



141-143 King Street, Whakatane  
PO Box 528  
Whakatane  
Telephone: 07 307 1447  
Facsimile: 07 307 0229

## SUPPORT WORKER NEWSLETTER JULY 2010

Winter is certainly here with fluctuating sudden chilly blasts to torrential rain and then the odd sunny day one certainly can't argue with mother nature. It's not too late to have a flu vaccine to ward off the flu this winter, if you are vaccinated not only does this protect you from illness, but it also protects the clients and other members of your family too.

### **Training**

By now you will have all received a copy of the training calendar and trust you have made contact with your Co-ordinator to organise your attendance – please don't forget training is a term and condition of your employment, it is not optional.

*Reminder* - If you were employed between March and June you will be required to attend an Induction day.

### **Completion of forms**

If you require income related forms to be completed ie WINZ or Housing New Zealand, we require three days notice please.

### **Confidentiality**

It is essential that all information regarding Clients are kept confidential and stored in a secure manner. Client information should not be left available for the public to view or access in your vehicle. You must not discuss a Client with a person who is not directly involved with their care, this is a serious breach of confidentiality.

It is alarming the volume of timesheets that we are asked to re-print due to them being "lost". This timesheet has confidential information on it and a record of where you need to be at what time. You are charged with the responsibility of protecting this information.

An in service on Confidentiality will be held at DRCT on 30<sup>th</sup> September 2010.

### **Leave**

If you have outstanding leave to be used, please contact your co-ordinator to arrange a time to take the leave. All annual leave must be used within 12 months of accruing it. If you are unsure about your leave balance, give us a call.

### **Your attitude is your window to the world – Jeff Keller**

Kerryn Smith  
**Home Care Services Manager**