

SEPTEMBER 1, 2026



The Warehouse

By Home Help Hire Qld

WELCOME PACK!

PARTICIPANT ONBOARDING INFORMATION

A. CARACCIOLO

HOME HELP HIRE QLD

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Welcome!

Welcome to Home Help Hire Qld, the disability service that puts you first and aims to create opportunity, promotes independence and progression in a safe in a safe and non-discriminative environment.

At Home Help Hire Qld our direction is led by your choice, needs and goals by providing key disability services to those who seek support.

This handbook is a guide created for you so you can learn more about the disability services that are available to you and how we can help you. Find out all you need to know about us, what we do the services we offer and most importantly how we will work with you to meet your needs to the highest standards.

Welcome to the Home Help Hire Qld family!

About Us

Our Mission

To provide high level support to people with disabilities that focus on growth, development and inclusion in both the disability community and the wider community. We strive to provide programs of support that integrate therapeutic knowledge and skills at an achievable and affordable level, with inputs by therapists to inform support strategy.

We promote mental wellbeing and safety, while we focus on engagement, learning and enjoyable experiences that keep life moving.

Our Values

Our People

We value our people, their safety, contribution, knowledge and experience. We understand our team have a family outside of their roles.

Our Clients

We value your safety, your right to choice and control and your right to access support that is competent and meets your needs,

Our Community

We value our business that keeps people employed and clients being supported.

We value services that make life easier in the long term and enable our clients to grow.

We value our clients and we work to grow community awareness within our influence.

Home Help Hire Qld's Disability Services

At Home Help Hire Qld we pride ourselves on the personal, client focused and high-quality service that we provide. We follow the NDIS Practice Standards and Quality Indicators in order to maintain excellent results for both you and for us.

Our disability services have been formed from these Standards, so therefore we believe it is not only important to tailor our services to meet your needs but to provide the highest quality services in cooperation with those Standards so you can truly get the most from Home Help Hire Qld and know exactly what you can expect from us.

At Home Help Hire Qld, we would like to make a difference in the lives of those with disability and to make life easier, fairer and to get people involved and participating within their own communities

We will do our best to give you a personal and individualized experience and you will be treated fairly throughout your time with us, choosing to do the things that are important to you. With your help we can continuously work to improve our services to meet your needs and goals.

Our Services

- ❖ **Assistance with Daily Personal Activities** - to enable people to live as autonomously as possible – such as personal hygiene, dressing, medication assistance, financial management, communication skills and lifestyle mentoring.
- ❖ **Specialised Positive Behaviour Support** - including assessment, development of a plan aiming to limit the likelihood of behaviours of concern developing or increasing – This support is pending registration approval.
- ❖ **Development of Daily Living and Life Skills** - including developmental-focused activities and training to enhance the person's ability to live as independent an everyday life as possible.
- ❖ **Early Intervention Childhood Supports** - a mix of therapies to support children aged 0-9 with Autism Spectrum Disorder (ASD), developmental delay and/or speech delay
- ❖ **Assistance with Household Tasks** – such as meal preparation, house cleaning and laundry.

- ❖ **Participation in the Community** – including supported shopping, medical appointments, sporting and recreational events, social activities, visiting or making new friends, travel and transport and building confidence and social skills.
- ❖ **Therapeutic Supports** - supports to build people’s physical and mental health in order for them to move with optimal mobility and interact with enhanced confidence and interpersonal skills
- ❖ **Group and Centre-based Activities** – such as social outings and group and social activities on Home Help Hire’s premises – The Warehouse.
- ❖ **Intensive and Complex Behaviour Supports** – support to participants who display high frequency behaviours of concern who require consistent implementation of a behaviour support plan. This category is pending registration approval.



Your Rights

You have them! At Home Help Hire Qld it is important to us that you know and understand your rights, we are here to support you and to provide encouragement, guidance and assistance in any choices that you make. People with a disability have the right to respect, dignity and to full participation in society. You will receive a service that allows you to maximise your choices for social participation and cultural inclusion.

We respect your right to privacy and confidentiality of any personal information, records and will uphold your right to make decisions including medical treatment or other interventions.

It is also your right to try new things, we will assist you to do so whilst ensuring that you are treated fairly and independently.

We welcome your right to talk freely and express your thoughts, opinions and choices. Home Help Hire Qld will listen to you and support the choices you make and we will include your family, carers or advocate when you want them to be included.

