

# EMPOWERED

Therapy & Training Pty Ltd

*in conjunction with*



## KOOL KIDS TUTORING

**SEEKING AN  
INHOME/COMMUNITY  
SUPPORT WORKER  
ONBOARDING FOLDER**



NATIONWIDE

 [www.empoweredtherapyandtraining.com](http://www.empoweredtherapyandtraining.com)

 +61 7 4864 98881-800-00-7888

 [contact@empoweredtherapyandtraining.com](mailto:contact@empoweredtherapyandtraining.com)

 Empowered Therapy and Training

 [empoweredtherapyandtraining](https://www.instagram.com/empoweredtherapyandtraining)

 @EmpowerThera1

 Teressa Everton

 Inspired Generation | Who Am I?

 [www.koolkidstutoring.com.au](http://www.koolkidstutoring.com.au)

 +61 7 5689 60881-800-00-9888

 [contact@koolkidstutoring.com.au](mailto:contact@koolkidstutoring.com.au)

 Kool Kids Tutoring

 [koolkidstutoring](https://www.instagram.com/koolkidstutoring)

 @Kool\_Kids\_Tuts

 Teressa Everton

 Kool Parents / Kool Kids



 Registered NDIS Provider

ABN: 55 637 079 620

Welcome Everyone



Teressa Everton

FOUNDER AND DIRECTOR  
OF EMPOWERED THERAPY AND  
TRAINING



We are about  
empowering and  
supporting everyone to be  
the best they can be and  
will endeavour to help in  
every way possible to  
help you achieve  
this.



# **Registration Group - 0107**

## **Daily Personal Activities**

Our highly trained, dedicated and qualified support staff are assisting people with a wide range of disabilities, or supervising people with a disability with a range of personal tasks of daily life, thereby enabling the participant to live their life as autonomously as possible. The individual supports can be provided in a range of environments, including but not limited to the participant's own home.

Our experienced team of support workers can provide;

1. Assistance with, or supervision of, personal tasks of daily living where overnight support is needed and the care giver will not have the option to sleep.

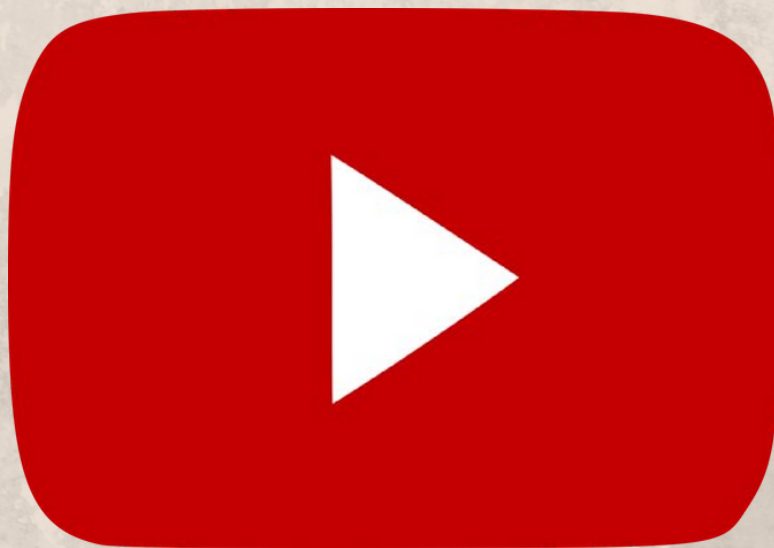
1. A person who lives in the house (regular shifts) of, or travels with the participant and provides assistance with, and/or supervision of, personal tasks of daily life to develop skills of the participant to live as autonomously as possible.

1. Assistance for the NDIS participant to undertake and/or develop skills to maintain their home environment where the participant owns their own home and/or has sole or substantial responsibility for its maintenance. This includes assisting participant to do basic house and yard work.



# Support Worker

**Click here to watch Video**



## *Our Commitment to our Clients:*

Empowered Therapy and Training in conjunction with Kool Kids Tutoring will **ALWAYS** endeavour to provide our clients with a practical way of remembering their supports and appointments to avoid unexpected cancellations. This may be provided in various ways, such as phone calls, emails, text messages, or other ways that we may have agreed upon. **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will support our clients to prepare a cancellation plan if they believe they will encounter problems keeping their appointments due to memory, health, anxiety, or other reasons.

