

Policy on Valued Status

Date adopted.....04/06/2018.....

Latest date for review.....21/06/2019.....

1. BACKGROUND

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

2. PURPOSE

The purpose of OptimumChoice is to provide quality services to improve the lives of people with disabilities where their individuality is recognised and their safety is paramount.

OptimumChoice is a Disability and Communities Service Organisation governed by the Corporations Act 2001 and the Organisation's Policies. This policy ensures services are designed and delivered to provide individuals with access to well-planned skills development activities by organisation employees and volunteers who are properly trained. The policy is framed by:

Standard 6 of the Disability Services Standards (1993).

3. POLICY STATEMENT

OptimumChoice is committed to ensuring individuals have the opportunity to develop skills and participate in activities which equip them achieve a valued role in their community.

This policy applies to all OptimumChoice programs and activities.

4. PROCEDURES

OptimumChoice will:

- 4.1 Structure programs and services in a culturally normative and age-appropriate manner.
- 4.2 Design and deliver training programs and activities in a culturally normative and age-appropriate manner.
- 4.3 Invite individuals, family members, carers or advocates to be involved in the training and development component of the individual service plan
- 4.4 Make every effort, within available resources, to accommodate individuals' skill development preferences.
- 4.5 Wherever practicable, deliver individual training in appropriate community settings.
- 4.6 Ensure organisation staff and volunteers are properly equipped to coordinate and/or deliver the skills development activities as chosen by the individual in their training and development plan.

5. PERFORMANCE STANDARDS

The following performance standards must be met to ensure the procedures specified in Section 4 are implemented effectively.

- 5.1 All individuals, their families, carers or advocates will be provided with a copy of the Policy on Valued Status.
- 5.2 All employees will be provided with a copy of the Policy on Valued Status and a copy is kept at each service outlet
- 5.3 Supported accommodation for individuals should conform as closely as possible to wider community standards and maximise

opportunities for privacy, security, comfort and community involvement.

- 5.4 Individuals will be provided with opportunities to engage in community access and training activities which build on existing competencies to fulfil a valued role in the community.
- 5.5 Staff and volunteers will be properly equipped to coordinate and/or deliver the skills development activities in accordance with the Policy on Staff Training and Development.

6. REVIEW OF THE POLICY

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly