

DHHS STAFF NEWSLETTER

Transfer of Disability Services to Life Without Barriers



Hi everyone,

Welcome to the second Life Without Barriers (LWB) newsletter for staff transferring from the Department of Health and Human Services (DHHS) to LWB.

In this edition, we have quite a few exciting updates we want to share with you about work that has been happening to prepare for the transfer of services;

- We have a January induction program ready to share with you. More details on this can be found below, including information about the Welcome Pack you will receive on the first day of induction.
- We have now visited over 80 Houses (Parcels 2 and 4), which has been a fantastic opportunity to meet participants, their families and supporters, as well as engage with staff.

For more information about transferring to LWB, and what it means for your career, contact us via our dedicated hotline number on 1800 955 229, email asklwbvic@lwb.org.au, or visit lwbvictoria.org.au where you can subscribe for updates through our website.

We hope you and your family had a safe and prosperous holiday season, and we look forward to seeing you at the staff inductions!



Troy Davis
Life Without Barriers
HR Staff Transfer Manager, Victoria

Common Questions

We understand that you will have questions about transferring from DHHS to LWB, we are happy to answer all your questions. Here are answers to some of the questions you asked:

Q. When do we start using LWB policies and procedures?

A. We know how important policies and procedures are, we are currently working closely with DHHS to plan for staff to be prepared and informed about working with relevant policies ahead of the transfer date. In most cases, DHHS staff will begin to use LWB policies and procedures from the date of transfer. However, we want to ensure staff understand which policies will be in place from Day 1.

Q. What is your approach to minimising casual or unfamiliar agency staff and ensuring there is a consistent and trained casual pool?

A. Firstly, it is important to us that our participants are provided with consistent levels of support, therefore it is our preference that we have permanent staff in place on our rosters to ensure that we are able to provide consistent services to participants.

We also recognise that there will always be a need for experienced, knowledgeable and skilled casual staff. As an organisation, it is our responsibility to ensure that all staff have the appropriate levels of capability to provide quality services to participants, which may include delivering appropriate training to support employees in the workplace to build that capability.

Q. What is the management structure like in your organisation?

A. In Victoria, we currently have one Team Leader per house within Disability Services. The Team Leader is equivalent to the House Supervisor position at DHHS. The Team Leaders report through to a Program Manager, which would be equivalent to the Operations Manager position at DHHS. The Operations Manager at LWB reports through to a Regional Manager, which would be equivalent to the Disability Accommodation Services Manager at DHHS. The position of Regional Manager reports through to the Victorian State Director at LWB.



Staff Inductions

In the previous Staff Bulletin, we announced that LWB will be inducting all transferring DHHS staff prior to the transfer. The structure of these inductions are now final and ready to be shared with you later in January.

What staff inductions will involve

The All Staff inductions will be split across two separate days, with one additional day held for staff members with people management responsibilities including House Supervisors and Operations Managers.

When staff inductions will occur

Your induction will occur prior to the scheduled transfer of services date in your area. There will be multiple induction sessions delivered across Parcel 2 and Parcel 4 in January and February 2019, while more induction sessions will be held across Parcel 13 in March and April 2019. We will provide you with further details on how to enrol shortly.

What topics staff inductions will cover

The content of the days and who should attend is outlined below:

DAY 1

Getting Started at LWB: Part 1

Time: 10am-3pm

Attending: All DHHS employees to be transferred to LWB

Overview:

- Welcome to LWB: history, values and organisation structure
- What will change and what will stay the same during transfer
- Working in disability and where you fit into LWB
- Your say: a chance to hear your hopes, concerns and questions

DAY 2

Getting Started at LWB: Part 2

Time: 10am-3pm

Attending: All DHHS employees to be transferred to LWB

Overview:

- Important LWB policies and practices you will need to know
- NDIS and how it impacts your work
- Safeguarding and incident management in LWB
- Working at LWB – keeping you safe, plus rostering and time sheeting practices
- Support and resources available to you

DAY 3

Managing at LWB

Time: 9am-4pm

Attending: House Supervisors and Operations Managers

Overview:

- Managing teams and individuals in LWB: rostering, leave, performance, learning and development
- Working in an NDIS environment – your role as manager
- Managing critical practices such as incident reporting and CIMS

What staff will receive at inductions

You will receive a LWB 'Welcome Pack' on the first day of your induction which will contain a range of materials about joining about Life Without Barriers.

In February, there will also be a new 'Need to Know' folder, which will include further information on navigating LWB, details on processes, important contacts, and general supports available to assist with Day 1 of your secondment.

We look forward to seeing you there!



Matthew Barker
Life Without Barriers
Learning and Development

How to contact us

For more information on joining Life Without Barriers, you can visit our website and subscribe to receive regular updates, email our team, or call us.



VISIT THE WEBSITE
www.lwbvictoria.org.au



CALL
1800 955 229
Monday - Friday 9am - 5pm



EMAIL
asklwbvic@lwb.org.au



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