You have the Right to access supports that:

- promote, uphold and respect your legal and human rights;
- respect your culture, diversity, values and beliefs;
- respect and protect your dignity and right to privacy;
- are free from violence, abuse, neglect, exploitation or discrimination; and
- allow you to exercise informed choice and control.
- tell you about and uphold your rights;
- provide supports in a way that promotes, upholds and respects your rights to freedom of expression, self-determination and decision-making;
- support you to make informed choices, exercise control and maximise your independence in relation to the supports we provide;
- respect your autonomy, including your right to intimacy and sexual expression;
- provide you sufficient time to consider and review your support options and seek advice if required, at any stage of our service delivery;
- support you to access an advocate (including an independent advocate) of your choosing;
- support you to engage with your family, friends and chosen community in the ways you want to;
- treat you with fairly, with courtesy, dignity and respect and without discrimination;
- give you information about our services and associated costs, as well as other support options, within and outside [Business Name];
- involve you in decisions about your supports, as well as our programs and policies;
- provide services that consider and respect your lifestyle, cultural, linguistic and religious background and preferences;
- protect your personal information and only use it for the right reasons;

- support you to provide us with feedback on our service, including complaints;
- promptly address enquiries and complaints about the supports you are receiving;
- support you to connect with other services, including advocates, interpreters and translators, if needed;
- support you to have a person to speak on your behalf for any purpose; and
- provide safe and appropriate services that are culturally relevant and support your needs and goals.

As our participant we ask that you:

- provide us with information that will help us to best support you;
- tell us if things change or you cannot keep an appointment or commitment;
- act respectfully and safely towards other people using the service, and towards our staff;
- provide us with feedback about our service and how we can improve;
- promptly pay the agreed fees associated with your services; and
- tell us as early as possible if our services are not required.

Ways we do this include:

- delivering services in a way that respects individuals' personal, gender, sexual, cultural, religious, or spiritual identity;
- employing and developing a diverse and culturally competent workforce;
- working collaboratively with disability-specific, mainstream, Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse services to support holistic service delivery; and
- using a strengths-based approach to identify individual participant needs and life goals, particularly in relation to recognising the importance of family, extended family, kinship, cultural, spiritual, language and community ties.

Advocacy

Home Help Hire Qld fully supports your right to have an independent advocate support you in your interactions with us. If you'd like help finding an independent advocate, speak to one of our staff. Alternatively, you can use the Disability Advocacy Finder, which is available online at <https://disabilityadvocacyfinder.dss.gov.au/disability/ndap>.



Participation & Inclusion

At Home Help Hire Qld our aim is to help people to understand their rights, one of which is being a valued member of their community. We will provide any assistance needed for anyone to partake actively and meaningfully. We can also develop connections within the community to help you to do this.

We want you to make the most of the service and to not only take part but feel included as a valued member and it is your right to decide when and how you do this, as well as it being your right to decide when and how you have contact with your family and friends.

Home Help Hire Qld will support you and help you to take part within the community of your choice, whilst getting to know you and the things you like to do.

We promise to work with you, your family, carers or advocates if you choose so, as well as with organisations within the community if that is what will help you.

At Home Help Hire Qld we will respect your cultural background and understand the needs and requirements that may come with it.

Individual Outcomes

At Home Help Hire Qld you can make your own choices about what you want to do and set your own goals. We will support the choices you make, during this we will be there every step of the way to reaching that goal.

By working with you independently we can assist you in reaching your goals and we will offer guidance to help you recognise your strengths and weaknesses so you may learn and develop skills to help you achieve those goals and set even more.

By recognising where you need extra support, we are able to communicate with other services if that is what you need to reach your goal.

We will respect your right to seek support from others, whether that is your family, friends, or an advocate of your choice.

At Home Help Hire Qld we will work fairly with you as an individual regardless of age, gender, cultural background or sexuality.

Service Access

You have every right to seek and find the service you need and have access to the support you require fairly and equally.

Feel free to ask about using any service and if it is not available, the reason will be clearly explained to you. We will be here to assist anyone enquiring about our services, with support and advice if needed or a referral to an alternative service if required.

At Home Help Hire Qld your feedback and opinions about our services are important and we do make improvements based off your ideas. We understand that everyone communicates in different ways, we have a variety of ways you can communicate with us safely in private and without discrimination.

Individual Plans

At Home Help Hire Qld we tailor our plan when working with you, so they are person centred and individualised. We record and monitor your goals and aspirations to work with you using different strategies so you can achieve them.

