

PERMALINK SUPPORT SERVICES

STUDENT

PLACEMENT

BACHELOR OF COMMUNITY SERVICES HANDBOOK

REG ID: 4-433C-2898





Permalink Support Services offer Students on Placement the following opportunities:

- ✓ National Disability Insurance Scheme
- ✓ Case Management
- ✓ Case Notes / File Notes
- ✓ Homecare & Community Care
- ✓ Personal Care
- ✓ Support Coordination
- ✓ Housing
- ✓ Diversity & Relationships
- ✓ Drug & Alcohol Programs
- ✓ Fitness & Wellbeing
- ✓ Health & Safety
- ✓ Programs & Advocacy
- ✓ Communication
- ✓ Culture & Diversity
- ✓ Support & Wellness
- ✓ Much more...



Permalink Support Services

☎ 03 9084 7494

✉ support@permalink.com.au

🌐 www.permalink.com.au



REGISTERED
NDIS
PROVIDER



164 ROSEBANK AVENUE, **CLAYTON SOUTH**, VIC 3169 | 1 QUEENS ROAD, **MELBOURNE**, VIC 3004
210/12 CORPORATE DRIVE, HEATHERTON VIC 3202 | 35 NEPEAN HIGHWAY, **FRANKSTON**, VIC 3199
415/111 OVERTON ROAD **WILLIAMS LANDING**, VIC 3027
84 HOTHAM STREET, **PRESTON**, VIC 3072 | LEVEL 5, 12 CLARKE STREET, **SUNSHINE**, VIC 3020

REGISTERED NDIS PROVIDER

Permalink Support Services is a registered National Disability Insurance Scheme (NDIS) Provider, that offers Homecare & Community Care services to people with a disability.

Servicing all regions of Metropolitan Melbourne, Permalink is rapidly growing and expanding its care services in all suburbs of Northern, Western, Southern and Eastern regions of Melbourne, with more than 500 Support Workers & Clients to date.

WHY CHOOSE PERMALINK?

We strive to be #1 in providing NDIS care solutions all across Victoria. We plan for your current care needs and assist you to achieve your future goals! Our services help to identify your outcomes so you can keep track and meet your milestones.

We are hassle free. we work with you to ensure our services are flexible and are tailored to your needs.

We offer a wide range of care, case management, and social support services, with competitively low fees.

All of our staff are professional, trained and will always provide the highest standard of care. Our experience working in the disability sector sets us apart from the rest - we provide great care services that are responsive.

You have direct access to our Case Managers, who work alongside our clients and their families to build your capacities and capabilities to manage your support more independently into the future.



PERMALINK CAN ASSIST WITH THE FOLLOWING NDIS SUPPORT CATEGORIES:



CORE SUPPORTS

- Household tasks
- Daily tasks and assistance
- Community Care
- Group/Centred Activities
- Accommodation/Tenancy
- Assist in travel or transport
- Community Nursing Care



CAPACITY BUILDING

- Increased Social and Community Participation
- Assisting life stages and transitions
- Development of life skills
- Improved Daily Living
- Behaviour Support
- Therapeutic Supports
- Occupational Therapy
- Job Active Program (Open Employment)
- Drug & Alcohol Services



HOUSING SERVICES

Our team of professional Housing Experts help you find accommodation needs.

We offer:

- Private Rental Assistance
- Community Housing Applications
- Public Housing Applications
- Short Term Accommodation
- Medium Term Accommodation
- Support Independent Living



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Dear Placement Student,

Welcome to **Permalink Support Services!**

Congratulations!

Permalink Support Services is pleased to welcome you into our growing community and family, as we endeavour to provide care services to those with a disability.

As a registered National Disability Insurance Scheme (NDIS) Provider, Permalink is rapidly growing and expanding, servicing all regions of Metropolitan Melbourne, to provide Homecare & Community Care services.

Our flexible and adaptable approach, tailors to the many unique aspects of Permalink. Being part of the support team, encourages you to share your thoughts, ideas and opinions in honing a harmonious working environment for all.

Your commitment and contribution to the team, is the key to our success. We are determined to see your progress within the company; as you grow, learn and understand the different aspects of providing quality care.

As you journey into your role, take pride in your routine and cherish the rewarding career ahead.

Warm regards,



Shawn Panjwani
Managing Director



Justinn Macapagal
Chief Executive Officer



ORGANISATIONAL CHART

Management Department



Shawn Panjwani
Managing Director



Justinn Macapagal
Chief Executive Officer

Service Specialists Department



Rozana Najjar
Service Specialist



Jonathan Theodore
Service Specialist



Monica Papalois
Service Specialist



Lesley Pude
Service Specialist

Allocations Department



Denise Garma
Allocations Manager-Interim



Sayuri Kathriarachchi
Allocations Coordinator



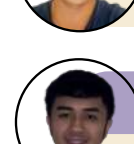
Pink Santos
Allocations Coordinator



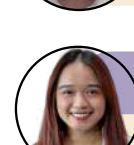
Izzy Solon
Allocations Coordinator



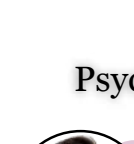
Shai De Guzman
Allocations Coordinator



Louie Llemit
Allocations Coordinator



Dreymhark Anongos
Allocations Coordinator



Katrina Dillera
Allocations Coordinator

Psychology Department



Lucas Silva-Myles
Clinical Psychologist

Physiology & Domestic Services



Sylvester Isaacs
Accredited Exercise Physiologist

Marketing Department



Prince Macuja
Marketing Admin

Human Resources Department



Shefali Nagesh
HR Manager



Sharmaine Andrade
Compliance Coordinator



Abigail Cunanan
Recruitment Coordinator



Kylie David
Recruitment Coordinator

Supported Employment, Group Activities & Placement Departments



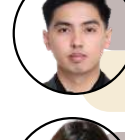
Ramneek Kaur
Supported Employment Coordinator



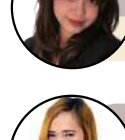
Virinchi Vaddepalli
Supported Employment Coordinator



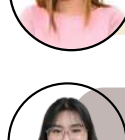
Samuel Boell
Group & Community Program Coordinator



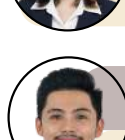
Irwin Manlutac
SE/GA Roster Admin Team Leader



Mary Rose Abing
SE/GA Roster Admin



Jessielyn Saavedra
SE/GA Roster Admin



Angelica Santos
Placement Admin



Ferdinand Estrada
Placement Admin



Jan Limsingian
GA Facilitator

Accounts Department



Michelle Saunders
Plan Manager



Yamini Allu
Payroll & Accounts Manager



Lou Janea
Accounts Administrator



Venice Antig
Accounts Administrator



Sobhana Kesamsetty
Accounts Administrator



Nerissa Escalona
Accounts Administrator

Payroll Department



Hameed Punjwani
Payroll Administrator



Mary Rose Banta
Payroll Administrator



Anitha Vemulakonda
Payroll Administrator

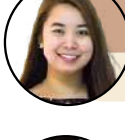


Anusha Gollu
Payroll Administrator

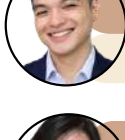
Housing Department Continued



Ichiro Muramatsu
Housing Assistant TL



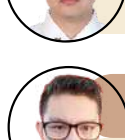
Claudine Enriquez
Housing Assistant TL



Randell Pueblo
Housing Assistant TL



Marylee Cadurnigara
Housing Quality Assurance



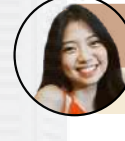
Raff Batle
Housing Quality Assurance



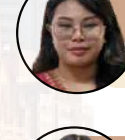
Paul Samiado
Housing Quality Assurance



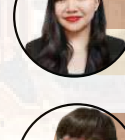
Antonette Prieto
Housing Listings



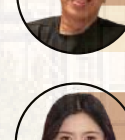
Leonard Billena
Housing Listings



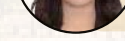
Angel Balingit
Housing Listings



Kristine Tirador
Housing Listings



Raniella Enriquez
Housing Listings



Aeron Ocfemia
Housing Listings

Zhanelle Sumang
Housing Listings

Housing Department



Joanne Cosentino
National Housing Team Leader



Carissa Moretta
Senior Housing Specialist



Cindy Nguyen
Housing Intake Coordinator



Katina Halalova
Housing Specialist



Jessica Hall
Housing Specialist



Nathan Jansen
Housing Specialist



Igor Miglez
Housing Specialist



Zuhre Catal
Housing Specialist



Cidiana Tesfaye
Housing Specialist



Jessica Christie
Housing Specialist



Rebecca Alameddine
Housing Specialist-NSW



Lyanna Buenviaje
Housing Specialist-NSW



Barbara Kosmas
Housing Specialist-NSW



Kirsty Bentley
Housing Specialist-NSW



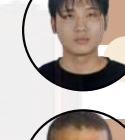
Camryn Pascoe
Housing Specialist-QLD



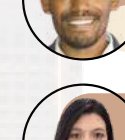
Hanna Garcia
Housing Outreach



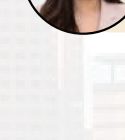
Josef Mendoza
Housing Outreach



Stephen De Castro
Housing Outreach



Ryan Rafols
Housing Outreach



Grace Infante
Housing Listings



STAFF CONTACTS LIST

Management

	<table><tr><td>Name</td><td>Shawn Panjwani</td></tr><tr><td>Position</td><td>Managing Director</td></tr><tr><td>Contact</td><td>0421 501 084</td></tr><tr><td>Email</td><td>shawn.panjwani@permalink.com.au</td></tr></table>	Name	Shawn Panjwani	Position	Managing Director	Contact	0421 501 084	Email	shawn.panjwani@permalink.com.au
Name	Shawn Panjwani								
Position	Managing Director								
Contact	0421 501 084								
Email	shawn.panjwani@permalink.com.au								

