

Information Sheet for Applicants for Employers

Matching Number	7000108
Name of Facility	Special Nursing Home for the Elderly Asunaroen
Name of Representative	Principal Hiroyuki Nakatsuka
Address of Facility	1044 Tamashimayuuzaki Kurashiki-shi, Okayama

◆Capacity of Facility 110

Number of long-term care insurance designated beds in case of Designated sanatorium type

◆Number of Full-time Careworker 46 Number of Certified Careworkers 20

Ratio of number of certifiedcareworker to total number of full-time careworkers 43%

◆Vacancy 5

◆Duration of Contract

3 years* This contract shall be renewed for 1 year after the expiry of 3 years unless either the Employer or the Employee expresses intention not to renew the contract.

◆Place of Work Above-mentioned facility

◆Job Description

The job is to provide support for the elderlies to enable them to lead a worthwhile lives. Will support in personal care such as meal and toilet/bathing assistance as well as joining outside activities such as events and clubs. Will provide all-day support with day and night shifts.

◆Opening/Closing Time, Rest Periods, Change in Shift Work, and Overtime Work

1. Opening hour and closing hour

An irregular working hours on monthly basis, based on the following combination of working hours

Work shift shall be notified to the Employee 3 days prior to the actual work.

Opening hour	Closing hour	Day applied
07 : 00	16 : 00	
07 : 30	16 : 30	
08 : 30	17 : 30	
10 : 00	19 : 00	
15 : 30	19 : 00	
17 : 30	10 : 00	
15 : 30	00 : 30	
00 : 30	09 : 30	

Remarks

◆Average of monthly scheduled working hours: Approx. 173.33 hours

Remarks

◆Rest hours 85 minutes

Remarks 3.5-hour break for the night shift, 10 mins after 5:30 p.m. for half-shift.

◆Rest days

Irregular rest day

8 days per 1 month

Others

Remarks

Please refer to Article 23 to Article 27 of the working regulations for further detail.

◆Leave

1. Annual paid leave

(1) Number of paid leaves to be given

Number of months working continuously	6 months	18 months	30months	42 months	54 months	66 months	78 months
Number of paid leaves to be given	10 days	11 days	12days	14 days	16 days	18 days	20 days

(2) Annual paid leave by hours Yes

Remarks

2. Alternative leaves to additional allowance for specific overtime work Yes

3. Other leave

(1) Paid

(2) Unpaid Maternity leave before and after childbirth, child-care leave, nursing care leave, and sick/injured child care leave

Please refer to Article 28 to Article 34 of the working regulations for further detail.

◆Salary

Note1: Your take-home salary will become lower than indicated, since there will be deduction of social insurance fees, labor insurance fees and tax from your salary

Note2: Please beware that "6 Estimated annual salary" only provides you an estimation and does not guarantee your annual salary

1. Basic Salary (allowances and fixed overtime pay not included)

Monthly wage 149,400 yen or more

2. Amount of allowances and method of calculation

A. Fixed allowance paid every month No

B. Variable allowance paid every month

Name of allowance	Amount of allowance	Method of calculation and remarks
Night shift allowance	5,000 yen	Payment for every night shift

3. Additional allowance rate on overtime work

*Existence of overtime work Yes

*Existence of overtime work exceeds 60 hours per month No

*Additional allowance rate

Among below, the applicable additional allowance rate shall be applied. ;

Additional allowance rate on overtime work

Additional allowance rate on daily working hours

When working hours beyond daily legal working hours is 0 hours to 25 %

Remarks

4. Additional allowance rate for rest day work

*Existence of rest day work Yes

*Additional allowance rate for rest day work

(1)For work on legal rest day 35 % (2)For work on scheduled rest day 35 %

Remarks

5. Additional allowance rate for night work

*Existence of night work Yes

*Additional allowance rate for night work 25 %

※Night work herein refers to:

work after 10 PM to 5 AM.

※When additional allowance rate on overtime work is applied

additional allowance rate on overtime work and additional allowance rate for night work shall be added.

※When additional allowance rate for rest day work is applied

additional allowance rate for rest day work and additional allowance rate for night work shall be added.

Additional allowance for night work is included in the night shift allowance.

