



Happy Easter

Get to know our new team members!

We are a friendly team here at NQE and we thought we'd get to know our new EC's by asking a few questions.

Here is what they had to say.....

Georgia Porteous — Employment Consultant

- ◇ How long have you worked in disability services? 2 years
- ◇ What is your favourite thing about your job? Helping people change their lives and helping to link in with services that they may or may not know are available to them
- ◇ What is something interesting about you? I am a wildlife carer and specialise in microbats and flying foxes
- ◇ Who is your favourite artist/band? Black Veil Brides
- ◇ Favourite season of the year? Winter

Jordon Kelly — Employment Consultant

- ◇ How long have you worked in disability services? 3 years
- ◇ What is your favourite thing about your job? Celebrating the achievements of clients
- ◇ What is something interesting about you? I like plants and animals
- ◇ Who is your favourite artist/band? I don't have one
- ◇ Favourite season of the year? Winter, although it's Townsville and we don't really have seasons.

Dana Landman — Employment Consultant

- ◇ How long have you worked in disability services? 1.5 years
- ◇ What is your favourite thing about your job? Meeting a diverse range of people
- ◇ What is something interesting about you? No answer, I can not think of anything
- ◇ Who is your favourite artist/band? I don't have one
- ◇ Favourite season of the year? Winter

A message from our new Site Manager!!

Hello my name is Nichole, I have worked in the Disability Employment Service for many years and am thrilled to be joining the NQE Team. I look forward to leading a brand new team to success with the belief that all people have the right to seek assistance to find meaningful and sustainable employment.

I am very passionate about helping people achieve their goals in life and believe all people should be defined by their ability and not a disability. In my eyes we are all equal.

I am very approachable and encourage all our clients to say "Hi" if you see me in your travels throughout the office. I look forward to seeing what we are able to achieve working together.

Kind Regards,
Nichole

Welcome
TO THE TEAM



The NQ Employment office will be closed on the following dates due to public holidays. Please ensure you finalise anything urgent prior to these closures.

- 7th of April Good Friday
- 10th of April Easter Monday
- 25th of April Anzac Day
- 1st of May Labour Day



What is Labour Day?

Labour Day in Australia is a public holiday on dates which vary between states and territories. In some states the date commemorates the Eight Hours Day march. In Queensland, Labour Day occurs on the first Monday in May.

The first march for an eight-hour work day by the labour movement occurred in Melbourne on 21 April 1856. On this day stonemasons and building workers on building sites around Melbourne stopped work and marched from the University of Melbourne to Parliament House to achieve an eight-hour day. Their direct action protest was a success, and they are noted as being among the first organized workers in the world to achieve an 8-hour day, with no loss of pay.

This achievement created the 8-hour work, 8-hour recreation and 8-hour rest time period that most of us now benefit from today.

Why Queenslanders observe Labour Day?

Labour Day celebrations in Queensland provide the opportunity to reflect upon the achievements of union members and our supporters in the community and their ability to change the course of history.

Queenslanders have always celebrated Labour Day in May, and it has a special place in Queensland history.

The first march was held in 1891 during the Shearer's strike in Barcaldine. The first Monday in May was chosen in 1901 when it was proclaimed a public holiday.

Since then Labour Day has consistently been celebrated in Queensland on the first Monday in May. Labour Day recognises the vast majority of the community who go about their jobs with little or no recognition.

The contribution that these ordinary workers make to society and the economy would otherwise go unnoticed and uncelebrated.





How to audit your **digital footprint** in 3 easy steps

So what is a digital footprint?

A digital footprint is data that is left behind when users have been online. When looking for employment one of the first things an employer may do is look you up online.

It is important that anything they see about you is positive. Below is a few ways you can see what your digital footprint looks like and a few suggestions on how to ensure your privacy and information can be protected.

1) Start with a search engine:

A variety of open source intelligence websites recommend you start by putting in your first name and last name into a web browser and see what you get. This will show you what people will see when they search your name.

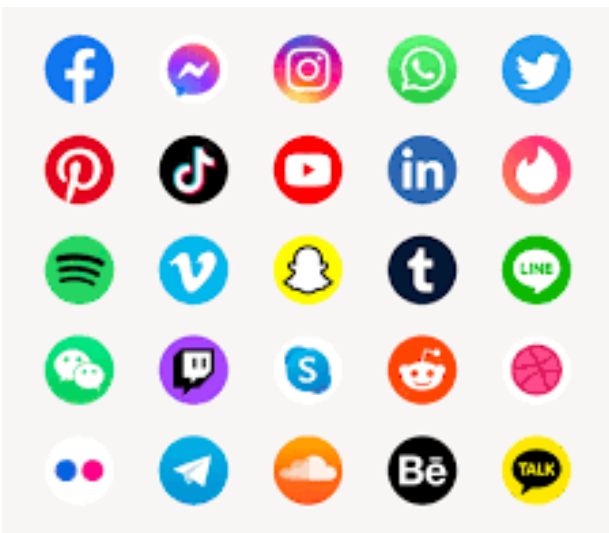
2) Check your social media:

Deactivate old accounts and make sure your privacy settings on your frequently used social media sites are locked down.