Where they fail without notice to keep the scheduled arrangement for the support (a “no show”), we make every effort to contact them to determine if there is an additional problem, (eg: they have fallen out of bed and cannot raise an alarm, or the informal supporters are in crisis and additional support is likely to be required).

**Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** are open to any questions you may have regarding any of the above.



- PICK UPS/DROP OFFS FROM SCHOOL/APPOINTMENTS
- ASSIST WITH SELF-MEDICATION
- IN-HOME TASKS
- WASHING, DRESSING, EATING, BUDGETING



## Support Workers

- Aged & Youth Care
- Mental Health
- Disabilities
- Family Support
- Community
- Personal



# FORMS TO COMPLETE

**Click the links to fill up the  
forms online or you can**



# *Employee Finance Information*

**Kindly fill out this form  
first.**

**Click this link**



**[https://form.jotform.com/  
empoweredtherapy/emplo  
yee-finance-details](https://form.jotform.com/empoweredtherapy/employee-finance-details)**

# *Other form to complete*

**The following are links to forms to complete.  
Kindly click on the links to submit it online.**

## **REFERRAL FORM**

<https://form.jotform.com/empoweredtherapy/ett-referral-form>

## **CASE NOTES:**

<https://form.jotform.com/empoweredtherapy/case-notes>

## **CLIENT WELCOME FORM:**

<https://form.jotform.com/empoweredtherapy/client-welcome-form>

## **PERSONAL INFORMATION DISCLOSURE AND CONSENT TO OBTAIN AND RELEASE INFORMATION:**

<https://form.jotform.com/empoweredtherapy/personal-information-disclosure-per>

## **GENERAL WHSE CHECKLIST:**

<https://form.jotform.com/empoweredtherapy/general-whse-checklist-nationwide>

## **PARTICIPANT RISK ASSESSMENT FORM:**

<https://form.jotform.com/empoweredtherapy/participant-risk-assesment-form>



## **COMMUNITY SERVICES WHSE CHECKLIST (IN-HOME SUPPORT WORKER ONLY NOT COMMUNITY SUPPORT WORKER):**

<https://form.jotform.com/empoweredtherapy/community-services-whse-checklist-n>

## **FORMALISED ASSESSMENTS REGISTRATION:**

<https://form.jotform.com/empoweredtherapy/case-notes>

## **ETT NATIONWIDE INCIDENT REPORT FORM**

<https://form.jotform.com/empoweredtherapy/ett-nationwide-incident-report-form>

## **REQUEST FOR HOME AND LIVING SUPPORTS:**

<https://form.jotform.com/empoweredtherapy/request-for-home-and-living-support>

## **SUPPORT WORKERS RECRUITMENT DOCUMENTATION:**

<https://form.jotform.com/empoweredtherapy/support-workers-recruitment-documen>

# **KOOL KIDS TUTORING**

## **ENROLMENT AND PAYMENT AGREEMENT FORM:**

<https://form.jotform.com/empoweredtherapy/kkt-enrolment-and-payment-agreement>

# POSITIVE BEHAVIOUR SUPPORT

## **ABC OBSERVATION DATA LOG:**

<https://form.jotform.com/empoweredtherapy/abc-observation-data-log>

## **FUNCTIONAL BEHAVIOUR ASSESSMENT (FBA) INTERVIEW FORM:**

<https://form.jotform.com/empoweredtherapy/fba-interview-form>

## **FBA REPORT TEMPLATE:**

<https://form.jotform.com/empoweredtherapy/functional-behaviour-assessment-fba>

## **GLASGOW DEPRESSION SCALE SELF-REPORT SCREENING QUESTIONNAIRE:**

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-self-repor>

## **GLASGOW DEPRESSION SCALE: CARE-GIVER SUPPLEMENT:**

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-care-giver>

# KOOL KIDS CAMP

## CAMP ENROLMENT FORM:

<https://form.jotform.com/empoweredtherapy/kool-kids-camp-enrolment-form-filla>

## REQUEST TO ADMINISTER MEDICATION ON CAMP:

<https://form.jotform.com/empoweredtherapy/request-to-administer-medication-on>

## FOOD AND TRAVEL CONSENT FORM:

<https://form.jotform.com/empoweredtherapy/food-and-travel-consent-form>

## OTHERS

### CLIENT FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

### STAFF FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

### EVENT EVALUATION JOTFORM:

<https://form.jotform.com/213408576775466>

 **EMAIL ALL REFERRALS TO:** [referrals@empoweredtherapyandtraining.com](mailto:referrals@empoweredtherapyandtraining.com)



