

NEWSLETTER

Careline Newsletter

December 2018

Staff of the month for November has been awarded to...

Kiran Khan

For her hard work, taking on new clients in her stride and always taking changes in shifts in her stride.

We have a new co-ordinator who has just joined the care team. Janna started with us last week and I'm sure some of you have already spoken with her. Janna's background is in diary management and she is very keen to get to know everyone and get your diaries filled up with shifts you want on the days you are looking for. Please give Janna a call at the office to discuss any gaps you would like to be filled.

November is coming to an end, which means the Christmas decorations are coming out and people are getting ready to grab the hot chocolate and sing Deck the Halls. With only four weeks to go make sure you are booking in those last minute shifts for a bit of extra spending money.

Staff Feedback

"...Maggie is a very lovely kind lady, very efficient and caring ..."

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

"...Doris is always accommodating and caring..."



Office Opening Hours

Monday - Friday

8am - 5pm

Saturday

9am - 5pm

Sunday

10am - 2pm

Bank Holidays

10am - 4pm

Christmas Timesheet Deadlines

Please remember that timesheet deadline is every Tuesday. Timesheets need to be submitted on a weekly basis to be processed for monthly pay .

December timesheet deadlines and Christmas payday:

Tuesday 4th December - before 12pm

Tuesday 11th December - before 12pm

Friday 14th December - before 12pm

Pay day:

Friday 21st December



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.



Find us on
Facebook

Training Dates

Online Training

We are providing more of our mandatory training online. If you have any training that needs to be refreshed please speak with Amber our training coordinator who can book you into a session at the office on Saturdays or she can send you a log in for online training.

Training dates:

December

Saturday 1st:

Safeguarding

Manual handling

Saturday 15th:

Manual Handling including equipment

Basic Life Support

January

Saturday 19th

Manual Handling including equipment

Basic Life Support

February

Saturday 16th

Manual Handling including equipment

Medication

March

Saturday 16th

Safeguarding

Manual Handling including equipment