



Client Handbook

Welcome!

Welcome to NDISFinder, the Disability Service that puts you first and aims to create opportunity, promote independence and progression in a safe and non-discriminative environment.



At NDISFinder 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 NDISFinder family.



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Coming from a background of full time support for a family member with a severe disability has highlighted to us a gap in the market where the NDIS participant (YOU) is often left with less than adequate services.

We felt that providing services to only a very few Participants will allow us to build maintain strong relations and understanding with our participants, therefore enabling us to assist you in achieving your GOALS and maintaining them until you decide there is a need for change.

“Our vision is to support and empower people to overcome disadvantage and barriers

to personal, social and economic growth by delivering inclusive and innovative services.”



To work in partnership with the community business and government, to strive for excellence in meeting the holistic needs of our clients through the provision of high quality supportive, recreational, cultural, sporting and welfare programs.



Our Values

Respect

We will listen to you and hear what you say and encourage independence and respect your decisions, opinions and views.

Honesty

We will be trustworthy, tell the truth and keep our promise to you and always provide the highest quality service we can.

Confidentiality

We believe privacy and confidentiality is of utmost importance for you and the organisation.

Development & Improvement

We will identify, with your help, where we can develop projects and always work to improve our services and to uphold the Service Standards with your feedback.

Harmonious Environment

We will work to maintain a positive working environment that provides support, guidance, acceptance and harmony for all.

Finder's Disability Services

At NDISFinder we pride ourselves on the personal, client focused and high-quality service that we provide. We follow the National Disability Service Standards 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 Community First Step and know exactly what you can expect from us.

At NDISFinder, 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 endeavor 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.

Discover more about our Disability Services

- * In-home Personal care
- * Community access
- * Transport
- * Assistance with household tasks
- * Gardening
- * Home renovations
- * Shopping and Doctor visits
- * Social Gatherings and activities which are suited to you and address your GOALS

National Disability Service Standards

Standard 1 - Rights

You have them! And at NDISFinder it is important to us that you know and understand your rights, so 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 maximize your choices for social participation and cultural inclusion.

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

It is also your right to try new things, and 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. Therefore, NDISFinder will listen to you and support the choices you make, and we will include your family and carers if and when you want them to be included.

“

We are here to support and assist you with the choices that you make...

”

Standard 2 -

Participation & Inclusion

At NDISFinder 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 participate actively and meaningfully and we can develop connections within the community to help you to do this.

We want you to make the most of the disability 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.

NDISFinder 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 and carers if you choose so, as well as with organisations within the community if that is what will help you.

At NDISFinder we will also respect your cultural background and understand the needs and requirements that may come with it.



Standard 3 -

Individual Outcomes

At NDISFinder you can make your own choices about what you want to do and set your own goals. We will support the choices you make and we will be there every step of the way to help you to work towards those goals in the way that you want to.

By working with you independently we can assist you in reaching your goals and we will offer guidance and help you to 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 goals.

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

At NDISFinder we will work fairly with you as an individual irrespective of age, gender, cultural background or sexuality.

“We can assist you in reaching your goals and help you

”

recognise your strengths.

Standard 4 - Feedback & 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 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 reasons behind it. We are therefore prepared to change the way things work in order to continuously improve our services.

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

“We are here to support you, provide encouragement and assist you in any choices that you make...”

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Standard 5 - 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 services and if it is not available, the reasons why will be explained clearly 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 NDISFinder, your feedback and opinions about our services are important, and we do make improvements based on your ideas.

We understand that everyone communicates in different ways, we have a variety of ways that you can communicate with us safely, without discrimination and in privacy.



Standard 6 – Service Management

As a community focused organisation we will always endeavor 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 NDISFinder, we have a Board 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 practices and makes changes as needed.

“We believe in creating opportunities and providing the support and guidance to those who need it to become a valued member of their community in the way they choose.”

Did you know?

Important information about NDISFinder & what we do

Did you know NDISFinder runs a **ZUMBA CLASSES**?

NDISFinder invites other services to participate in this energetic class once a week. The class is very popular having up to thirty-five to forty people from other services joining in and participating on the day as well as people from the local community.

This class helps our service users in many areas by providing with:

ADVANTAGES OF THIS CLASS

- Make new friends
- Get energised
- Feel happy
- Get stronger



Did you know NDISFinder is involved in and around your community?

We have a close association within our local community and are involved with places such as:

- Hume Council
- Moreland Council
- And more



How do you know NDISFinder welcomes volunteers?

We embrace volunteers and encourage the involvement of friends, families and people in and around our community.

It is important for us that our clients have access to a range of different programs and workshops and also get to know other people within the community. This is also a great way to share activities with friends and family and to partake in the hobbies and interests of your choice, whether it is learning to cook or getting out and enjoying sporting activities locally.

We would love to hear from you or anyone you know who would like to volunteer. This is one of the best ways to get to know NDISFinder and discover what we are all about.

Get involved today with:

- Cooking Classes
- Community Outings
- Arts and Crafts
- Sporting Activities
- Hobbies
-



NDISFinder Working with You

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

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



Individual Plans

At NDISFinder we tailor our plans when working with you so they are person-centred and individualised. We record and monitor your goals and aspirations and 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, obviously this is subject to change depending on its purpose or indeed 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 Plans 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 our Centre with yourself and all involved in the process such as:

- Team Leader
- Key Worker
- Your Carer or family member



Programs and Events

With so many programs and events happening throughout the year, you will love the chance to try new things, socialise and build friendships, work towards your goals and aspirations and get out in the community and get involved in new activities and experiences.

Just a few of the things NDISFinder's clients have done so far:

- Visit Melbourne Aquarium
- Visit Science works
- Outdoor Cinema
- Families Picnic in Park
- Ten Pin Bowling
- Pottery Classes

Plus, NDISFinder attends special events including club shows, Morning Melody's, River Side Theatre, movies and other events throughout the year.

Key Services & Contacts

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

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>



People with Disability
Australia
Tel: 1800 422 015
Email: pwd@pwd.org.au

People with Disability
Australia Inc is a
national Australia
disability rights and
advocacy organisation
founded in 1981.

Children and Young
People with Disability
Australia

Tel: (03) 9417 1025
Email:
info@cdya.org.au

Disabled People's
Organisations Australia

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

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

Multicultural Disability Advocacy
Association of NSW
Tel: 1800 629 072
Email: mdaa@mdaa.org.au

Services provided to People with disability aged 0 – 65 from non-English speaking background, their careers and families.

Brain Injury Association of NSW Inc
Tel: 1800 802 840
Email: ceo@biansw.com.au



Glossary

Word

What it means...

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 speak up or to sort out a problem.
Community - - -	Places where most people live and do things, like living at home, seeing friends, going shopping.
Client - - - -	Someone who buys something or uses a service.
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.
Service - - - -	To be nice and treat people well.
Skills - - - -	The location and the staff that are there to help you.
Staff - - - -	Being able to do things well.
Standard - - -	People who are paid to help you in the best way they can.
Understand - - -	Something that is written that helps services to know what they should be doing.
Quality - - - -	To know what things mean.
n	Things that are good and right.



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