# Clocking in and out

**'Please Download BrightHR**



**BRIGHT HR TUTORIAL**

click Play button



**and Blip by Bright HR (Clock in and Out)**



**blip**  
by bright<sup>hr</sup>

**BLIP SIGN IN SIGN OUT**

click Play button



# *How to contact us*

If you would like to contact **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring**, please feel free to use one of the following methods:



Head Office Phone no:

**(07) 4864 9888**

Nationwide



**1-800-00-7888**

Email Address

**[contact@empoweredtherapyandtraining.com](mailto:contact@empoweredtherapyandtraining.com)**

**Scan to visit the ETT Website**





# SUPPORT WORKER CALENDAR OF ACTIVITIES

## CALENDAR 1 Daily Living Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b></p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM - 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p><b>LUNCH</b></p> <p><b>TEN-PIN BOWLING</b></p> <p><b>MOVIES AT THE CINEMA</b></p>	<p><b>TUESDAY Schedule</b></p> <p>Fun in the sun day</p> <p>9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity list)</p> <p><b>GOLD COAST</b></p> <p><b>GOMA ART MUSEUM</b></p> <p><b>INDOOR ROCK CLIMBING</b></p> <p><b>INDOORS TRAMPOLINE</b></p>	<p><b>WEDNESDAY Schedule</b></p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p><b>PUTT PUTT</b></p> <p><b>ESCAPE ROOM</b></p> <p><b>ROLLER SKATING</b></p> <p><b>GO CARTING</b></p> <p><b>TIMEZONE</b></p>	<p><b>THURSDAY Schedule</b></p> <p>10:30 AM - 11:30AM EXERCISE</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 3:00 PM ART LESSON</p> <p><b>GYM &amp; SAUNAS</b></p> <p><b>BUSH WALK &amp; SWIMMING</b></p> <p><b>LUNCH</b></p> <p><b>ART LESSON</b></p>
FRIDAY	SATURDAY	SUNDAY	<p><small>*Activities List:</small></p> <p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoo</p> <p>Adventure Day: timezone, roller skating/roller blading, go carting, escape rooms, Discovery, Putt Putt</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise - bushwalks, gyms, swimming pool, saunas</p> <p>Art lessons: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep An Neural Networks, TB Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 11-12 3D Modelling) 9-12 and lunch will be 12-4.</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets).</p> <p>Cultural Exploration Afternoon: Chinatown, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whitewater world, Sea World</p> <p>Pamper mornings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut</p>
<p><b>FRIDAY Schedule</b></p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p><b>LUNCH</b></p> <p><b>PROGRAMMING</b></p> <p><b>3D MODELING</b></p> <p><b>CODING</b></p> <p><b>COOKING/BAKING</b></p> <p><b>BOARD GAMES</b></p>	<p><b>SATURDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p><b>CARRARA MARKETS</b></p> <p><b>CARRARA</b></p> <p><b>ORION</b></p> <p><b>TEMPLE</b></p> <p><b>TIVOLI DRIVE-IN MOVIES</b></p>	<p><b>SUNDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p><b>LUNCH</b></p> <p><b>ORION</b></p>	