	<table><tr><td>Name</td><td>Justinn Macapagal</td></tr><tr><td>Position</td><td>Chief Executive Officer</td></tr><tr><td>Contact</td><td>0481 374 884</td></tr><tr><td>Email</td><td>justinn.macapagal@permalink.com.au</td></tr></table>	Name	Justinn Macapagal	Position	Chief Executive Officer	Contact	0481 374 884	Email	justinn.macapagal@permalink.com.au
Name	Justinn Macapagal								
Position	Chief Executive Officer								
Contact	0481 374 884								
Email	justinn.macapagal@permalink.com.au								

Accounts

	<table><tr><td>Name</td><td>Michelle Saunders</td></tr><tr><td>Position</td><td>Plan Manager</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 2</td></tr><tr><td>Email</td><td>accounts@permalink.com.au</td></tr></table>	Name	Michelle Saunders	Position	Plan Manager	Contact	1300 737 625 option 6, option 2	Email	accounts@permalink.com.au
Name	Michelle Saunders								
Position	Plan Manager								
Contact	1300 737 625 option 6, option 2								
Email	accounts@permalink.com.au								

	<table><tr><td>Name</td><td>Lou Janea</td></tr><tr><td>Position</td><td>Accounts Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 2</td></tr><tr><td>Email</td><td>accounts@permalink.com.au</td></tr></table>	Name	Lou Janea	Position	Accounts Administrator	Contact	1300 737 625 option 6, option 2	Email	accounts@permalink.com.au
Name	Lou Janea								
Position	Accounts Administrator								
Contact	1300 737 625 option 6, option 2								
Email	accounts@permalink.com.au								

	<table><tr><td>Name</td><td>Sobhana Kesamsetty</td></tr><tr><td>Position</td><td>Accounts Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 2</td></tr><tr><td>Email</td><td>accounts@permalink.com.au</td></tr></table>	Name	Sobhana Kesamsetty	Position	Accounts Administrator	Contact	1300 737 625 option 6, option 2	Email	accounts@permalink.com.au
Name	Sobhana Kesamsetty								
Position	Accounts Administrator								
Contact	1300 737 625 option 6, option 2								
Email	accounts@permalink.com.au								

	<table><tr><td>Name</td><td>Venice Antig</td></tr><tr><td>Position</td><td>Accounts Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 2</td></tr><tr><td>Email</td><td>accounts@permalink.com.au</td></tr></table>	Name	Venice Antig	Position	Accounts Administrator	Contact	1300 737 625 option 6, option 2	Email	accounts@permalink.com.au
Name	Venice Antig								
Position	Accounts Administrator								
Contact	1300 737 625 option 6, option 2								
Email	accounts@permalink.com.au								

	<table><tr><td>Name</td><td>Nerissa Escalona</td></tr><tr><td>Position</td><td>Accounts Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Nerissa Escalona	Position	Accounts Administrator	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Nerissa Escalona								
Position	Accounts Administrator								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

Payroll

	<table><tr><td>Name</td><td>Yamini Allu</td></tr><tr><td>Position</td><td>Payroll & Accounts Manager</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Yamini Allu	Position	Payroll & Accounts Manager	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Yamini Allu								
Position	Payroll & Accounts Manager								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

	<table><tr><td>Name</td><td>Mary Rose Banta</td></tr><tr><td>Position</td><td>Payroll Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Mary Rose Banta	Position	Payroll Administrator	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Mary Rose Banta								
Position	Payroll Administrator								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

	<table><tr><td>Name</td><td>Anusha Gollu</td></tr><tr><td>Position</td><td>Payroll Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Anusha Gollu	Position	Payroll Administrator	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Anusha Gollu								
Position	Payroll Administrator								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

	<table><tr><td>Name</td><td>Hameed Punjwani</td></tr><tr><td>Position</td><td>Payroll Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Hameed Punjwani	Position	Payroll Administrator	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Hameed Punjwani								
Position	Payroll Administrator								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

	<table><tr><td>Name</td><td>Anitha Vemulakonda</td></tr><tr><td>Position</td><td>Payroll Administrator</td></tr><tr><td>Contact</td><td>1300 737 625 option 6, option 1</td></tr><tr><td>Email</td><td>payroll@permalink.com.au</td></tr></table>	Name	Anitha Vemulakonda	Position	Payroll Administrator	Contact	1300 737 625 option 6, option 1	Email	payroll@permalink.com.au
Name	Anitha Vemulakonda								
Position	Payroll Administrator								
Contact	1300 737 625 option 6, option 1								
Email	payroll@permalink.com.au								

Human Resources

	<table><tr><td>Name</td><td>Shefali Nagesh</td></tr><tr><td>Position</td><td>Human Resources Manager</td></tr><tr><td>Contact</td><td>0434 436 097</td></tr><tr><td>Email</td><td>hr@permalink.com.au</td></tr></table>	Name	Shefali Nagesh	Position	Human Resources Manager	Contact	0434 436 097	Email	hr@permalink.com.au
Name	Shefali Nagesh								
Position	Human Resources Manager								
Contact	0434 436 097								
Email	hr@permalink.com.au								

	<table><tr><td>Name</td><td>Sharmaine Andrade</td></tr><tr><td>Position</td><td>Compliance Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 4</td></tr><tr><td>Email</td><td>compliance@permalink.com.au</td></tr></table>	Name	Sharmaine Andrade	Position	Compliance Coordinator	Contact	1300 737 625 option 4	Email	compliance@permalink.com.au
Name	Sharmaine Andrade								
Position	Compliance Coordinator								
Contact	1300 737 625 option 4								
Email	compliance@permalink.com.au								

	<table><tr><td>Name</td><td>Abigail Cunanan</td></tr><tr><td>Position</td><td>Recruitment Coordinator</td></tr><tr><td>Contact</td><td>0480 802 729</td></tr><tr><td>Email</td><td>recruitment@permalink.com.au</td></tr></table>	Name	Abigail Cunanan	Position	Recruitment Coordinator	Contact	0480 802 729	Email	recruitment@permalink.com.au
Name	Abigail Cunanan								
Position	Recruitment Coordinator								
Contact	0480 802 729								
Email	recruitment@permalink.com.au								

	<table><tr><td>Name</td><td>Kylie David</td></tr><tr><td>Position</td><td>Recruitment Coordinator</td></tr><tr><td>Contact</td><td>0480 802 729</td></tr><tr><td>Email</td><td>recruitment@permalink.com.au</td></tr></table>	Name	Kylie David	Position	Recruitment Coordinator	Contact	0480 802 729	Email	recruitment@permalink.com.au
Name	Kylie David								
Position	Recruitment Coordinator								
Contact	0480 802 729								
Email	recruitment@permalink.com.au								

Service Specialists

	<table><tr><td>Name</td><td>Monica Papalois</td></tr><tr><td>Position</td><td>Service Specialist</td></tr><tr><td>Contact</td><td>0434 342 937</td></tr><tr><td>Email</td><td>monica.papalois@permalink.com.au</td></tr></table>	Name	Monica Papalois	Position	Service Specialist	Contact	0434 342 937	Email	monica.papalois@permalink.com.au
Name	Monica Papalois								
Position	Service Specialist								
Contact	0434 342 937								
Email	monica.papalois@permalink.com.au								

	<table><tr><td>Name</td><td>Rozana Najjar</td></tr><tr><td>Position</td><td>Service Specialist</td></tr><tr><td>Contact</td><td>0412 504 347</td></tr><tr><td>Email</td><td>rozana.najjar@permalink.com.au</td></tr></table>	Name	Rozana Najjar	Position	Service Specialist	Contact	0412 504 347	Email	rozana.najjar@permalink.com.au
Name	Rozana Najjar								
Position	Service Specialist								
Contact	0412 504 347								
Email	rozana.najjar@permalink.com.au								

	<table><tr><td>Name</td><td>Jonathan Theodore</td></tr><tr><td>Position</td><td>Service Specialist</td></tr><tr><td>Contact</td><td>0481 004 342</td></tr><tr><td>Email</td><td>jonathan.theodore@permalink.com.au</td></tr></table>	Name	Jonathan Theodore	Position	Service Specialist	Contact	0481 004 342	Email	jonathan.theodore@permalink.com.au
Name	Jonathan Theodore								
Position	Service Specialist								
Contact	0481 004 342								
Email	jonathan.theodore@permalink.com.au								

	<table><tr><td>Name</td><td>Lesley Pude</td></tr><tr><td>Position</td><td>Service Specialist</td></tr><tr><td>Contact</td><td>0481 004 342</td></tr><tr><td>Email</td><td>lesley@permalink.com.au</td></tr></table>	Name	Lesley Pude	Position	Service Specialist	Contact	0481 004 342	Email	lesley@permalink.com.au
Name	Lesley Pude								
Position	Service Specialist								
Contact	0481 004 342								
Email	lesley@permalink.com.au								

Allocations

	<table><tr><td>Name</td><td>Denise Garma</td></tr><tr><td>Position</td><td>Allocations Manager-Interim</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Denise Garma	Position	Allocations Manager-Interim	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Denise Garma								
Position	Allocations Manager-Interim								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

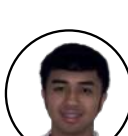
	<table><tr><td>Name</td><td>Sayuri Kathriarachchi</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Sayuri Kathriarachchi	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Sayuri Kathriarachchi								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Pink Santos</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Pink Santos	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Pink Santos								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Izzy Solon</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Izzy Solon	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Izzy Solon								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Shai De Guzman</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Shai De Guzman	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Shai De Guzman								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Louie Llemit</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Louie Llemit	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Louie Llemit								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Dreymhark Anongos</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Dreymhark Anongos	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Dreymhark Anongos								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

