

Hard copies of the newsletter are always available for collection from our Vagg St office. If you require a hard copy but cannot access the office, please ask your Coordinator to arrange a hard copy for you each month.

**CHALLENGE YOURSELF –
A NEWSLETTER FOR STAFF MEMBERS OF
COOMA CHALLENGE LIMITED
December 2021**

**December &
January Pay
Periods**

Pay Period ends Sunday 12 December – pay day is Wednesday 15 December
Pay Period ends Sunday 26 December* – pay day is Wednesday 29 December
Pay Period ends Sunday 9 January – pay day is Wednesday 12 January
Pay Period ends Sunday 23 January – pay day is Wednesday 26 January

* For the 26 December pay period, timesheets will need to be submitted early. Please speak to your Coordinator about dates.

Please note, the CCL offices will be closed from lunchtime Friday 24 December, reopening on Tuesday morning 4 January. The On Call Coordinator will be available during this time on 0419 604 627.

New Training Opportunity – Supportive Effective Communication

The NDIS Quality and Safeguards Commission has introduced a new training module to equip workers to engage in effective communication with people with disability. It will help you to meet your obligations under the NDIS Code of Conduct and Practice Standards.

This training is **free** and available anytime online.

<https://www.ndiscommission.gov.au/workers/supporting-effective-communication>

Your Mental Health Matters

The Black Dog Institute has introduced HeadGear, a **free** smartphone app that guides you through a 30-day mental health program, 5 – 10 minutes per day, to build resilience and wellbeing.

<https://www.blackdoginstitute.org.au/resources-support/digital-tools-apps/headgear/>

Our Employee Assistance Program is **free and anonymous** for our staff members to use. This is not a 'hotline' but a chance to book and talk with qualified registered psychologists. You can contact them on 1300 307 912 or at www.peoplesense.com.au any time.

COVID-19

Please stay vigilant, especially around this time when people are receiving visitors, or travelling. Wear the mask, keep your distance, wash your hands, and always ask the COVID-19 questions.

Access to Policies – a Reminder

You can find our Policies on our website www.coomachallenge.org.au if you login to the Staff section with the password **Challenge2021**. Please don't share this password with people who are not staff members of CCL. More Policies and information will be published there, soon!

Wow, what a year we've had! A huge **thank you** everyone for everything you have done – continuing to provide supports to our clients, while responding to everything – COVID-19, services going into shutdown, clients' changing needs, and changes in management. You are amazing.