Remarks

6. Estimated annual salary (Including allowances and bonus)

Disclose to candidates ● Disclose ○ Close

【Basic Salary】					
①	Type of salary	Amount of basic salary	Average of monthly scheduled working days	Average of monthly scheduled working hours	Annual amount
	Monthly wage	149,400 yen			1,792,800 yen
Subtotal ①					1,792,800 yen
【Fixed allowance paid every month】					
②	Name of allowance		Amount of allowance	Annual amount	
Subtotal ②					0 yen
【Lump sum payment (Bonus and others)】					
③	Name of allowance	Bonus	Amount of allowance	507,960 yen	
Subtotal ③					507,960 yen
【Others】					
④	Name of allowance	Allowance for treatment improvement	Amount of allowance	142,800 yen	
Subtotal ④					142,800 yen
【Total amount of ① + ② + ③ + ④】					
T O T A L	①	②	③	④	
	1,792,800 yen	0 yen	507,960 yen	142,800 yen	

T A	1,752,000 yen	0 yen	507,000 yen	172,000 yen
	=	2,443,560 yen	(Estimated annual salary)	

7. Closing day of pay roll

(1) Basic salary 10th of the every month

(2) Allowances 10th of the every month

8. Pay day

(1) Basic salary 25th of the same month

(2) Allowances 25th of the following month

9. Method of payment Transfer to your bank account

10. Deduction from wages based on the labor-management agreement

Premium for the municipal mutual aid benefit, premium for municipal training benefit, food service fee, social gathering fee, clothing expenses, insurance fee (group insurance), fees related to employee benefit (including dormitory rent)

11. Wage raise

Based on performance review in April every year

12. Bonus

Annual payment of 3 or 4 months worth (depending on performance results)

13. Retirement allowance

Okayama Prefecture Mutual Aid System for The Private Social Welfare Workers

Please refer to Article 35 to Article 37 of the working regulations for further detail.

◆Retirement, Resignation, and Dismissal

1. Age retirement system Yes Age 60

2. Procedure of retirement for personal reasons

Notification shall be submitted 30 day or more before retirement

3. Reason and procedure of dismissal

For dismissal, if any employees correspond to any of the following items, we shall notice them 30 days before dismissal or provide the average salary of 30 days before dismissal.
 (1) The employee is judged to be unable to endure the work due to mental or bodily trouble, etc.

(2) The employee is judged to lack qualifications as an employee due to poor skills efficiency
 (3) Compensation for discontinuance is done
 (4) There are unavoidable reasons related to the work
 (5) The employee significantly violates the service regulations of the items of Article 16
 (6) There are some other reasons equivalent to the preceding items
 In the case of dismissal according to this Article, if requested by the corresponding employee, we shall issue a certificate describing the reason.

Please refer to Article 10 to Article 15 of the working regulations for further detail.

◆Social Insurance/Labor Insurance

1. Application of Health Insurance, Welfare Pension, Workers' Accident Compensation Insurance and Employment Insurance Yes
2. Matters on supplementary worker's accident compensation

◆Others

1. Matters concerning expenses of food, supplies for work, and the like to be borne by the Employee

The lunch fee is 500 yen per meal (including 100 yen paid by the organization).

2. Matters concerning safety and health

The equipment necessary for maintenance and enhancement of the health of the employees and the safety equipment and working environment for fire prevention must be arranged. Employees shall help arrangement and improvements of the facilities and environment mentioned in the preceding item, observe the provisions for safety, fire, and prevention of other diseases mandated by laws and regulations or the institution, and try to maintain health and prevent illness and fire. Employees corresponding to any of the following items shall be prohibited to work according to instructions by the director:

- (1) Those who are infected with a potentially transmissible disease.
- (2) Those who have pathogens
- (3) Those who can not endure the duties other than the preceding two items.