	<table><tr><td>Name</td><td>Katrina Dillera</td></tr><tr><td>Position</td><td>Allocations Coordinator</td></tr><tr><td>Contact</td><td>1300 737 625 option 1</td></tr><tr><td>Email</td><td>allocations@permalink.com.au</td></tr></table>	Name	Katrina Dillera	Position	Allocations Coordinator	Contact	1300 737 625 option 1	Email	allocations@permalink.com.au
Name	Katrina Dillera								
Position	Allocations Coordinator								
Contact	1300 737 625 option 1								
Email	allocations@permalink.com.au								

Psychology

	<table><tr><td>Name</td><td>Lucas Silva-Myles</td></tr><tr><td>Position</td><td>Clinical Psychologist</td></tr><tr><td>Contact</td><td>0439 087 624</td></tr><tr><td>Email</td><td>psychology@permalink.com.au</td></tr></table>	Name	Lucas Silva-Myles	Position	Clinical Psychologist	Contact	0439 087 624	Email	psychology@permalink.com.au
Name	Lucas Silva-Myles								
Position	Clinical Psychologist								
Contact	0439 087 624								
Email	psychology@permalink.com.au								

Physiology, & Domestic Services

	<table><tr><td>Name</td><td>Sylvester Isaacs</td></tr><tr><td>Position</td><td>Accredited Exercise Physiologist</td></tr><tr><td>Contact</td><td>1300 737 625 Cleaning/Gardening: 0474 968 391</td></tr><tr><td>Email</td><td>physiology@permalink.com.au cleaning@permalink.com.au gardening@permalink.com.au</td></tr></table>	Name	Sylvester Isaacs	Position	Accredited Exercise Physiologist	Contact	1300 737 625 Cleaning/Gardening: 0474 968 391	Email	physiology@permalink.com.au cleaning@permalink.com.au gardening@permalink.com.au
Name	Sylvester Isaacs								
Position	Accredited Exercise Physiologist								
Contact	1300 737 625 Cleaning/Gardening: 0474 968 391								
Email	physiology@permalink.com.au cleaning@permalink.com.au gardening@permalink.com.au								

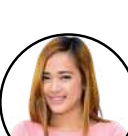
Supported Employment, Group Activities & Placement

	<table><tr><td>Name</td><td>Ramneek Kaur</td></tr><tr><td>Position</td><td>Supported Employment Coordinator</td></tr><tr><td>Contact</td><td>0434 328 785</td></tr><tr><td>Email</td><td>ramneek.kaur@permalink.com.au</td></tr></table>	Name	Ramneek Kaur	Position	Supported Employment Coordinator	Contact	0434 328 785	Email	ramneek.kaur@permalink.com.au
Name	Ramneek Kaur								
Position	Supported Employment Coordinator								
Contact	0434 328 785								
Email	ramneek.kaur@permalink.com.au								

	<table><tr><td>Name</td><td>Virinchi Vaddepalli</td></tr><tr><td>Position</td><td>Supported Employment Coordinator</td></tr><tr><td>Contact</td><td>0434 323 807</td></tr><tr><td>Email</td><td>virinchi.vaddepalli@permalink.com.au</td></tr></table>	Name	Virinchi Vaddepalli	Position	Supported Employment Coordinator	Contact	0434 323 807	Email	virinchi.vaddepalli@permalink.com.au
Name	Virinchi Vaddepalli								
Position	Supported Employment Coordinator								
Contact	0434 323 807								
Email	virinchi.vaddepalli@permalink.com.au								

	<table><tr><td>Name</td><td>Samuel Boell</td></tr><tr><td>Position</td><td>Group Activities Coordinator</td></tr><tr><td>Contact</td><td>0434 328 752</td></tr><tr><td>Email</td><td>samuel.boell@permalink.com.au</td></tr></table>	Name	Samuel Boell	Position	Group Activities Coordinator	Contact	0434 328 752	Email	samuel.boell@permalink.com.au
Name	Samuel Boell								
Position	Group Activities Coordinator								
Contact	0434 328 752								
Email	samuel.boell@permalink.com.au								

	<table><tr><td>Name</td><td>Irwin Manlutac</td></tr><tr><td>Position</td><td>SE/GA Roster Admin Team Leader</td></tr><tr><td>Contact</td><td>0485 983 937</td></tr><tr><td>Email</td><td>programs@permalink.com.au</td></tr></table>	Name	Irwin Manlutac	Position	SE/GA Roster Admin Team Leader	Contact	0485 983 937	Email	programs@permalink.com.au
Name	Irwin Manlutac								
Position	SE/GA Roster Admin Team Leader								
Contact	0485 983 937								
Email	programs@permalink.com.au								

	<table><tr><td>Name</td><td>Jessielyn Saavedra</td></tr><tr><td>Position</td><td>SE/GA Roster Admin</td></tr><tr><td>Contact</td><td>0485 983 937</td></tr><tr><td>Email</td><td>programs@permalink.com.au</td></tr></table>	Name	Jessielyn Saavedra	Position	SE/GA Roster Admin	Contact	0485 983 937	Email	programs@permalink.com.au
Name	Jessielyn Saavedra								
Position	SE/GA Roster Admin								
Contact	0485 983 937								
Email	programs@permalink.com.au								

	<table><tr><td>Name</td><td>Mary Abing</td></tr><tr><td>Position</td><td>SE/GA Roster Admin</td></tr><tr><td>Contact</td><td>0485 983 937</td></tr><tr><td>Email</td><td>programs@permalink.com.au</td></tr></table>	Name	Mary Abing	Position	SE/GA Roster Admin	Contact	0485 983 937	Email	programs@permalink.com.au
Name	Mary Abing								
Position	SE/GA Roster Admin								
Contact	0485 983 937								
Email	programs@permalink.com.au								

	<table><tr><td>Name</td><td>Angelica Santos</td></tr><tr><td>Position</td><td>Placement Coordinator Assistant</td></tr><tr><td>Contact</td><td>0485 985 421</td></tr><tr><td>Email</td><td>placement@permalink.com.au</td></tr></table>	Name	Angelica Santos	Position	Placement Coordinator Assistant	Contact	0485 985 421	Email	placement@permalink.com.au
Name	Angelica Santos								
Position	Placement Coordinator Assistant								
Contact	0485 985 421								
Email	placement@permalink.com.au								

	<table><tr><td>Name</td><td>Ferdinand Estrada</td></tr><tr><td>Position</td><td>Placement Coordinator Assistant</td></tr><tr><td>Contact</td><td>0485 985 421</td></tr><tr><td>Email</td><td>placement@permalink.com.au</td></tr></table>	Name	Ferdinand Estrada	Position	Placement Coordinator Assistant	Contact	0485 985 421	Email	placement@permalink.com.au
Name	Ferdinand Estrada								
Position	Placement Coordinator Assistant								
Contact	0485 985 421								
Email	placement@permalink.com.au								

	<table><tr><td>Name</td><td>Jan Limsingian</td></tr><tr><td>Position</td><td>Group Activities Facilitator</td></tr><tr><td>Contact</td><td>0485 983 937</td></tr><tr><td>Email</td><td>programs@permalink.com.au</td></tr></table>	Name	Jan Limsingian	Position	Group Activities Facilitator	Contact	0485 983 937	Email	programs@permalink.com.au
Name	Jan Limsingian								
Position	Group Activities Facilitator								
Contact	0485 983 937								
Email	programs@permalink.com.au								

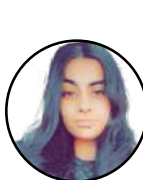
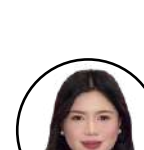
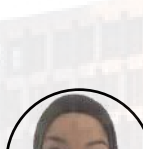
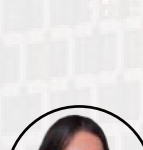
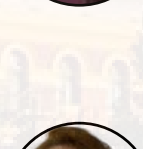
Marketing

	<table><tr><td>Name</td><td>Prince Macuja</td></tr><tr><td>Position</td><td>Marketing Admin</td></tr><tr><td>Contact</td><td>0485 952 565</td></tr><tr><td>Email</td><td>prince@permalink.com.au</td></tr></table>	Name	Prince Macuja	Position	Marketing Admin	Contact	0485 952 565	Email	prince@permalink.com.au
Name	Prince Macuja								
Position	Marketing Admin								
Contact	0485 952 565								
Email	prince@permalink.com.au								



