

# Life

## recruitment

**Physical Address:**  
26 Wyndham Street  
Auckland CBD  
**Postal Address:**  
PO Box 7650  
Wellesley Street  
Auckland 1141  
**Phone:**  
09 354 3202  
**Fax:**  
09 354 3203

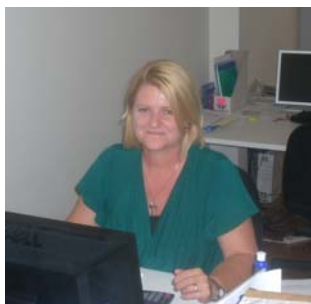
Hi everyone!

Firstly, thanks for all the great work you are doing. We have a really good name out there and it's because of what you are doing and how you are doing it.

Every time you visit a client, you are doing something else to enhance our reputation (or otherwise!), and word gets around. We're not the biggest – yet – but we are making an impression. Keep up the good work.

**New staff:** Jo Kendall recently joined the team at Life. Jo is our new Business Development Manager, and comes from a background of many years working in healthcare recruitment, working in permanent placements, temporary bureau and more recently in homecare. So she knows her stuff, and is picking up our systems and fitting into the team like she's always been here!

Jo has stepped in on the temp desk as well. If you haven't met her yet, I'm sure you'll get a bright and bubbly call soon asking you to do a shift! Make sure you come and say hi if you're in the city. She'd love to meet you.



And Farewell to Veronika, who has returned to study to complete her Master's Degree. We wish her all the best with that.

**Timesheets-** as we get bigger and there are more pays to process (especially now with the changes ACC has made in recent months), we are finding it increasingly difficult to get pays processed if they come in late. So please get your timesheet in over the weekend. It MUST be in the office by 5pm Monday or it will go into the following week's pay. **No exceptions.**

**Had something concerned you while at a client's home or at a facility?** Please let us

know. You're great with telling us about the accidents and major things, but with so many of you out there, there will be other minor things happening which are not being reported to us. For your own safety and the client's please call your coordinator and let us know any time. You won't be in trouble, but we do need to know to ensure everyone is safe. Thanks.

**Training** – we have an awesome training schedule set up for the year. Book your dates in now to make sure you don't miss out. It is very important that you take advantage of all the training on offer, as this upskills you for your job and in time it will be compulsory for all staff. Call your coordinator today to put your name down well in advance. **Next training-March 10<sup>th</sup> – INFECTION CONTROL**, at Corporate Academy 114 Wiri Station Rd, Manukau

**We are expanding the Life family!**

**Bonus system** – Calling all Nurses, CSW, Health Care Assistants- we need you! Got any friends who might like to work for us? Either on the temporary bureau or in a permanent role. If they sign up with us and complete 40 hrs on the bureau, or if we place a nurse in a permanent job, **YOU** get a special thank you!

**\$100 for every person who joins our bureau for shifts (after 40 hrs)**

**\$500 for every nurse or doctor you send to us that we place in a permanent job (after 8 weeks)**

**Thanks again. We love having you on the team at Life!**



(L-R) Sandra Yan, Brendan Shivanan, Andrea Sizer, Nahed Salib, Jo Kendall, Carole Moore, Craig Carter