3) Give yourself Google Privacy and Security Check-Ups:

Google lets you have some control over what information is saved by them, including your location history, YouTube history, contacts, voice and audio activity, and more. Head to your Google Account page to look at your Privacy settings. Oh! And while you're there, be sure to run a Security Check-Up too. That will tell you which devices have permission to access your account.

Some common places you may be leaving a digital footprint.....



- Facebook
 - Messenger
 - Instagram
 - WhatsApp
 - Twitter
 - Pinterest
 - Tik Tok
 - YouTube
 - LinkedIn
 - Tinder
 - Spotify
 - Vimeo
 - Snapchat
 - Gaming platforms
 - Chat groups
 - Flickr
 - Vine
 - Soundcloud
- And so many more....

MY RESUME

Your resume is the most important part of applying for a job. This is the first thing an employer will see. This will give them a brief overview of what you have done in the past and the skills and experience you may bring to their company. Keep a resume professional, short and direct.



PERSONAL PROFILE

- Include your legal name
- Try to avoid putting your age or date of birth
- Be mindful an employer may look at your social profile such as Facebook etc.

ACHIEVEMENTS



- List:
- Qualifications
 - Tickets
 - Licenses

CONTACT INFO



- Include your:
- Postal address
- Email address
- Contact number (s)

SKILLS & LANGUAGES



- List:
- Skills
 - Hobbies
 - Interests
 - Other languages

WORK EXPERIENCE



List workplaces in this section. Do not include anything over 10 years old, employers may re- with your most recent. Try to ensure that dates are as accurate with this as possible. Don't leave big gaps between dates if there is a big gap put a reason why.

NAME
SURNAME
TITLE / POSITION

EDUCATION



- List:
- Completed study
 - Current study
 - Graduating school information e.g. Yr12 and the date you graduated

INTERVIEW?

We can help!



At NQ Employment we believe you can never practice to much for an interview. The more you practice the more confident you will feel in delivering your answer. Your employment consultant is able to provide you with practice in many different ways including mock interviews.

Be sure to let your employment consultant know if you secure an interview so they can help you be as prepared as possible and increase your chances of securing that job!

The top 5 asked questions in an interview are:

1) Why are you interested in this role?

Providing a clear and concise answer here is crucial. The employer is looking to see that you are interested and ready to invest your time into such an opportunity. Be specific about your goals and expectations, discuss how you believe your qualifications are in-line with those required of the position, and be ready to explain why you chose this particular company when applying.

2) What do you know about our company?

Researching the company or organisation you are applying to is an integral part of the application process, and this question is an evaluation of whether or not you have already done such an essential task. Prepare to answer questions regarding the origins of the company/organisation, their current activities, and their objectives for the future. Failing to have any knowledge of the company/organisation you are applying for will appear to be indicative of a lack of interest or commitment to the application, and to the position itself, whether or not that was your actual intention.

3) How has your experience prepared you for this role?

It's wise to focus on any experience you had working on a team, meeting deadlines, and communicating effectively. Talk about the courses and training you have had that helped you to better perform your job. Show how your personal experiences make you a better employee. Explain how your experiences and the qualities you honed there make you the best candidate for the job.

4) What is your availability?

Research the company hours, review your schedule, emphasize your availability, give an honest answer and be mindful of requesting time off.

5) What is your salary expectation?

Research the market and salary trends, consider giving a salary range rather than a specific number, diplomatically turn the question around and ask what they are offering or prepared to pay.