STAFF CONTACTS LIST

Housing

	<table><tr><td>Name</td><td>Joanne Cosentino</td></tr><tr><td>Position</td><td>National Housing Team Leader</td></tr><tr><td>Contact</td><td>0434 327 281</td></tr><tr><td>Email</td><td>joanne.cosentino@permalink.com.au</td></tr></table>	Name	Joanne Cosentino	Position	National Housing Team Leader	Contact	0434 327 281	Email	joanne.cosentino@permalink.com.au		<table><tr><td>Name</td><td>Camryn Pascoe</td></tr><tr><td>Position</td><td>Housing Specialist- QLD</td></tr><tr><td>Contact</td><td>0480 853 409</td></tr><tr><td>Email</td><td>camryn.pascoe@permalink.com.au</td></tr></table>	Name	Camryn Pascoe	Position	Housing Specialist- QLD	Contact	0480 853 409	Email	camryn.pascoe@permalink.com.au		<table><tr><td>Name</td><td>Angel Balingit</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.ipswich@permalink.com.au</td></tr></table>	Name	Angel Balingit	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.ipswich@permalink.com.au
Name	Joanne Cosentino																												
Position	National Housing Team Leader																												
Contact	0434 327 281																												
Email	joanne.cosentino@permalink.com.au																												
Name	Camryn Pascoe																												
Position	Housing Specialist- QLD																												
Contact	0480 853 409																												
Email	camryn.pascoe@permalink.com.au																												
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Email	housingteam.ipswich@permalink.com.au																												
	<table><tr><td>Name</td><td>Carissa Moretta</td></tr><tr><td>Position</td><td>Senior Housing Specialist</td></tr><tr><td>Contact</td><td>0485 986 520</td></tr><tr><td>Email</td><td>carissa.moretta@permalink.com.au</td></tr></table>	Name	Carissa Moretta	Position	Senior Housing Specialist	Contact	0485 986 520	Email	carissa.moretta@permalink.com.au		<table><tr><td>Name</td><td>Ichiro Muramatsu</td></tr><tr><td>Position</td><td>Housing Assistant Team Leader</td></tr><tr><td>Contact</td><td>0485 971 642</td></tr><tr><td>Email</td><td>ichiro.muramatsu@permalink.com.au</td></tr></table>	Name	Ichiro Muramatsu	Position	Housing Assistant Team Leader	Contact	0485 971 642	Email	ichiro.muramatsu@permalink.com.au		<table><tr><td>Name</td><td>Kristine Tirador</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.frankston@permalink.com.au</td></tr></table>	Name	Kristine Tirador	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.frankston@permalink.com.au
Name	Carissa Moretta																												
Position	Senior Housing Specialist																												
Contact	0485 986 520																												
Email	carissa.moretta@permalink.com.au																												
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Email	housingteam.frankston@permalink.com.au																												
	<table><tr><td>Name</td><td>Cindy Nguyen</td></tr><tr><td>Position</td><td>Housing Intake Coordinator</td></tr><tr><td>Contact</td><td>0485 986 639</td></tr><tr><td>Email</td><td>cindy.nguyen@permalink.com.au</td></tr></table>	Name	Cindy Nguyen	Position	Housing Intake Coordinator	Contact	0485 986 639	Email	cindy.nguyen@permalink.com.au		<table><tr><td>Name</td><td>Claudine Enriquez</td></tr><tr><td>Position</td><td>Housing Assistant Team Leader</td></tr><tr><td>Contact</td><td>0480 801 508</td></tr><tr><td>Email</td><td>claudine.enriquez@permalink.com.au</td></tr></table>	Name	Claudine Enriquez	Position	Housing Assistant Team Leader	Contact	0480 801 508	Email	claudine.enriquez@permalink.com.au		<table><tr><td>Name</td><td>Raniella Enriquez</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.bankstown@permalink.com.au</td></tr></table>	Name	Raniella Enriquez	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.bankstown@permalink.com.au
Name	Cindy Nguyen																												
Position	Housing Intake Coordinator																												
Contact	0485 986 639																												
Email	cindy.nguyen@permalink.com.au																												
Name	Claudine Enriquez																												
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	<table><tr><td>Name</td><td>Katina Halalova</td></tr><tr><td>Position</td><td>Housing Specialist</td></tr><tr><td>Contact</td><td>0481 824 043</td></tr><tr><td>Email</td><td>katina.halalova@permalink.com.au</td></tr></table>	Name	Katina Halalova	Position	Housing Specialist	Contact	0481 824 043	Email	katina.halalova@permalink.com.au		<table><tr><td>Name</td><td>Randell Pueblo</td></tr><tr><td>Position</td><td>Housing Assistant Team Leader</td></tr><tr><td>Contact</td><td>0468 280 588</td></tr><tr><td>Email</td><td>randell.pueblo@permalink.com.au</td></tr></table>	Name	Randell Pueblo	Position	Housing Assistant Team Leader	Contact	0468 280 588	Email	randell.pueblo@permalink.com.au		<table><tr><td>Name</td><td>Antonette Prieto</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.westall@permalink.com.au</td></tr></table>	Name	Antonette Prieto	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.westall@permalink.com.au
Name	Katina Halalova																												
Position	Housing Specialist																												
Contact	0481 824 043																												
Email	katina.halalova@permalink.com.au																												
Name	Randell Pueblo																												
Position	Housing Assistant Team Leader																												
Contact	0468 280 588																												
Email	randell.pueblo@permalink.com.au																												
Name	Antonette Prieto																												
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	<table><tr><td>Name</td><td>Nathan Jansen</td></tr><tr><td>Position</td><td>Housing Specialist</td></tr><tr><td>Contact</td><td>0485 989 519</td></tr><tr><td>Email</td><td>nathan.jansen@permalink.com.au</td></tr></table>	Name	Nathan Jansen	Position	Housing Specialist	Contact	0485 989 519	Email	nathan.jansen@permalink.com.au		<table><tr><td>Name</td><td>Marylee Cadurnigara</td></tr><tr><td>Position</td><td>Housing Quality Assurance</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housing@permalink.com.au</td></tr></table>	Name	Marylee Cadurnigara	Position	Housing Quality Assurance	Contact	1300 737 625 option 3	Email	housing@permalink.com.au		<table><tr><td>Name</td><td>Leonard Billena</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.sunshine@permalink.com.au</td></tr></table>	Name	Leonard Billena	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.sunshine@permalink.com.au
Name	Nathan Jansen																												
Position	Housing Specialist																												
Contact	0485 989 519																												
Email	nathan.jansen@permalink.com.au																												
Name	Marylee Cadurnigara																												
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Email	housingteam.sunshine@permalink.com.au																												
	<table><tr><td>Name</td><td>Jessica Hall</td></tr><tr><td>Position</td><td>Housing Specialist</td></tr><tr><td>Contact</td><td>0480 850 262</td></tr><tr><td>Email</td><td>jessica.hall@permalink.com.au</td></tr></table>	Name	Jessica Hall	Position	Housing Specialist	Contact	0480 850 262	Email	jessica.hall@permalink.com.au		<table><tr><td>Name</td><td>Raff Batle</td></tr><tr><td>Position</td><td>Housing Quality Assurance</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housing@permalink.com.au</td></tr></table>	Name	Raff Batle	Position	Housing Quality Assurance	Contact	1300 737 625 option 3	Email	housing@permalink.com.au		<table><tr><td>Name</td><td>Aeron Ocfemia</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.doncaster@permalink.com.au</td></tr></table>	Name	Aeron Ocfemia	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.doncaster@permalink.com.au
Name	Jessica Hall																												
Position	Housing Specialist																												
Contact	0480 850 262																												
Email	jessica.hall@permalink.com.au																												
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	<table><tr><td>Name</td><td>Igor Miglez</td></tr><tr><td>Position</td><td>Housing Specialist</td></tr><tr><td>Contact</td><td>0485 989 671</td></tr><tr><td>Email</td><td>igor.miglez@permalink.com.au</td></tr></table>	Name	Igor Miglez	Position	Housing Specialist	Contact	0485 989 671	Email	igor.miglez@permalink.com.au		<table><tr><td>Name</td><td>Paul Samiado</td></tr><tr><td>Position</td><td>Housing Quality Assurance</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housing@permalink.com.au</td></tr></table>	Name	Paul Samiado	Position	Housing Quality Assurance	Contact	1300 737 625 option 3	Email	housing@permalink.com.au		<table><tr><td>Name</td><td>Zhanelle Sumang</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.clayton@permalink.com.au</td></tr></table>	Name	Zhanelle Sumang	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.clayton@permalink.com.au
Name	Igor Miglez																												
Position	Housing Specialist																												
Contact	0485 989 671																												
Email	igor.miglez@permalink.com.au																												
Name	Paul Samiado																												
Position	Housing Quality Assurance																												
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Email	housing@permalink.com.au																												
Name	Zhanelle Sumang																												
Position	Housing Listings																												
Contact	1300 737 625 option 3																												
Email	housingteam.clayton@permalink.com.au																												
	<table><tr><td>Name</td><td>Zuhre Catal</td></tr><tr><td>Position</td><td>Housing Specialist</td></tr><tr><td>Contact</td><td>0488 838 820</td></tr><tr><td>Email</td><td>zara.catal@permalink.com.au</td></tr></table>	Name	Zuhre Catal	Position	Housing Specialist	Contact	0488 838 820	Email	zara.catal@permalink.com.au		<table><tr><td>Name</td><td>Hanna Garcia</td></tr><tr><td>Position</td><td>Housing Outreach</td></tr><tr><td>Contact</td><td>0485 971 583</td></tr><tr><td>Email</td><td>housing.qld@permalink.com.au</td></tr></table>	Name	Hanna Garcia	Position	Housing Outreach	Contact	0485 971 583	Email	housing.qld@permalink.com.au		<table><tr><td>Name</td><td>Grace Infante</td></tr><tr><td>Position</td><td>Housing Listings</td></tr><tr><td>Contact</td><td>1300 737 625 option 3</td></tr><tr><td>Email</td><td>housingteam.richmond@permalink.com.au</td></tr></table>	Name	Grace Infante	Position	Housing Listings	Contact	1300 737 625 option 3	Email	housingteam.richmond@permalink.com.au
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Clayton Parking Map

KEY:



NO PARKING:



