



New Horizons Care Job Recruitment Guide (Easy Read)



How We Recruit and Select Our Staff



Recruiting and Selecting Our Staff



How we take on staff

We try our best to find the right staff to support our clients.



From start to end, we make sure we involve people with a learning disability to help us employ staff.



At the start we find out what is important to you.



This information is then written down so we can make sure your views come first.



Recruiting and Selecting Our Staff

Our Person-Centred way



A person-centred way puts people we support first and we help them in making choices.

During the first assessment, your individual wishes and choices are written down.



This helps us to work in a person-centred way and we listen to what matters to you.



We place an advert for clients support staff and this will say what is important to the people we support, their family and friends.



This means we do our best to find someone who you like and feel happy with.





Recruiting and Selecting Our Staff



Involving our clients

Getting our clients, their families and friends involved in choosing our staff.



Where possible we will ask people we support, their family members and friends to help us choose people who can work with them.



After possible staff have been chosen, you and your family members are encouraged to meet them.



This means that you and your family can tell us if you are happy with the staff who might be supporting you. We can find out if people are well matched.



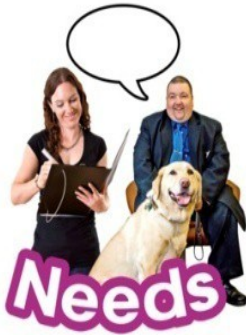


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The good things about involving clients

There are lots of good reasons to involve clients and their families in helping us to select staff.



Our clients are the best people to tell us what their needs are; and what's important to them.

Our clients can best say how possible staff should support and talk with them.



This can help clients to feel good about themselves and be more independent.

By being person-centred when we employ staff we aim to give people with a learning disability more choice and control over their staff team and their long term care.



Useful Contacts



Care Quality Commission
CQC Concerns and Complaints
Citygate
Gallowgate
Newcastle upon Tyne
NE1 4PA
Tel: 03000 616161
Email: enquiries@cqc.org.uk



Advocacy Services
Total Voice Northamptonshire
Voiceability
Doddridge Centre
109 St James Road
NN5 5LD
Tel: 02033 558846



Nene Clinical Commissioning Group

**NHS Nene Clinical Commissioning Group
(Continuing Healthcare)**
Francis Crick House
Summerhouse Road
Moulton Park
Northampton
NN3 6BF
Tel: 01604 651100

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Contact Details

For more information about New Horizons Care and the support available, please contact us. We are open between 9am and 5pm, Monday to Friday.



Our address is:

New Horizons Care
5 The Point
Market Harborough
Leicestershire
LE16 7QU



Tel: 01536 762332
Fax: 01858 466580



info@newhorizonscare.co.uk
www.newhorizonscare.co.uk

For information in other formats, please contact us.
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