We will offer you guidance and assistance when you need it so you can achieve your goals and we will work closely with you, your carers or family members to give direction to make sure we are all working towards the same goals.

We do this by laying out an individual plan for you, this is subject to change depending on its purpose or its level of achievement but in essence your goals represent independence, providing meaning and satisfaction.

Individual plans focus on:

- The individual
- They are flexible and subject to change depending on progress and other factors
- Personal goals and aspirations
- Unique skills and Strengths
- Promoting and supporting independence

Individual plan structure:

Individual plans are set once per year unless flexibility is needed, in which case they are changed more frequently. Plans are changed following a meeting that takes place at Home Help Hire Qld's location, or in your home with yourself and any other provider you wish to be present.

Working with You

We have lots of ways of communicating with you through our face to face meetings, annual personal development meetings and occasional surveys for your feedback on our services letting us know how we can improve.

Plus, we will work with you on a day-to-day basis through the services you choose.

Service Management

As a community focused organisation, we will always endeavour to meet service standards and maintain excellent service management by working closely with our clients to strengthen our systems and to ensure positive outcomes from any problems that may arise.

We believe excellent staff and training, continuous improvement of services from your feedback, good working processes and excellent communication between the team and clients are all key to our service management.

By being responsive to your feedback and as well as the opinions of other people with disabilities, families and carers this can help us to continuously improve our programs and maintain the high-quality service that we offer.

At Home Help Hire Qld we have a management team comprised of people who possess the skills and experience to fulfill the company's responsibilities and who monitor the effectiveness of the organisation's governance, Policies and Procedures then makes changes as needed.

Privacy and Dignity

Home Help Hire Qld values and respects the privacy, confidentiality and dignity of our participants and their families, as well as our staff. We collect, use, protect and release Personal Information in full compliance with relevant State and Federal privacy legislation.

Home Help Hire Qld will only collect information necessary for safe and effective service delivery. We will only use information for the purpose it was collected and secure it safely. When we collect your information, we will explain why we are collecting the information and how we plan to use it. We will only take photos or videos of you with your full and voluntary consent. Information about you will only be released to other people or services with your informed consent, in an emergency, or where such disclosure is required or authorised by law. You may access the information we hold about you, including in order to update or correct it, subject to certain exceptions. If you wish to access your information, please speak to a staff member.

We understand that your privacy is important to you. The following information outlines how we protect your privacy, confidentiality and manage your personal information.

Before we collect personal information, we take reasonable steps to ensure that you know what the information is for. We will not use personal Information for another purpose unless:

- it is related to the original collection purpose
- we believe it necessary to reduce or prevent a serious or imminent threat to an individual's life, health or safety
- there is a serious threat to public health or public safety
- the information relates to existing or anticipated legal dispute resolutions proceedings between Home Help Hire Qld and the individual
- it is required or specifically authorised by law, or required for the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of law.

Your personal information is used to:

- provide information about our organisation, services and supports
- process employment applications and provide offers of work
- process service applications and service requests
- send details about our activities, research or events
- undertake research or conduct surveys
- invite you to participate in our activities
- administer and manage our services and supports
- process payments
- answer enquiries and deliver services
- provide services in line with client requests
- meet quality service requirements
- resolve complaints and other issues
- meet the regulatory requirements to operate
- report to funding and government agencies



Feedback and Complaints

It is important to us that you feel free to tell us what you think about the services we offer and we promise to listen to your you. It is your right to share your thoughts and opinions on anything related to the services we offer, your feedback whether it is good or bad can only help us to improve our services and we welcome it, without discrimination or negative consequences. We will keep you informed throughout the complaints process and inform you of the outcome and the reason behind it. We are prepared to then change the way the service is run to continuously improve.

You have every right to seek the support from another person, whether that means a family member, a carer, a support person such as the Ombudsman, a layer or an advocate. Whatever the issue, we will do everything in our power to solve the problem for you and to improve our services.

Complaints and Feedback can also be lodged anonymously via our website www.homehelphire.com.au. Go to the Information and Forms page and complete the Feedback and Complaints form. You will only need to add your contact information on this if you wish for us to contact you, or if you would like us to know who wrote the feedback.

We value both positive feedback and complaints – we use these to improve our services. So please reach out if you need to have a say.

Otherwise, you can phone our People & Client Relations Manager on 0475752500 to have a confidential discussion.