**ONE HOUR PARKING ONLY
*FINES APPLY***

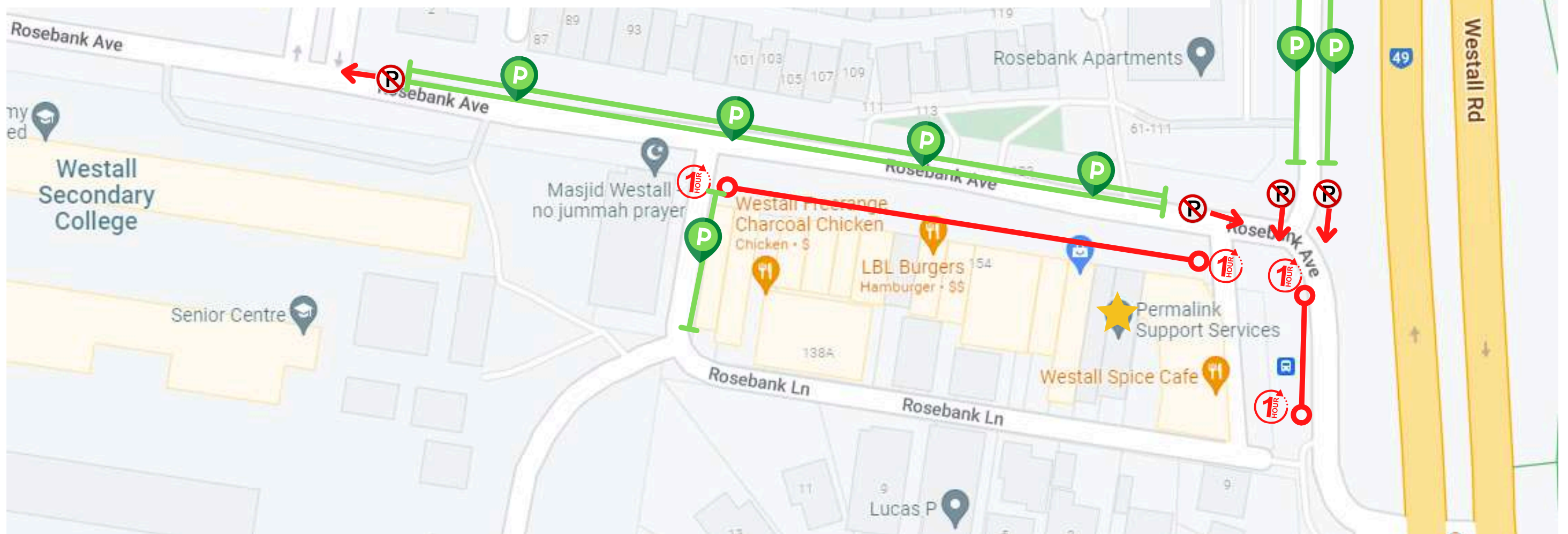


PARKING:

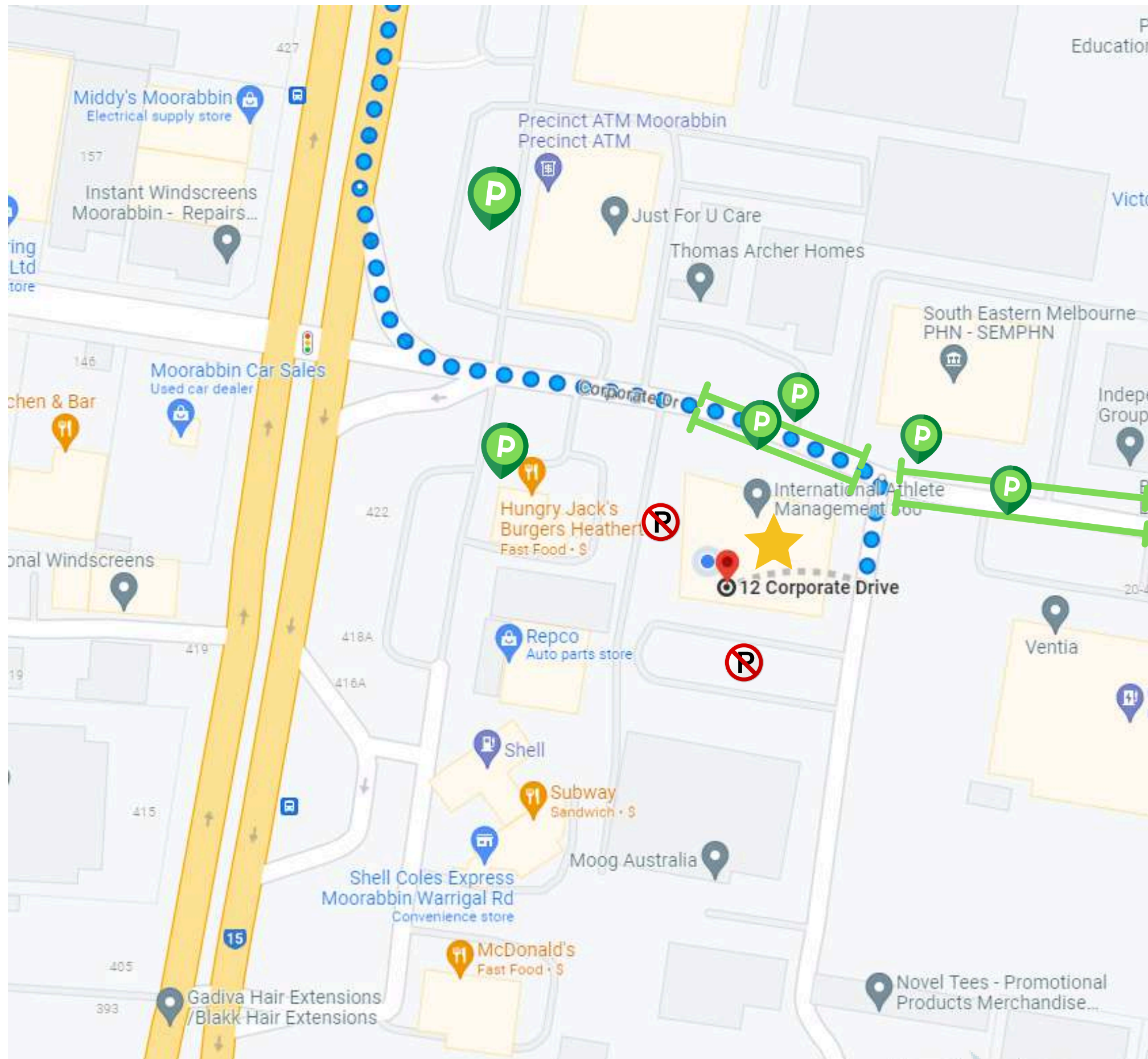


Disclaimer:

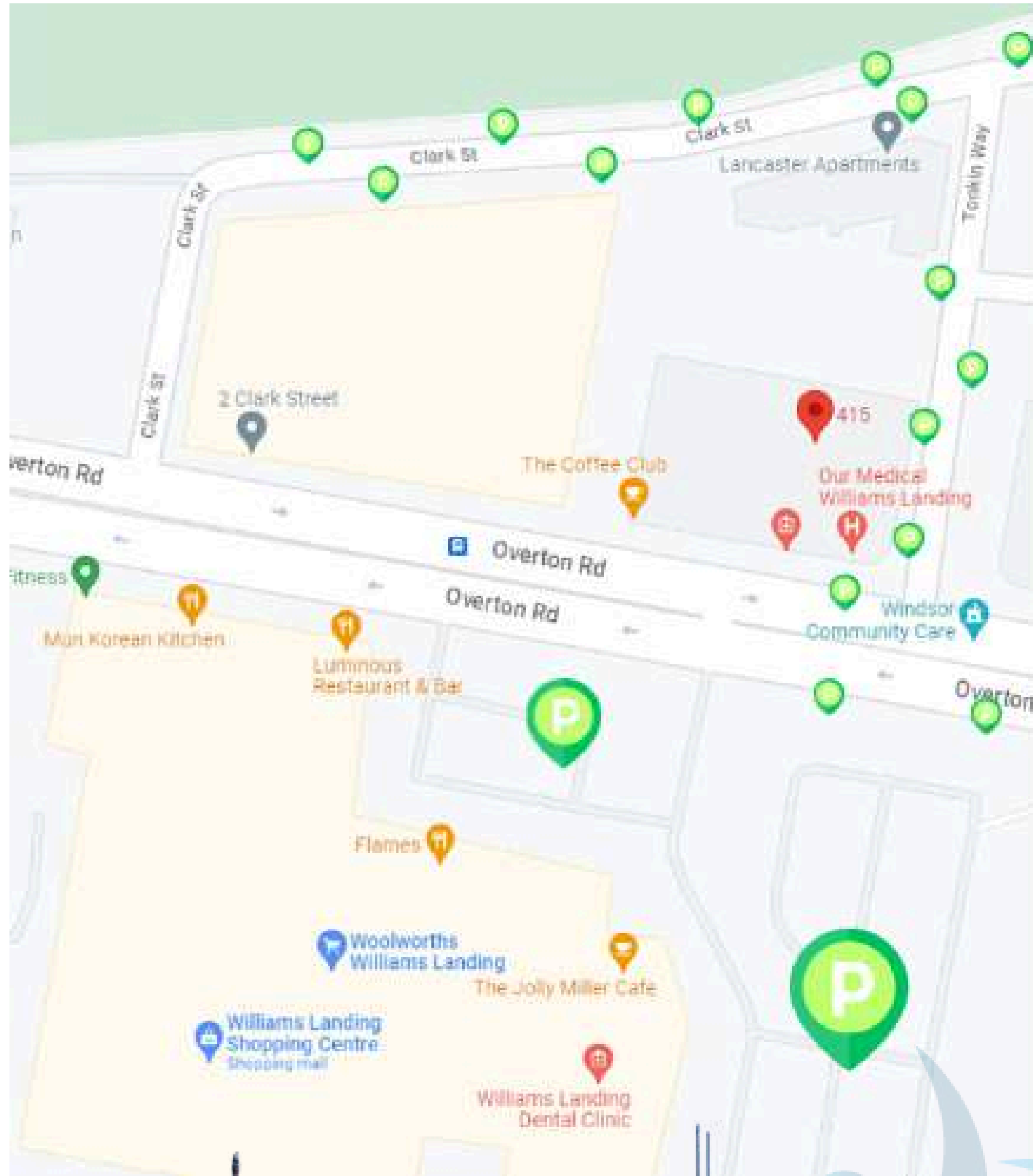
Please note, Permalink Support Services will not be liable should you park in a 1-hour zone and receive an infringement. Please be guided accordingly!



