

## March 2020

Hi all,

How quickly things change within our organisation as we have now Wendy Matthews as our operations manager, who will be providing regular support for our Social Support Co-Ordinators and volunteers, assisting the finance department, overseeing our recruitment of support workers, and promoting our organisation in the various media outlets.

Wendy will be working from our Newborough Office, 4 days per week.

We have also appointed a new Support Co-Ordinator for the Latrobe Valley area Ms Kristal Newman who has taken over the role from Amanda Grumley.

Amanda has left to take up a position with another organisation in developing a new support program.

Amanda wishes everyone a sad goodbye and would definitely like to return to Headway in the future as she has thoroughly enjoyed meeting with and supporting people within the NDIS and of course working with the team members at Headway.

Due to OH&S issues a new procedure for staff members will be implemented. This will entail all support staff and program co-ordinators ringing into the office at the completion of their program or 1:1 shifts if before 5pm. If your shift finishes after 5pm you are to ring the on-call number on **0448 472 007**.

**If for any reason your shift is altered from the regular support date and times, please ensure you advise the office on 51277166.**

**All staff are required to provide a facial photo of themselves or a passport photo for the development of an ID Badge reflecting an employee of Headway Gippsland for identification purposes.**

**If you do not have an ID Badge please advise the office.**

### **New Email Address for Timesheets:**

[timesheets@headwaygippsland.org.au](mailto:timesheets@headwaygippsland.org.au)

### **Change of Process:**

Staff have been requested to provide their timesheets by **12 noon each Monday fortnightly** from the next pay period ending 8th March 2020.