

Information Sheet for Applicants for Employers

Matching Number	7000387
Name of Facility	Special Nursing Home for the Elderly Isaribi in Kikonai-cho
Name of Representative	Hospital Administrator Masahiro Ozawa
Address of Facility	704 Aza-honcho, Kikonai-cho, Kamiiso-gun, Hokkaido

- ◆Capacity of Facility 88
 Number of long-term care insurance designated beds in case of Designated sanatorium type 88
- ◆Number of Full-time Careworker 40 Number of Certified Careworkers 37
 Ratio of number of certified careworker to total number of full-time careworkers 92%
- ◆Vacancy 3

◆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

Care of facility users and assistance in daily life

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

1. Opening hour and closing hour

Opening hour 09 : 00 ~ Closing hour 17 : 30

Remarks Shiftwork applied from the second year
 1. Night shift: 16:30-9:30 on the next day
 2. Early shift: 7:00-15:30
 3. Late shift: 10:30-19:00

◆Average of monthly scheduled working hours: Approx. 150 hours

Remarks 7.5 hours a day
 37.5 hours a week
 150 hours a month (37.5 hours x 4 weeks)

◆Rest hours 60 minutes

Remarks Lunch break

◆Rest days

Irregular rest day

8 days per 4 week

Others Usually 8 days off per 4 weeks
NOTE: The facility is closed on national holidays.

Remarks

◆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	(1) Voting leave: To exercise your voting and other civil rights (2) Witness leave: To appear in the parliament, a court, a local government assembly or other public offices as a citizen judge, deponent, expert witness or potential suspect (3) Condolence leave: To attend the funeral of your family or relative
(2) Unpaid	(1) Leave for pre-childbirth: Given to female staff members who are due to give birth within 6 weeks and apply for the leave (2) Leave for post-childbirth: Given to female staff members who gave birth (3) Childcare leave by the hour: Given to part-time employees who have infants under 1 year old and are deemed necessary to take the leave for childcare

◆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 139,900 yen or more

2. Amount of allowances and method of calculation

A. Fixed allowance paid every month

Name of allowance	Amount of allowance	Method of calculation and remarks
Care work allowance	15,000 yen	Care worker allowance: Paid monthly to care workers

B. Variable allowance paid every month

Name of allowance	Amount of allowance	Method of calculation and remarks
Night nursing care allowance	yen	Allowance for night duty 7,300 yen for every duty 3-4 times a month on average

3. Additional allowance rate on overtime work

*Existence of overtime work No

Remarks

4. Additional allowance rate for rest day work

*Existence of rest day work No

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.

Remarks

Extra pay for 7 hours of work from 10:00 p.m. to 5:00 a.m. as a night shift allowance

6. Estimated annual salary (Including allowances and bonus)

Disclose to candidates Disclose Close

【Basic Salary】				
Type of salary	Amount of basic salary	Average of monthly scheduled working days	Average of monthly scheduled working hours	Annual amount
① Monthly wage	139,900 yen			1,678,800 yen

	monthly wage	100,000 yen			1,678,800 yen
	Subtotal ①				1,678,800 yen
	【Fixed allowance paid every month】				
②	Name of allowance		Amount of allowance	Annual amount	
	Care work		15,000 yen	180,000 yen	
	Subtotal ②				180,000 yen
	【Lump sum payment (Bonus and others)】				
③	Name of allowance	Bonus	Amount of allowance	349,750 yen	
	Subtotal ③				349,750 yen
	【Others】				
④	Name of allowance		Amount of allowance	yen	
	Subtotal ④				0 yen
	【Total amount of ① + ② + ③ + ④】				
TOTAL	①	②	③	④	
	1,678,800 yen	+	180,000 yen	+	349,750 yen
	=	2,208,550 yen	(Estimated annual salary)		

7. Closing day of pay roll

(1) Basic salary Last day of the every month

(2) Allowances Last day of the every month

8. Pay day

(1) Basic salary 10th of the following month

(2) Allowances 10th of the following month

9. Method of payment Transfer to your bank account

10. Deduction from wages based on the labor-management agreement No

11. Wage raise

Once a year

12. Bonus

2.5 months' base salary

June: 1 month's base salary (The full amount may not be paid in the first year of employment, depending on the start day of work.)
December: 1.5 month's base salary

1 3. Retirement allowance No

◆Retirement, Resignation, and Dismissal

1. Age retirement system No

2. Procedure of retirement for personal reasons

Notification shall be submitted 1 month or more before retirement

3. Reason and procedure of dismissal

◆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

Actual food costs borne.
During work, employees shall wear work clothes.
No uniforms available. Aprons provided by the facility.