Heatherton Parking Map

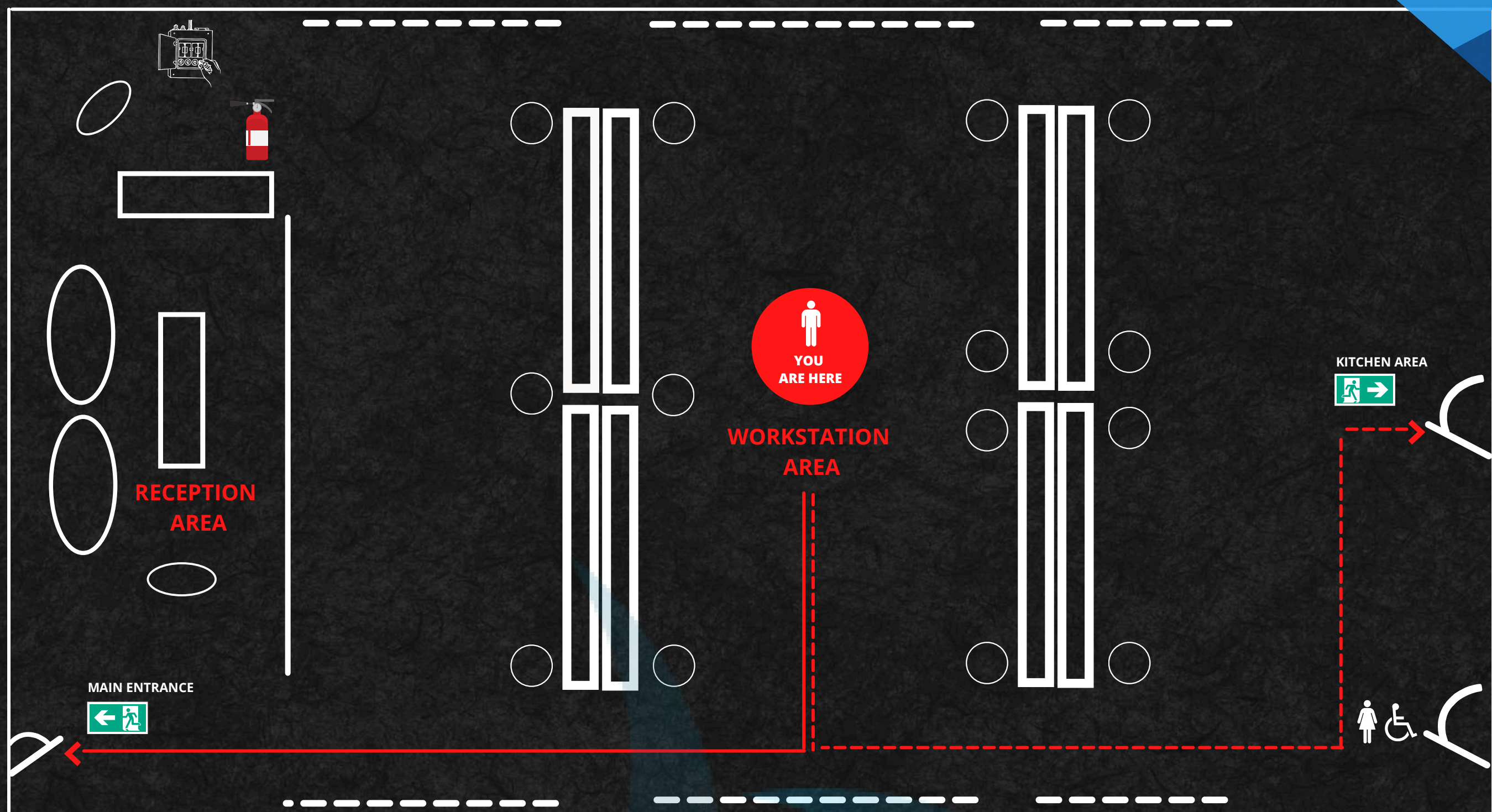


Williams Landing Parking Map



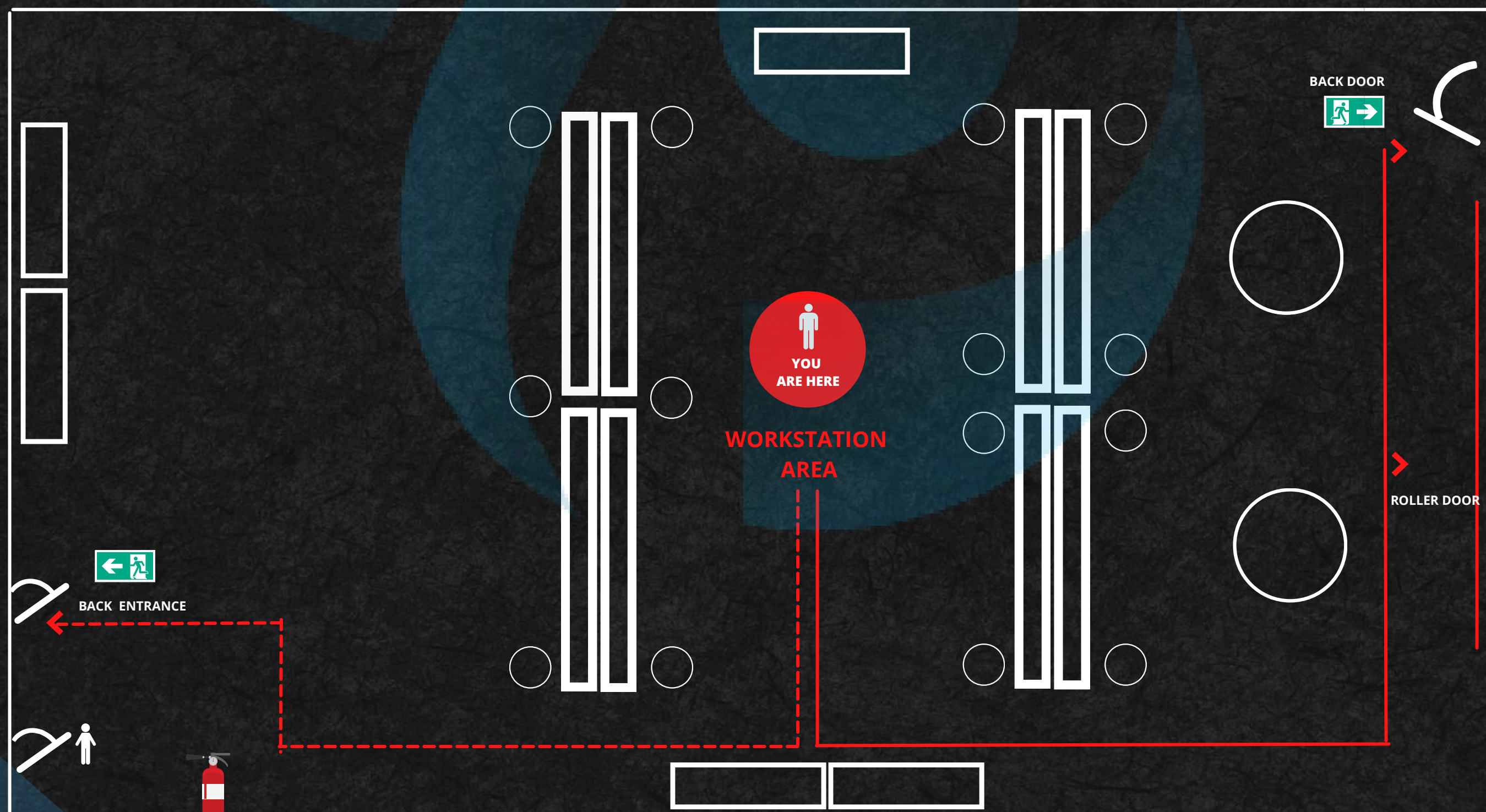
EVACUATION PLAN

FRONT OFFICE



EVACUATION PLAN

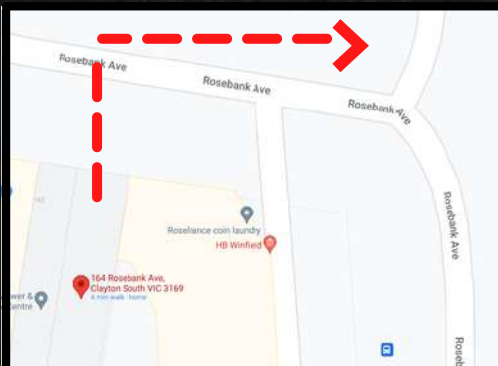
BACK OFFICE



FIRE EMERGENCY

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER AREA
- A** ALERT ALL OCCUPANTS AND RAISE AN ALARM
- C** CONFINE THE SMOKE/FIRE CLOSE DOORS & WINDOWS
- E** EVACUATE TO A SAFE AREA AND WAIT FOR ASSISTANCE

ASSEMBLY AREA



LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER
- PRIMARY ROUTE
- SECONDARY ROUTE