3. Matters concerning vocational training

4. Matters concerning accident compensation and support for injury and disease incurred off duty

5. Matters concerning commendation and sanction

If any employees violate the provisions of any of Article 3, 15, 16, and 17 of the work regulations, we shall punish them by a reproach, pay reduction, suspension of attendance at work, punitive dismissal, etc. If requested by any employees dismissed according to this Article, a certificate describing the reason for dismissal shall be issued. Employees corresponding to any of the following items shall be commended:

- (1) The employee conducts a useful research for his/her job
- (2) The employee has mastered his/her assigned job and has been working diligently with dedicated efforts for long years

(2) Deposit, commission and renewal fee

Full grants (Cost to the Employee: Free)

Remarks

(3) Subsidy of Water Light and Gas Fee

Full grants (Cost to the Employee: Free)

Remarks

◆Result of national examination of accepted candidates

No examinees up to the time of application

◆Special remarks

The candidate we are looking for:
 The candidate should be bright, active and motivated.
 Subsidy and support system for training
 Our support system is well developed with materials needed for preparing for the exam for care workers, manuals for acquiring knowledge to work at the facility, and senior staff will work one-on-one with beginning staff under the preceptor system to ensure the beginning staff can start working here without any worries.
 After obtaining care worker qualification
 Allowance for care worker qualification will be provided and promotion will be available under the human resources evaluation system.
 Three shifts for the night shift and semi-shift will be paid 1,800 yen each. Late night shift is 3,200 yen each.

◆Introduction of the Facility

Average age of the employees is 35 and many young people are working at the facility. There are convenience stores and shops near the facility, and the dormitory is close to the facility, too.
 The training system for the employee is well prepared, and the candidate can enjoy working here without any concerns.
 Please join us to create an environment for the elderly where they can live safely.

Plan for Caregiver Training

◆System of Training/Instruction

Training Supervisor

Qualifications	Social welfare officer, care manager, certified care worker, the expert course of training practitioner for dementia, training session of the on-the-job instructor of consulting and aid for social welfare officers
Other descriptions	

Training Supporter ①

Qualifications	Care manager, certified care worker, training session of on-the-job instructor for certified care workers, training of practical leader for dementia care
Other descriptions	

Training Supporter ②

Qualifications	Care manager, certified care worker, training session of on-the-job instructor for certified care workers, training of practical leader for dementia care
Other descriptions	

Training Supporter ③

Qualifications	Certified social worker, care manager, certified care worker
Other descriptions	

Training Supporter ④

Qualifications	Certified care worker, training for nursing care givers for patients with dementia
Other descriptions	

Training Supporter ⑤

Qualifications	Nurse
Other descriptions	

◆Training Hours

(1) On-duty Training

①	Regular basis	In-facility training by external teacher	Contents : Japanese language training Times : 1 time(s) in 1 week Approx. 2 hour(s) at a time
②	Regular basis	In-facility training by internal teacher	Contents : Japanese language training (technical terms) Times : 1 time(s) in 1 week Approx. 2 hour(s) at a time

③	Regular basis	In-facility training by external teacher	Contents : Japanese language training Times : 1 time(s) in 1 week Approx. 1 hour(s) at a time
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(2) Off-duty Training

◆Method of Training

(1) Subjects for national examination

<Subjects for written examination>

Method of Training

-Centering on communication, first get used to dialect and technical words of care giving. Set a small target everyday, write down reflection of the day and degree of achievement of the target notebook, and turn in it (everyday).
 -Self-learning: instruction by the organization staff (1 day in a week, 2 hours/day) in the 2nd year and later
 -Self-learning (2 hours/day), turn in homework and tasks

Other descriptions

Utilize textbooks of training course for certified care workers and study technical words to prepare for the writing examination. Utilize past national exam questions and mock questions to promote comprehension of the questions and answers. Utilization of JICWELS material "new curriculum of preparation for national examination of certified care workers" / In the 2nd year and later, take preparation exams (mock exams) for national certificate of care workers

<Subjects for practical examination>

Method of Training

-To be able to work smoothly as a care worker, first, focus on instruction of the practical skills in daily care work (OJT) mainly by supporters of the trainings (instruction of care skills by the organization staff)
 -In daily work, learn care the skills from the organization staff in accordance with their level. Learn various skills from basic care skills including meal, moving, transfer, toilet, reposition, and gowning to applicative skills

Other descriptions

(2) Japanese language training

Method of Training

-Instruction by the staff in charge of training in the institution (1 day a week, 2 hours/day)
 -Instruction by the local volunteers (2 hours a week)
 -Japanese language class (1hours/week) by Japanese language teacher

Other descriptions

Initially, aim to pass JLPT (N3).
 The 2nd year and later, pass N2.

