



HR UPDATE

CAREER PATHWAYS

Looking for another way to support our participants?

ROSTERING / ADMINISTRATION OFFICER

A Full-Time Permanent position has arisen for a driven and dedicated person with strong communication skills to join the SIL's Team. We are looking for an experienced candidate who is passionate and knowledgeable about the disability sector and who ideally has relevant work experience as a Rostering Officer.

COORDINATION OF SUPPORTS / TEAM LEADER

A Coordination of Supports Team Leader position has arisen for a driven and dedicated person with strong communication skills to join the Client Services Team. The core responsibility of this role is connecting people with a National Disability Insurance Scheme (NDIS) Support Plan to access a range of supports which align with the support items in their NDIS plan whilst also providing leadership and additional roles & responsibilities as a team leader.

Contact HR on [\(07\) 4046 3600](tel:0740463600) for further information

COVID-19 TESTING PROCEDURE

WHAT CAN I DO?

Everybody is saying it, us too..... If you're unwell, stay home and seek medical advice. Any employee who suspects they may have symptoms, and/or have presented to a health facility for testing, or is required to quarantine under Government Directions must contact HR to notify ARC. We are currently maintaining a private register of any employee in this situation to assist with contact tracing and rostering restrictions. HR will be in contact with you regularly, and will ensure that we follow due process to enable your safe return to work. Maintaining this register is vital to us providing quick and accurate

information should we need to prevent or protect the workplace from exposure.

ARC would also like you to consider downloading the Australian Government's Covid App to assist with contact tracing. This is something the Government has strongly encouraged and will facilitate opening up services and community access as safely and quickly as possible.



R U OK?

R U OK?Day (Thursday 10 September, 2020) is our national day of action dedicated to reminding everyone that any day is the day to ask, “Are you OK?” and support those struggling with life . This year's message is 'There's more to say after R U OK?'

Get involved and inspire everyone in your workplace to learn what to say after R U OK? and start these conversations every day of the year. Use the free resources available on the Join R U OK?Day page to get started.

[GO TO: R U OK WEBSITE](#)

BANG ON TREND

We've created an ARC “style guide” that includes some more options and info for ordering. These garments can be purchased from Cardzilla @ 163 Anderson Street. Don't forget to keep your receipt for tax purposes.

UNIFORM GUIDE



ARC DISABILITY SERVICES INC.

More Than Just Support...

COLLABORATION | COMMITMENT | CREATIVITY | **DIVERSITY** | EMPOWERMENT | FLEXIBILITY | RESPECT | FUN

GO TO: ARC STYLE GUIDE

WHO ARE YOU?

We want to know more about you and what you value in our workplace. Please provide us with 3mins of your time so we can better understand our HR strengths and weaknesses. There may even be a random prize for one lucky person.

START SURVEY

USEFUL EMAILS

info@arcinc.org.au Generalised inquiries, room/hall hire requests

programs@arcinc.org.au Program inquiries, correspondence, program groups, studio inquiries, activity/community involvement

sil@arcinc.org.au SIL administration assistance, shift confirmations, team meeting correspondence

finance@arcinc.org.au Creditors/debtor correspondence

pm@arcinc.org.au Plan Management correspondence, tax invoices and statements for plan management

feedback@arcinc.org.au Compliments, complaints, service improvements

ceo@arcinc.org.au Escalation of feedback, compliments, complaints, service improvements, Board specific matters

hr@arcinc.org.au Rent/employment confirmations, recruitment enquiries, medical certificates, leave or availability information, competency and probity documents, Award inquiries

experience@arcinc.org.au Students, volunteers, work experience placements

arc_ierc@arcinc.org.au Resource centre and mobile service enquiries, booking of resources, school attendance requests

intake@arcinc.org.au Intake, linking and bridging, Service enquiries for new participants



FREE STUFF!

If you are intending on getting your Flu Vaccination this year, ARC would like to reimburse you your vaccination costs (medical appointment / GP fees no included).

Simply send your receipt to hr@arcinc.org.au and we'll get you to sign a reimbursement form - that easy.

Note: This is not mandatory and we are not keeping records on employee vaccination status.

ARC Disability Services Inc.

Human Resources

TEL: (07) 4046 3600

[Unsubscribe](#)

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