FIRE ESCAPE PLAN



164 ROSEBANK AVENUE, CLAYTON SOUTH 3169

EVACUATION PLAN

MELBOURNE OFFICE



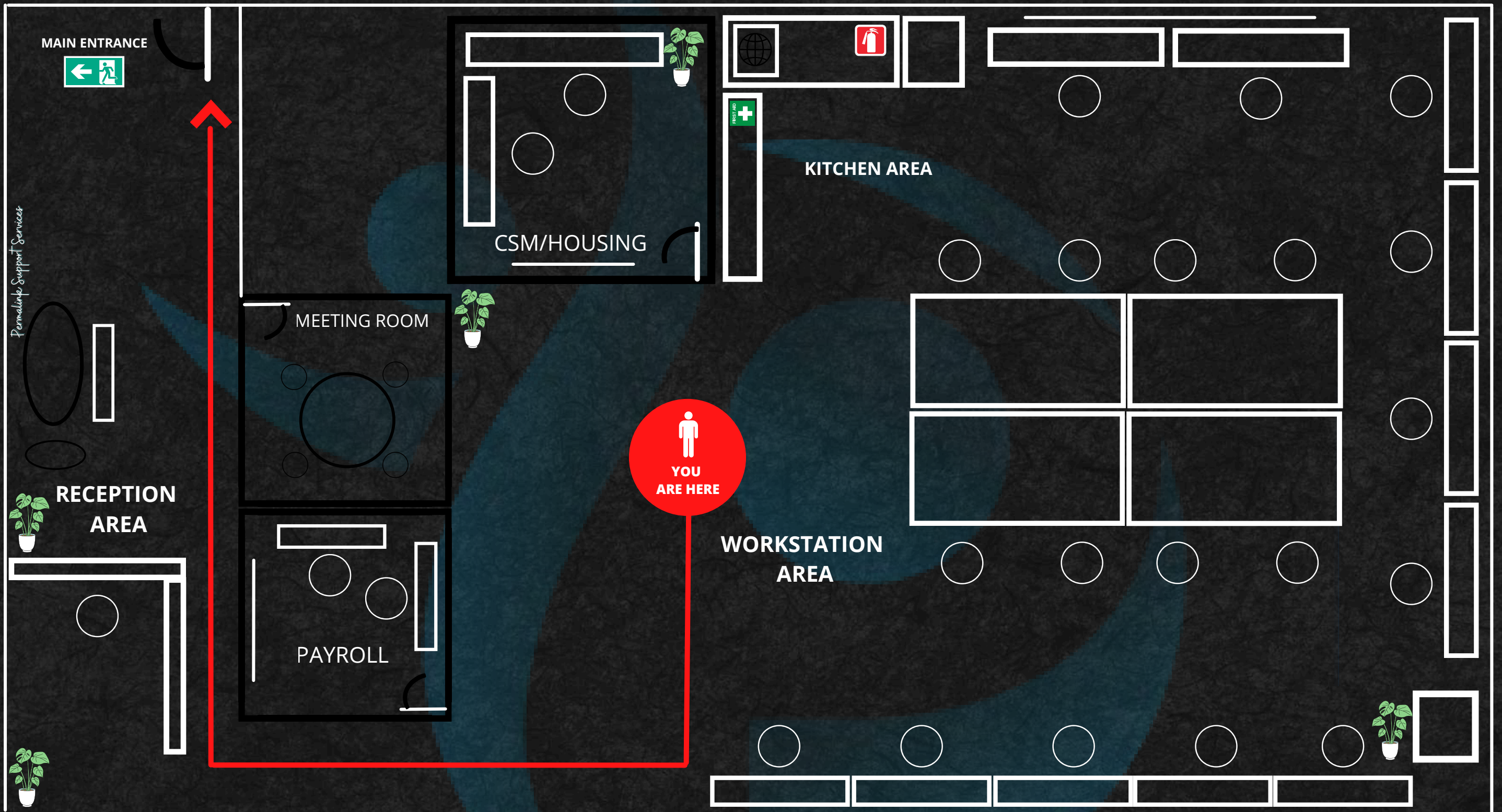
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FIRE ESCAPE PLAN

EVACUATION PLAN

WILLIAMS LANDING OFFICE

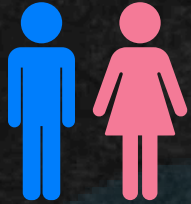


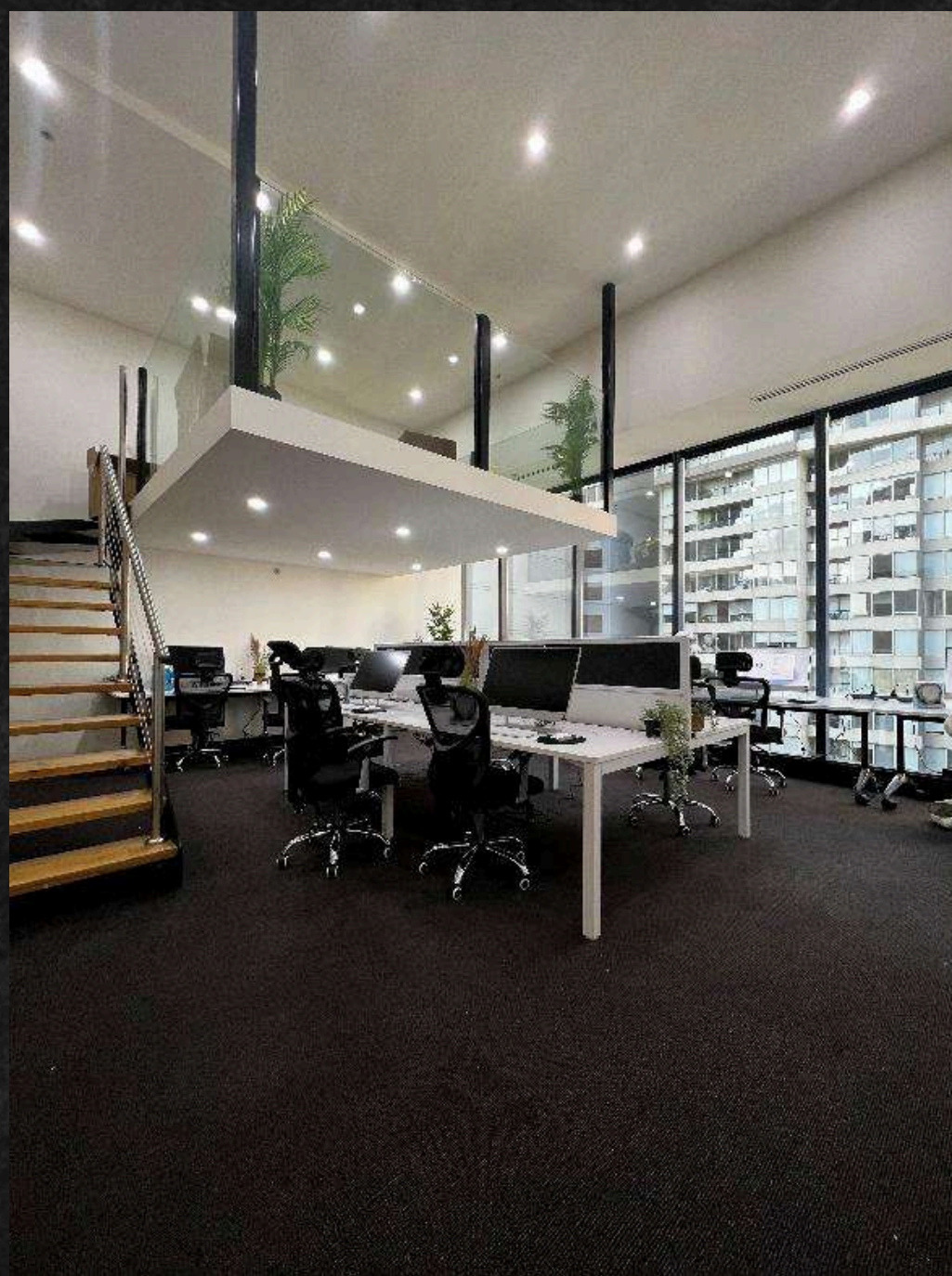
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FIRE ESCAPE PLAN

Good to Know

	Clayton First Aider: Ramneek Kaur		Melbourne First Aider: Virinchi Vaddepalli
	Clayton CPR: Samuel Boell		Melbourne CPR: Virinchi Vaddepalli
	Clayton Fire Warden: Ramneek Kaur		Melbourne Fire Warden: Virinchi Vaddepalli
	Clayton Fire Marshall: Samuel Boell		Melbourne Fire Marshall: Building Staff
	Clayton Female/Disability Toilets located in front office		Melbourne Toilets located near the kitchen area on each floor
	Clayton Male Toilets located in back office		Melbourne Kitchen Area located on each floor
	Clayton Kitchen Area located in the middle portion		Melbourne Food Court located ground floor near Concierge
	Clayton Lunch Areas: Kitchen, Back Area or Outside		Melbourne Lunch Areas: Food Court or Outside seating
	Belongings may be left at desks or in secure areas		Ensure to keep personal belongings out of client's way to avoid accidents
	• Wipe down tables • Put chairs down to fit under the desk • Return headsets • Tilt computer monitors • Place keyboard & mouse in their correct positions • Change rubbish bins		Signing of student placement books / log sheets are every Friday afternoon



PERMALINK SUPPORT SERVICES

STUDENT PLACEMENT
OPPORTUNITY



BACHELOR OF COMMUNITY SERVICES

ACWA Community Work Practice Guidelines

- Guideline 1** Ethical Practice
- Guideline 2** Provision of services and supports
- Guideline 3** Confidentiality in the workplace
- Guideline 4** The regulatory framework
- Guideline 5** Diversity
- Guideline 6** The workplace
- Guideline 7** Professional development
- Guideline 8** Professional standing

The Practice Standards can be found at:
<https://www.acwa.org.au/workers/ethics-and-standards/>

Office Locations:

Melbourne:
 Level 08, Level 12 & Level 14, 1
 Queens Road,
 Melbourne, VIC 3004
 1300 737 625

