



RECRUITMENT AND EMPLOYMENT

United Health's recruitment process utilises the methods of professional publications, newspapers and the Employment Service. Management recruitment is dealt with at Head Office and all other recruitment needs are dealt within the Home itself by the Manager.

Internal vacancies are displayed within the Home and the application process for such posts are detailed in the information sheet displayed.

Each applicant will be considered on the basis of his/her skills, knowledge and abilities.

CLASSIFICATIONS OF POSITIONS

FULL TIME POSITION

This is a position that requires an employee to work a minimum of 33 hours per week. The full time equivalent you are expected to work varies in each Home; therefore you must ensure you check your appointment letter for details regarding the contract number of hours you are expected to work each week.

PART TIME POSITION

This is a position that requires an employee to work up to a maximum of 32 hours per week. The part time contracted hours you are expected to work are detailed in your letter of appointment.

'BANK' POSITION

A position that involves a "zero hour" contract being given to you. This means that the company and yourself have not entered into a commitment of regular attendance of a set number of hours.

EMPLOYEE STATUS

This is determined after successful completion of your probationary period.

EQUAL OPPORTUNITIES

It is the policy and practice of United Health to recruit, pay, train, promote staff without discrimination on the basis of race, sex, religion, marital status, age, disability or sexual orientation. Except where physical disability, sex or age constitutes a genuine occupational disqualification or where an individual with a physical disability is not otherwise qualified for employment.

PENSION SCHEME

Membership of a generous pension scheme is available to all employees of United Health, details are available upon request.

MINIMUM JOB REQUIREMENTS

The minimum requirements for all positions are determined and made available to you during the recruitment process. A copy will also be given to you during your induction to the Home, you will be asked to provide your signature to confirm that you have received such information.

JOB DESCRIPTIONS

You must ensure you have been provided with a job description for the post you are employed for. Your supervisor/manager should provide you with this to you during your first day induction. You will be expected to sign for this and you will be given a copy for your records.

INDUCTION/TRAINING

United Health is committed to ensuring all staff are fully competent in their area of work.

You will be introduced to the Home through a first day short induction. Within the next six weeks you will be taken through a full induction. Then, for social care workers during the following six months you will receive foundation training. This involves more comprehensive training and has links which you can use as evidence for NVQ purposes. (as appropriate.)

For specific training requirements, there will be an opportunity to discuss this during your yearly appraisal or at one of your formal assessments.

APPRAISALS/ASSESSMENTS

You will receive a full appraisal yearly with your supervisor/line manager. This will be the opportunity to also assess any training needs you currently have. Also throughout each year you will also be formally assessed five times. These assessments will cover all aspects of care practice and the philosophy of care in the Home.

You will be continuously monitored on your adherence to company policies, procedures, rules and regulations. In particular for care staff your performance will also be measured against the Carers Code of Conduct and for trained nursing staff your performance will also be measured against the NMC Code of Conduct.

CHANGES IN EMPLOYMENT

If any changes are to be made, you will be formally notified. This process will be followed in full and in accordance with relevant consultation periods.

SPECIFIC CHANGES IN EMPLOYMENT STATUS.

TRANSFER OF EMPLOYMENT

If through internal recruitment you are appointed to a different post, you will be issued with a letter stating the revised terms and conditions, this is dealt with on an individual basis. Should you wish to transfer to another Home within the company, this will also be dealt with on an individual basis and in line with the current availability of a relevant post at the Home.

PROMOTION

- The company encourages promotion from within wherever possible.
- All company vacancies are open to internal applications.
- Anyone who is unsuccessful with an interview will have the opportunity to discuss the outcome with the interviewer.

DEMOTION

If your job performance is below standard, your supervisor/manager will ensure that they work with you to try and raise this standard to a satisfactory level; this would be through the setting of clear guidelines and objectives.

If after such help your job performance does not improve then it may be determined that you are to be moved to another position which would most probably involve a lower salary grade/hourly rate of pay. (This would always remain in line with current national minimum wage, hourly rate of pay - if applicable)

However if your job performance related to issues which were proving to be detrimental to the philosophy, policies and procedures of the Home then this would be dealt with separately through the disciplinary procedure.

This would only take place following prior notification to you and in accordance with any applicable procedures.

- Your secondary employment does not break the Company's or the Home's policies/procedures and does not bring any form of discredit to the Home/Company.
- You do not manipulate your normal working rota to accommodate secondary employment