



KYEEMA LIST OF SPECIFIED SERVICES AND SUPPORTS FOR THE PURPOSES OF THE NATIONAL DISABILITY INSURANCE SCHEME (PRACTICE STANDARDS – WORKER SCREENING) RULES 2018. This list is important for identifying when a worker is performing a risk assessed role which requires a clearance.

Role Assessment Dates:

- CEO & QA Officer on 11/12/2020
- Corporate Services Manager & QA Officer 1/5/2023

National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018

Section 11. Identification of risk assessed roles

A registered NDIS provider must:

(a) assess all roles that will be undertaken with the registered NDIS provider in relation to the provision of supports or services to any person with disability by the following persons:

- (i) workers;
- (ii) personnel; and

(b) identify each role assessed under paragraph (a) that is a risk assessed role.

Note: A registered NDIS provider who is an individual is a worker: see the definition of worker in section 5.

Table

Item number	Descriptor or risk assessed role	Reason why the role is a risk assessed role	Workers undertaking these roles
2	assistance to access and maintain employment or higher education	working directly with participant	disability support worker team leader manager/CEO
4	high intensity daily personal activities	working directly with participant	disability support worker
6	assistance in coordinating or managing life stages, transitions and supports	working directly with participant electronic communication	disability support worker team leader manager/CEO support coordinator
7	assistance with daily personal activities	working directly with participant	disability support worker

15	assistance with daily life tasks in a group or shared living arrangement	working directly with participant	disability support worker team leader
16	innovative community participation	working directly with participant	disability support worker team leader manager/CEO
Item number	Descriptor or risk assessed role	Reason why the role is a risk assessed role	Workers undertaking these roles
17	development of daily living and life skills	working directly with participant	disability support worker team leader
18	early intervention supports for early childhood	working directly with participant	disability support worker
25	participation in community, social and civic activities	working directly with participant	disability support worker team leader manager
26	exercise physiology and personal training	working directly with participant	support worker
27	Management of funding for supports in participant plans	working directly with participant	finance worker
28	therapeutic supports	working directly with participant	disability support worker therapy assistant
33	specialised support coordination	working directly with participant electronic communication	support coordinator
34	specialised supported employment	working directly with participant	disability support worker team leader manager

37	group and centre-based activities	working directly with participant	disability support worker team leader manager/CEO
8	assistance with travel/transport arrangements with respect to specialised transport to employment/ community	working directly with participant	disability support worker team leader manager/CEO

Disability Support Worker

The risk assessed roles that a Kyeema employee will be undertaking as a Disability Support Worker are:

- **2. Assistance to access and maintain employment or higher education**
- **6. Assistance in coordinating or managing life stages, transitions, and supports**
- **7. Assistance with daily personal activities**
- **15. Assistance with daily life tasks in a group or shared living arrangement**
- **16. innovative community participation**
- **17. Development of daily living and life skills**
- **18. Early intervention supports for early childhood**
- **25. Participation in community, social and civic activities**
- **37. Group and centre-based activities**
- **8. Assistance with travel/ transport arrangements with respect to specialised transport to employment/ community**

Board Member

Key personnel can include, but is not limited to, CEO, executive staff members, managers and all members of the board of directors.

Key personnel are:

- a member of the group of persons responsible for the executive decisions of the person or entity;
- any other person having authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the person or entity.

Record Keeping

Compliance Checks:

- Sentrient LMS
- For Board members compliance checks – ask reception.