## CALENDAR 2 Job Ready Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b></p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM - 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p><b>LUNCH</b></p> <p><b>TEN-PIN BOWLING</b></p> <p><b>MOVIES AT THE CINEMA</b></p>	<p><b>TUESDAY</b></p> <p>10:00 AM - 11:30 AM JOB READY SESSIONS</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:5:00 PM VOLUNTARY WORK</p> <p><b>INTERVIEW PRACTICE</b></p> <p><b>LAWN MOWING</b></p> <p><b>RESUME WRITING</b></p> <p><b>WALKING THE DOG</b></p>	<p><b>WEDNESDAY Schedule</b></p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p><b>PUTT PUTT</b></p> <p><b>ESCAPE ROOM</b></p> <p><b>ROLLER SKATING</b></p> <p><b>GO CARTING</b></p> <p><b>TIMEZONE</b></p>	<p><b>THURSDAY</b></p> <p>10:00 AM - 11:30 PM LIFE SKILLS LITERACY NUMERACY SESSION</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:5:00 PM VOLUNTARY WORK</p> <p><b>VOLUNTEER</b></p> <p><b>VOLUNTARY WORK</b></p> <p><b>LIFE SKILLS LITERACY</b></p>
FRIDAY	SATURDAY	SUNDAY	<p><small>*Activities List:</small></p> <p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoo</p> <p>Adventure Day: timezone, roller skating/roller blading, go carting, escape rooms, Discovery, Putt Putt</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise - bushwalks, gyms, swimming pool, saunas</p> <p>Art lessons: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep An Neural Networks, TB Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 11-12 3D Modelling) 9-12 and lunch will be 12-4.</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets).</p> <p>Cultural Exploration Afternoon: Chinatown, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whitewater world, Sea World</p> <p>Pamper mornings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut</p>
<p><b>FRIDAY Schedule</b></p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p><b>LUNCH</b></p> <p><b>PROGRAMMING</b></p> <p><b>3D MODELING</b></p> <p><b>CODING</b></p> <p><b>COOKING/BAKING</b></p> <p><b>BOARD GAMES</b></p>	<p><b>SATURDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p><b>CARRARA MARKETS</b></p> <p><b>CARRARA</b></p> <p><b>ORION</b></p> <p><b>TEMPLE</b></p> <p><b>TIVOLI DRIVE-IN MOVIES</b></p>	<p><b>SUNDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p><b>LUNCH</b></p> <p><b>ORION</b></p>	



# SUPPORT WORKER CALENDAR OF ACTIVITIES

## CALENDAR 3

School Holiday Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b></p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM - 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p><b>TEN-PIN BOWLING</b></p> <p><b>LUNCH</b></p> <p><b>MOVIES AT THE CINEMA</b></p>	<p><b>TUESDAY Schedule</b></p> <p><i>Fun in the sun day</i></p> <p>9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity list)</p> <p><b>GOLD COAST</b></p> <p><b>GOMA ART MUSEUM</b></p> <p><b>INDOOR ROCK CLIMBING</b></p> <p><b>INDOOR TRAMPOLINE</b></p>	<p><b>WEDNESDAY Schedule</b></p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p>12:00 PM - 12:30AM LUNCH</p> <p>1:00 PM - 4:30 PM GROCERY / CLOTHESWINDOW SHOPPING</p> <p><b>ROLLER SKATING</b></p> <p><b>PUTT PUTT</b></p> <p><b>GO CARTING</b></p> <p><b>ESTRIFE ESCAPE@RODM</b></p> <p><b>ESCAPE ROOM</b></p> <p><b>WINDOW SHOPPING</b></p> <p><b>LUNCH</b></p> <p><b>TIMEZONE</b></p>	<p><b>THURSDAY Schedule</b></p> <p>10:30 AM - 11:30AM EXERCISE</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 3:00 PM ART LESSON</p> <p><b>GYM</b></p> <p><b>BUSH WALK &amp; SWIMMING</b></p> <p><b>LUNCH</b></p> <p><b>ART LESSON</b></p>
FRIDAY	SATURDAY	SUNDAY	
<p><b>FRIDAY Schedule</b></p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/SINGO AND BOARD GAMES</p> <p><b>GAMING</b></p> <p><b>PROGRAMMING</b></p> <p><b>3D MODELING</b></p> <p><b>CODING</b></p> <p><b>LUNCH</b></p> <p><b>COOKING/BAKING</b></p> <p><b>BOARD GAMES</b></p>	<p><b>SATURDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 4:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p><b>carrara Markets GOLD COAST AUSTRALIA</b></p> <p><b>CARRARA</b></p> <p><b>ORION</b></p> <p><b>TEMPLE</b></p> <p><b>TIVOLI DRIVE-IN MOVIES</b></p>	<p><b>SUNDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p><b>LUNCH</b></p> <p><b>ORION</b></p>	

CHECK OUT THIS LINK FOR THE SUPPORT WORKER CALENDAR JOTFORM

CLICK HERE





*Congratulations!*



**WELCOM  
E**

**ON BOARD**



# WĚLČŮMĚ NĚW MĚMBĚŘS

Welcome to Empowered Therapy and training in conjunction with Kool Kids Tutoring.

On behalf of our team and management, we would like you to know that we are so grateful of having you. We believe that you can contribute a lot for our company's success and improvement.

Welcome aboard!

Your next step is to sign your staff contract agreement, please see the HR (Human Resource Department)

**Teressa Evertson**

FOUNDER AND DIRECTOR  
EMPOWERED THERAPY AND TRAINING  
& KOOL KIDS TUTORING