Incident Management

During the process of service delivery, different types of events may occur which affect you. Events may have a positive, negative or neutral influence on you. Some of these events will meet the definition of a 'participant incident'.

If an incident occurs your health, safety and wellbeing and other involved parties is paramount. An appropriate incident response is critical. This includes:

- **Immediate response**

This involves ensuring the immediate safety, health and wellbeing of participants and other involved parties, obtaining medical attention, notifying the Police and other emergency services as appropriate, preserving evidence, accessing specialist victim and support services as required and contacting the nominated key support person.

- **Ongoing support**

These responses involve supporting participant wellbeing by ensuring a safe and secure environment, whilst also providing and managing any rehabilitation, counselling or other support they may need in the future in response to the incident.

When an incident involves misconduct by a staff member to a child, service providers must consider requirements under the Reportable Conduct Scheme to notify the Commission for Children and Young People.

All actions to manage and respond to an incident will be undertaken in a way that is respectful of the person, culturally appropriate, and empowers individuals to make their own choices and decisions wherever possible.

Actions taken by Home Help Hire Qld in response to an incident will include the participant, or key support person acting in the participant's interests, in the following activities:

- recognising and acknowledging the impact of the incident on the participant
- assuring the participant that the incident will be taken seriously and dealt with in a fair and equitable manner
- educating participants about their rights and taking their wishes into consideration
- keeping the participant informed of the progress, outcome and any follow-up of incidents
- identifying an advocate or key support person if appropriate, and keeping them informed throughout the process
- involving the participant in the process of reviewing or investigating the incident, including the opportunity to provide their account of what happened, with communication support if required
- ensuring the participant has the opportunity to provide feedback on the response to the incident
- ensuring that personal and sensitive participant information is appropriately managed and secured so as to mitigate the risk of privacy breaches.

Glossary

Words and what they mean:

Decision- Having a say about what you want.

Goal- What you want to happen for you in the future.

Government- The people who make decisions and laws about what should happen for everyone.

Independent- Doing things for yourself, as much as you can.

Management- People who are in charge of the service, like the Director, or committee.

Information- Things you get told about.

Needs- Things that you require to help you grow and develop.

Privacy- Being on your own if you want to be, and having things that you don't have to show to anyone.

Problem- Something that you don't like, or that doesn't go right for you.

Program- Doing activities that help you learn and achieve things.

Respect- To be nice and treat people well.

Skill- Being able to do things well

Staff- People who are paid to help you in the best way they can

Standard- Something that is written that helps services to know what they should be doing.

Achieve- To be able to do something and finish it.

Advocate- Someone who listens to what you want and gives you the help you need to step up or sort out a problem.

Community- Places where most people live and do things, like living at home, visiting friends or going shopping.

Client- Someone who buys something or uses a service.





Notes

A series of horizontal lines for taking notes, spanning the width of the page.

Key Services and Contacts

From time to time you may need to seek another service for support, advice or service, so here is a list of some key contacts for you just in case.

Use the Disability Advocacy Finder to identify relevant local/state-based and/or specific disability advocacy service - available online at <https://disabilityadvocacyfinder.dss.gov.au/disability/ndap>

Blind Citizens Australia

Tel: (03) 9654 1400

Email: bca@bca.org.au

Blind Citizens Australia focuses on the concerns of blind and vision impaired people. The advocacy service involves assisting people who are blind or vision impaired with disability related issues in the three main category areas of Social Security, disability services and disability discrimination.

Culture, Ethnicity and Health

Tel: (03) 9418 9929

Email: enquiries@ceh.org.au

Culture, Ethnicity and Health provides services to ensure that people from a non- English-speaking background receive the same rights and opportunities to access services that are relevant and appropriate to their linguistic, cultural and religious needs.

Information on Disability Education and Awareness Services

Tel: 1800 029 904

Email: ideas@ideas.org.au

Information on Disability Education and Awareness Services is an independent disability information provider offering information to people with a disability, their families and carers that assist people with a disability access relevant services and make informed choices about daily living.

National Disability Insurance Agency

Tel- 1800 800 110

Online- <https://www.ndis.gov.au/form/contact-form.html>

Indigenous Disability Advocacy Service

Tel: 02 9687 7688

Email: idas@idas.org.au

Indigenous people with disability, their families and carers when the person they are looking after needs help. Service area - Western Sydney and Regional Centres of NSW.

Disabled People's Organisations Australia

Online: <http://dpoa.org.au/contact/>



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