

# DHHS STAFF

## Transfer of Disability Services to Life Without Barriers



### EMPLOYEE QUALIFICATIONS, CERTIFICATIONS AND SKILLS

Life Without Barriers are required to ensure the safety of all Employees and Clients and therefore, there is a minimum set of qualifications and certificates required by Support Workers. This link below will take you to a DocuSign form where you can provide us with the details and a copy of your qualifications and certificates.

The information collected will be used for:

- 1) Sending reminders when mandatory certificates are due to expire and need renewal
- 2) Assisting Workforce Connect with skill matching staff against open shifts, based on your nominated availability

**Link:** <https://au.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8c408be2-b9f9-4c63-8166-467f1b8ceec0&env=au>

### STAFF AVAILABILITY (PART-TIME, CASUALS)

Commencing Monday 1<sup>st</sup> April, the Workforce Connect Team will be managing all rostering activities, including allocating staff to open shifts. The later will be conducted on the basis of when Employees have said they are available. To assist this process, LWB needs to understand when Part-time and Casual staff are regularly available to fill shifts.

This link will take you to a DocuSign form where you can enter your current availability. This link will only be available for a **short time**. After which you will be required to update your availability via **Kronos**. If you received an email with a link to the Employee Availability form, you don't need to complete the form via this link.

**Link:** <https://au.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=78a247b1-a9d0-43c2-b952-50d629242a47&env=au>