really like her and we have every confidence in Debbie's ability and experience that she is competent to bring new ideas and give 100% to our service.”

“Cindy was an enthusiastic member of staff who was a pleasure to work alongside.”



Opening Hours

Monday—Friday

8am -5pm

Saturday

9am -5pm

Sunday

10am -2pm

Bank Holidays

10am - 4pm

Timesheets

You will be aware that Careline timesheets now come in one of two colours, yellow or pink.

This is because, to comply with HMRC requirements, we now have two sets of terms, one for where we manage the care plan, and the other for where we just supply staff.

You don't have to work out which one to use though - we will always tell you.

We won't be able to process timesheets where the wrong colour timesheet has been used, and this could delay your wages.

So make sure you know which colour you should be taking. If necessary take both colours and call us during your break to check which one to use.

Contact Notes

If you work with 1:1 clients that require contact forms to be completed please make sure you fill these out and return them to the office with your corresponding timesheets it is very important that these are filled out and returned promptly



Refer a friend – earn some money

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day!

Please call the office if you would like some more information.



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Training Dates

Day 1 Training includes:

Basic Life support
Health and Safety
Infection Control
Safeguarding

Day 2 Training includes:

Medication
Manual Handling
Food Hygiene

September

Saturday 8th
Saturday 22nd

October

Saturday 6th
Saturday 20th

November

Saturday 3rd
Saturday 17th

December

Saturday 1st
Saturday 15th

Please contact Amber if you would like to book a space.