(3) Promotion of adaptation to workplace/Acquisition of Japanese lifestyle

Contents

-Treatment manner course by an outside instructor: once a year
 -Exchange with community residents through participation in various events in the institution as well as events in the community (during and after working hours)
 -Participation in events of international sub-committee of Tamajima Cultural Association/International Tea Party (once a month)

Other descriptions

(4) Mental health care for candidates

Contents

No fixed trainings are conducted.
If there is any concern about mental or physical issues, consultation is available once a week.

Other descriptions

(5) Other descriptions

Method of Training

Expert training in the institution
Private information protection
Prevention of food poisoning
Privacy protection
Prevention of accidents (risk management)
Prevention of lower back pain
Prevention of abuse, protection of human rights
Abolition of body restraint
Prevention of infection
Terminal care
Dementia care
Prevention of bedsore
Emergency response

Other descriptions

Information Sheet for System of Training Implementation

1. Training system of special subject

(1) On duty training

* Category Training by staff in the facility

⇒ Certified social worker, care manager, certified care worker

Contents on specialized subject	Examination preparation / Japanese language education
Implementing Body	Social Welfare Corporation Matsuzono-Fukushikai
Frequency and time	One day per week, 2 hours per day
Level and timing	Every week

Remarks

(2) Off duty training

No

Remarks

2. Training system of Japanese language learning

(1) On duty training

* Category In-house training by Japanese language teacher

Implementing Body	Social Welfare Corporation Matsuzono-Fukushikai
Frequency and time	Once a week, 2 hours per time
Level and timing	Beginner to intermediate level

* Category In-house training by Japanese language teacher

Implementing Body	Social Welfare Corporation Matsuzono-Fukushikai
Frequency and time	Once a week, 1 hour per time
Level and timing	Beginner to intermediate level

Remarks

(2) Off duty training

No

Remarks

- Subsidy to enter Japanese language school No
- Subsidy to enter a special department for foreign students at the university center for international education No
- Attend a volunteer class, circle, etc. for learning of Japanese language No
- Subsidy to others No

■ Exchange in communities

- Open the facility to the community at the time of events
- Exchange with regional schools
- Participate in regional events
- Open part of the facility as a venue for regional exchange
- Implement homestay
- Accept regional volunteers
- Others:

3. Self-learning environment

■ Ensure the time for self-learning during working hours

Appropriate 2 hours during 40 - hour working hours on a weekly basis.

■ Ensure a place for self-learning

- Use a room (meeting room, counseling room, etc.) in the facility
- Use a common space in the dormitory
- Others:

4. Preparation of materials for self-learning

- Prepare and allow to lend a book of past questions/simulated questions for the qualifying test. Prepare but not allow to lend To supply
- Prepare and allow to lend a study guide for examination subjects. Prepare but not allow to lend To supply
- Prepare and allow to lend one or more dictionary(ies) of field(s) related to the examination subjects. Prepare but not allow to lend To supply
- Prepare and allow to lend an English-Japanese dictionary, Japanese-English dictionary, Japanese dictionary, etc. Prepare but not allow to lend To supply
- Prepare and allow to lend materials for self-learning independently created by the facility. Prepare but not allow to lend To supply
- Prepare and allow to lend Devises such as PCs etc. that are accesible to internet for e-learning. Prepare but not allow to lend To supply

5. Support for adaptation to the workplace

■ Systematically implement training for new employees, and training for all employees

- Training for new employees · Implement for 90 days Implement times per year
- Training for all employees · Implement for days Implement 12 times per year

■ Adequately share information concerning outpatients and inpatients through meetings of service staff, review meetings of cases and implement activities for improvement, etc.

- Allow candidate to participate in the service staff meetings as a team member
- Allow the candidate to participate in the case review meetings as a team member
- Allow the candidate to participate in other meetings of as a team member

■ Staff the Supervisor of Training or Supporter of Training who has proficiency in spoken Indonesian or English. No

6. Experience of acceptance in the training of nursing and care services

- Accepting trainees from the training school for nurses for practical training
- Accepting trainees from the training facility for Kaigofukushishi for practical training

7. Past experiences of acceptance of foreign workers

Present condition : as of 2018 / 5

- EPA foreign candidate for careworker 2 persons including 0 Filipino persons

Past experience :

Accepted Filipino candidates for EPA certified careworker FY2017 Planning to accept Indonesian candidates in FY2018