2. Matters concerning safety and health

Related committees are held to take care of the issues.

3. Matters concerning vocational training

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

Full grants (Cost to the Employee: Free)

Remarks

(3) Subsidy of Water Light and Gas Fee

Full self-payment

Remarks

◆Result of national examination of accepted candidates

No examinees up to the time of application

◆Special remarks

Ideal candidate:

A person who is serious about their work, cheerful and healthy

After care worker qualification is obtained:

Care worker allowance will be raised by 13,000 yen, from 15,000 to 28,000 yen.

◆Introduction of the Facility

Located in the southwest part of Hokkaido, Kikonai-cho is a town full of nature and surrounded by the sea and mountains.

We have plenty of fresh food ranging from farm products to seafood. You can always enjoy delicious meals.

For travel lovers, our town provides good access. Kikonai is the first stop of Hokkaido Shinkansen, and it takes four hours to Tokyo.

To Sapporo, it takes three hours by regular JR line.

For air travel, Hakodate Airport is only one hour away.

Plan for Caregiver Training

◆System of Training/Instruction

Training Supervisor

Qualifications	Certified care worker
Other descriptions	Chief care worker

Training Supporter ①

Qualifications	Certified care worker
Other descriptions	Chief care worker

Training Supporter ②

Qualifications	Nurse
Other descriptions	Assistant Section Chief of Nursing and Care

Training Supporter ③

Qualifications	Care support specialist
Other descriptions	Assistant Section Chief of Counseling Support

Training Supporter ④

Qualifications	Doctor
Other descriptions	Hospital Administrator

◆Training Hours

(1) On-duty Training

①	Regular basis	In-facility training by internal teacher	Contents : Japanese language study Times : 5 time(s) in 1 week Approx. 2 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

- (1) Facility staff assists subject-specific preparation for the national exam for certified care workers.
- (2) Textbooks for the exam are available.
- (3) An online learning environment is provided.
- (4) Time and place for study are provided in the facility.

Other descriptions

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<Subjects for practical examination>

Method of Training

(1) On-site practical guidance on daily care work

Other descriptions

(2) Japanese language training

Method of Training

- (1) Japanese language is taught by facility staff.
- (2) An online learning environment is provided.
- (3) Time and place for study are provided in the facility.

Other descriptions

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

Contents

- (1) On-site learning through daily care work (including attendance at training sessions for new staff and conferences)
- (2) Participation in events organized by the facility
- (3) Participation in town events

Other descriptions

(4) Mental health care for candidates

Contents

- (1) Individual interviews, six times a year or so
- (2) Exchanges with other EPA candidates, once a year or so
- (3) Participation in events, three times a year or so

Other descriptions

(5) Other descriptions

Method of Training

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
⇒ Chief care worker

Contents on specialized subject	Preparation for the national exam for certified care workers
Implementing Body	Town
Frequency and time	About 6-8 hours weekly
Level and timing	For the 2nd and 3rd year of employment

Remarks

(2) Off duty training No

Remarks

2. Training system of Japanese language learning

(1) On duty training

- * Category Training by staff in the facility
⇒ Chief care worker

Implementing Body	Town
Frequency and time	6-8 hours weekly
Level and timing	First year at work

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 No

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

5. Support for adaptation to the workplace

- Systematically implement training for new employees, and training for all employees
 - Training for new employees · Implement for 1 days Implement 1 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 Various committees in the facility as a team member
- Staff the Supervisor of Training or Supporter of Training who has proficiency in spoken Tagalog or English.
 - * Training Supporter who has proficiency of Training with the following Tagalog or English proficiency.
(Experience of using Tagalog or English)
 - Have experience(s) of studying in Philippine
 - Have experience(s) of studying in an English-speaking country(ies)
 - Have experience(s) of conducting business in Tagalog
 - Have experience(s) of conducting business in English
 - Others :

Obtained English qualifications		Year month of acquisition
<input type="checkbox"/>	Test in Practical English Proficiency Grade	/
<input type="checkbox"/>	TOEIC	/
<input type="checkbox"/>	TOEFL	/
<input type="checkbox"/>	The United Nations Associations Test of English (UNATE)	/
<input type="checkbox"/>	Other qualifications	

6. Experience of acceptance in the training of nursing and care services No

7. Past experiences of acceptance of foreign workers No