Clayton South:
 164 Rosebank Avenue,
 Clayton South, VIC 3169
 1300 737 625

Moorabbin:
 210/12 Corporate Drive,
 Heatherton VIC 3202
 1300 737 625

Frankston:
 35 Nepean Highway,
 Frankston, VIC 3199
 1300 737 625

Preston:
 84 Hotham Street,
 Preston, VIC 3072
 1300 737 625

Email:
placement@permalink.com.au

Permalink Support Services Pty Ltd
 ABN: 39 795 347 559
 REG ID: 4-433C-2898

STUDENT PLACEMENT OPPORTUNITY | PERMALINK SUPPORT SERVICES

Duration: 100 – 200 Hours	Job Active Program	Additional notes:
Guideline 1 Ethical Practice Guideline 3 Confidentiality in the workplace	-NDIS Worker Orientation Modules -NDIS New Worker Induction Modules -Understanding NDIS Commissions and Safeguards -Understanding company handbook -Filling out Incident/Accident Reports - Clear and structured workplace policy -Cohesive contracts and student agreements -Workplace incident management training	Module: https://training.ndiscommission.gov.au/ Incident/Accident Reporting: www.permalink.com.au
Guideline 1 Ethical Practice Guideline 3 Confidentiality in the workplace	-OH&S Standards in the workplace -Client management -Risk assessments -First Aid readily available - Evacuation plan readily available and observable -PPE readily available	Workplace Safety Guidelines: https://www.worksafe.vic.gov.au/ Incident Reporting Modules https://training.ndiscommission.gov.au/ Permalink Employee Handbook
Guideline 2 Provision of services and supports	-Participation in Job Active – Program Departments	
Guideline 4 The regulatory framework	-Creating Care Plans -Updating Care Plans - Assisting with goal creation and implementation	
Guideline 4 The regulatory framework Guideline 8 Professional standing	-Student Care Team Meetings via Microsoft Teams (Monthly) -Develop written/verbal communication skills -Method of communicating need for assistance through direct support staff prior to upper management; speeds up process of assistance & feedback	

STUDENT PLACEMENT OPPORTUNITY | PERMALINK SUPPORT SERVICES

Guideline 5 Diversity Guideline 7 Professional development	-Identify areas of client and workplace conflict and apply critical group strategies to address the risk -Observation of behaviours/triggers of clients -Requirements for provisioning supports, staffing preference and access -Provide immediate support for clients -Facilitation of Care Team Meetings -Updating client care plans	
Guideline 4 The regulatory framework	-Job Active Program – Student to observe clients behaviour/triggers -Present File Notes/ Case Notes -Observation of feedback and affinity to certain content creation topics; indirect matter of communication	
Guideline 5 Diversity Guideline 7 Professional development Guideline 8 Professional standing	-Conduct in workplace engagement/informal support development strategies -Create particular service plans to encourage community development and integration of clients into their local communities. -Follow Disability Commission and government policies and guidelines in the service plans created	
Guideline 5 Diversity Guideline 7 Professional development Guideline 8 Professional standing	-Reflection of working in a multi diverse team -Reflection to be provided in student work placement book -Advocacy for varying disciplines of disability -Advocacy for varying skill sets	

STUDENT PLACEMENT OPPORTUNITY | PERMALINK SUPPORT SERVICES

Student Name		ID Number	
Completed by		Date	
OBSERVATION CHECKLIST			
A.	<i>Used communication strategies to meet the diverse needs of individuals within the workplace</i>	Completed	Not Completed
1	Listens to the other people without interrupting		
2	Asked questions to seek understanding from others		
3	Used encouraging words		
4	Asked for clarification from the person if required		
5	Asked the others about their spiritual needs and how it could be supported in the workplace		
6	Demonstrated respect for the other's values and attitudes		
7	Encouraged the others to express their own preferences		
Comments:			

Student Name		ID Number	
Completed by		Date	
OBSERVATION CHECKLIST			
B.	<i>Coached and mentored others to foster diversity in the workplace</i>	Completed	Not Completed
1	Created a mutual trust with the other person by being friendly and non-judgmental		
2	Asked the other person about their cultural beliefs, traditions and customs		
3	Asked the other person to explain their understanding of working in a culturally diverse workplace		
4	Worked collaboratively with the other person to set establish goals or learning outcomes		
5	Provided instructions to the other person to develop their knowledge or understanding		
6	Used appropriate non-verbal language		
7	Encouraged the other person		
8	Summarised the key elements of what was said		
Comments:			

STUDENT PLACEMENT OPPORTUNITY | PERMALINK SUPPORT SERVICES

Student Name		ID Number	
Completed by		Date	
OBSERVATION CHECKLIST			
C.	<i>Planning workplace practices or activities to foster an inclusive and culturally supportive environment</i>	Completed	Not Completed
1	Identified the individual cultural needs of the person or the group by asking questions or reading through case notes or files		
2	Identified any resources or support needs required		
3	Where appropriate involved the individual or group in the planning process		
4	Completed documentation or report where required		
5	Communicated plan to the relevant people or organisation		
Comments:			



FILE NOTES GUIDE & TEMPLATE | PERMALINK SUPPORT SERVICES



PERMALINK SUPPORTED EMPLOYMENT CASE NOTES:



Participant Name:		NDIS Reference Number:	
Notes created by: Supported Employment Support Worker			
Date:		Time:	
Department:			
Supports in Employment			
Today's Goal:	<i>What did the participant want to achieve in today's work tasks? What instructions were provided today? What job tasks were given today?</i>		
Tasks Completed:	<i>What did the participant complete today?</i>		
Tasks to be Completed:	<i>From the participants goal, what did they not finish?</i>		
What the participant wants to achieve the next time they are in:	<i>For the participants next shift, what do they want to accomplish? What will you do to assist the participant in achieving this?</i>		
Did you reach the participants goal today?	<i>How did you assist the participant in achieving today's goal? What did you do to achieve the participants goal? What could you have done better to achieve the participants goal? What could the participant have done better to achieve their goal?</i>		
Were there any behaviours or triggers observed?	<i>How was the participant during their shift? Did the participant feel overwhelmed, stressed, agitated, restless, etc...? Did the participant feel happy, excited, enthusiastic?</i>		
What prompting did you need to provide the participant?	<i>What instructions did you provide to the participant? What prompting methods did you provide to the participant? How did the participant react to your prompts? What areas was the participant succeeding in? What areas was the participant struggling with? What are other ways you could assist the participant?</i>		



PERMALINK SUPPORTED EMPLOYMENT CASE NOTES:

Additional Comments:	Any additional comments that need to be noted?
Employment Development	
Building social, presentation and communication skills	Social Skills 1. Identify: What social skill does the participant need to develop or improve? 2. Action: What are you currently doing to help the participant build this social skill? Presentation Skills 1. Identify: What presentation or workplace professionalism skill does the participant need to develop or improve? 2. Action: What are you currently doing to help the participant build this presentation skill? Communication Skills 1. Identify: What communication skill does the participant need to develop or improve? 2. Action: What are you currently doing to help the participant build this communication skill?
Work skills training	1. Identify: What work skill does the participant need to develop or improve to be successful in employment? 2. Action: What are you currently doing to help the participant build this work skill?
Employer engagement, education and job customisation	Employer Engagement 1. Identify: What barriers or opportunities have been identified with engaging employers for this participant? 2. Action: What are you currently doing to build employer relationships and create opportunities for the participant? Employer Education 1. Identify: What education or information does the employer need to better support the participant in the workplace? 2. Action: What are you currently doing to educate and support the employer regarding the participant's needs and strengths? Job Customisation

FILE NOTES GUIDE & TEMPLATE | PERMALINK SUPPORT SERVICES



PERMALINK GROUP & COMMUNITY PROGRAMS CASE NOTES:

Participant Name:		NDIS Reference Number:	
Notes created by: Group Activity Support Worker			
Date:		Time:	☐ 9:00 AM-12:00 PM ☐ 1:00 PM-4:00 PM ☐ 9:00 PM-4:00 PM
Program:	☐ Employment & Skill Development Program ☐ Social Media & Design Program ☐ Travel and Recreational Program ☐ Arts & Gaming Program ☐ Team Building Program: Bowling/ Mini Golf ☐ Arts Program ☐ Lifestyle Program ☐ Finance & Budgeting Program ☐ Health & Fitness Program <i>*Please mark X on one*</i>		
What happened during the program	<i>*Indicate what happened during the session*</i>		
Behaviours/Triggers:	Did the participant exhibit any behaviours/triggers? Y_ N_ If Yes, please indicate any behaviours/triggers observed: Please describe in detail, the participants mood in today's program: <i>*happy, sad, upset, etc...</i>		
Other comments			

***File notes/ case notes must be submitted at the end of each program**



*Welcome
& we hope you
enjoy your
experience with
us!*

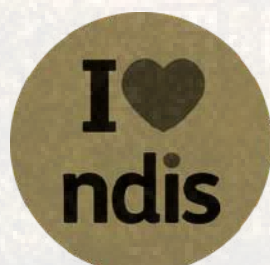


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1300 737 625

placement@permalink.com.au

www.permalink.com.au



REGISTERED
NDIS
PROVIDER



164 ROSEBANK AVENUE, **CLAYTON SOUTH**, VIC 3169 | 1 QUEENS ROAD, **MELBOURNE**, VIC 3004
210/12 CORPORATE DRIVE, HEATHERTON VIC 3202 | 435 NEPEAN HIGHWAY, **FRANKSTON**, VIC 3199
402/89 OVERTON ROAD **WILLIAMS LANDING**, VIC 3027
84 HOTHAM STREET, **PRESTON**, VIC 3072