



Meet & Greet

When it comes to finding the right service providers for yourself or your family member it can be extremely challenging.

We have put together this guide that you could use in conjunction with a check list that we have developed for Sole traders but is useful for you to know also.

For those of you who have a Support Coordinator, they should be doing these checks also.

This is a guide, you can change the questions or not ask some of them, its what you are comfortable with. It has been created to assist you when deciding who is suitable for you and your needs. 😊

Here are a few strategies for success:

- **Be prepared for the meeting**

Have your questions ready for the service provider. Its okay to have a notebook with questions in front of you.

- **Know your how much you can afford in your plan for the services**

It's important to know how much funding you have available for the service you are requesting, so that you can work out the number of hours that you can book the person to work with you/your family member.

- **Treat the meeting like an interview**

You can ask to see their resume, qualifications and covid vaccination statues. You can also ask for references and then call those references. Remember you are hiring this person to work WITH you.

- **Check that they know what they can and can't do in their role**

You can ask them questions about the job they will be doing and what experience they have.

- **Know your availability**

Have an idea when you would like the person to be there with you. It's okay to be flexible. Most support workers for examples will ask for a minimum of 2 hours per shift and will like regular hours.



- **Be okay to say no thank you**

It's okay to say no thank you to someone. Remember this is your plan and your life, you have choice and control over who you work with.

Questions to ask:

- **Job Experience**

How long have you been a support worker/support coordinator/OT/Physiotherapist/nurse and what do you enjoy about your job

- **Do you have all the Mandatory Checks and Requirements to work in disability?**

Mandatory	Yes/No	Comments
Police Check - annually		
Working with children – 5 years		
First Aid – 3 years		
CPR - Annually		
Worker Screener Check		
Car Insurance		
Driver's License - valid		
Covid Vaccinations (as per health Mandate)		
Industry registration e.g APRHA for nurses and Allied Health professionals		
Training in areas appropriate to the supports required, e.g manual handling, medication administration, peg feeding, seizure management		



- **Type of work required.**

Are you comfortable with.... (insert here the job that you would like the person to be doing)

- **What are you long term goals?**

(This can help you know if they are going to be around for the long term or just filling in time)

- **What are your hobbies/interests?**

This can help you see if you both match, as it's good to have a worker you can get along well with.

- **Hours, days, and times**

What is their availability



- **Do they have any medical conditions/limitations?**

You are allowed to ask them if they have any medical conditions or limitations that may restrict them when doing the job for your/your family member.

- **Start Date**

When are you available to start?

Other information that you would like to know on the first meeting:



Business information

Do you have a website or public Facebook Account?

If yes, what are the details:

Cancellation Policy: What is it/How many hours prior to shift?

Start date: _____

Date Service Agreement signed: _____

Service Providers Name: _____

Email: _____

Contact Number: _____