



NEWSLETTER

Careline Newsletter

September 2019

Dear All,

Welcome to the September issue of our Newsletter. It has been a very busy Summer and as we move into Autumn we have lots of new clients joining us.

We are privileged to have lots of amazing staff working for us, however, we always need more! Please remember that if you recommend someone we will give you £30 on completion of their first shift.



MEET OUR NEW TRAINING CO-ORDINATOR



Last month we focussed on training. It's really important that everybody's training is up to date and many of you took the opportunity to update and refresh your training.

We are pleased to announce that we have created a new role, namely Training Co-ordinator and we are delighted to announce that Latisha Edmunds will be joining us full time on Monday 9th September to co-ordinate all our training needs.

MANDATORY TRAINING



We ask all our staff to complete mandatory training so we are able to offer you work. If you do not have these certificates on file it is important you get these up to date as soon as possible.

Latisha our training co-ordinator will be getting in touch to speak with you regarding all mandatory training. The spaces are on a first come first served basis so please get in touch with the office either by telephone on 0118 9585858 or by emailing training@carelineagency.co.uk To discuss this further.

CERTIFICATES

We need to hold valid certificates on file for us to be able to evidence you having this training. We appreciate it can be tricky getting certificates from other places of work so we have lots of training options available that are all free for you to access. It has never been easier to get your training up to date! If you need certificates for any of the training you have completed with us we are happy to provide you with the original certificate for a cost of £4.50.



MEET THE TEAM

David Fisher	Managing Director
Lorraine Lucas	Registered Manager
Heather McGregor	Managed Care Team Leader
Jessica Lane	Managed Care Co-ordinator
Nikki Stace	Managed Care Co-ordinator
Eleanor Taylor	Senior Care Co-ordinator
Lorraine Sands	Care Co-ordinator
Amber Puri	Nursery Co-ordinator
Emma Heath	Lead Recruitment Officer
Nicky Berry	Recruitment Officer
Rhean Tattersall	Lead Finance Officer
Wendy Sadler	Finance Officer
Latisha Edmunds	Training Co-ordinator

Mandatory Training	Valid for
Basic Life Support	3 years
Health and Safety	3 years
Infection Control	3 years
Safeguarding Adults	3 years
Safeguarding Children	3 years