EASTER I SPY

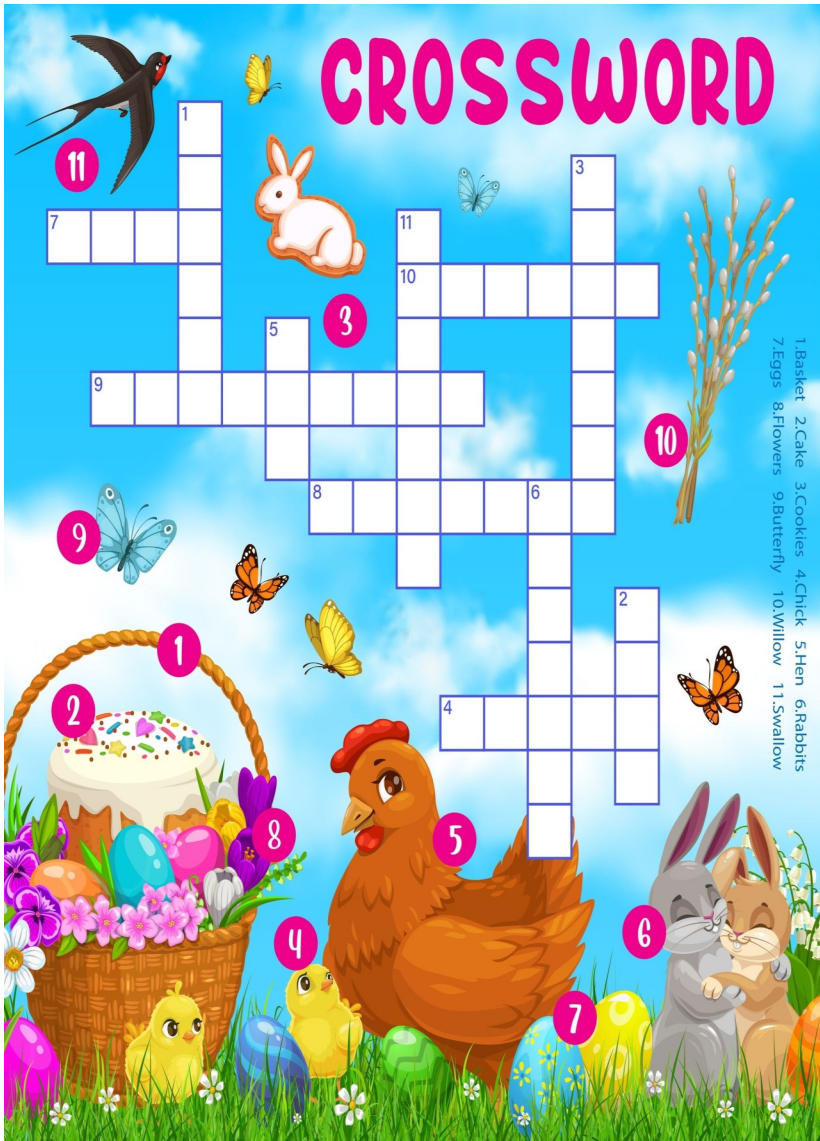
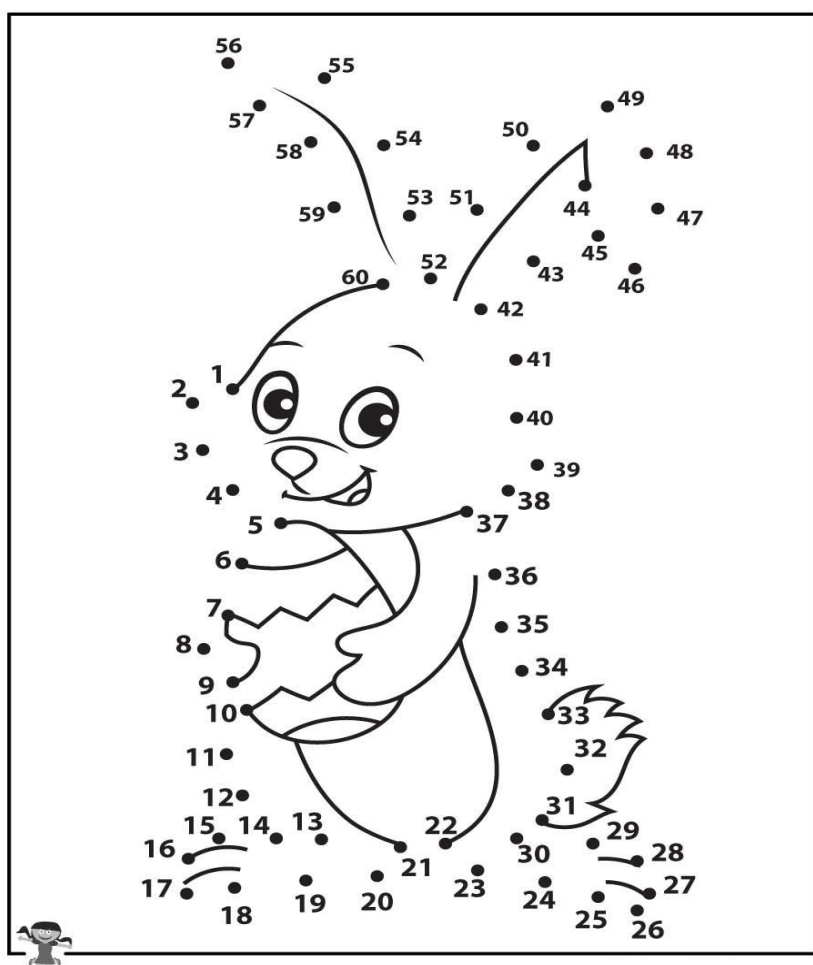
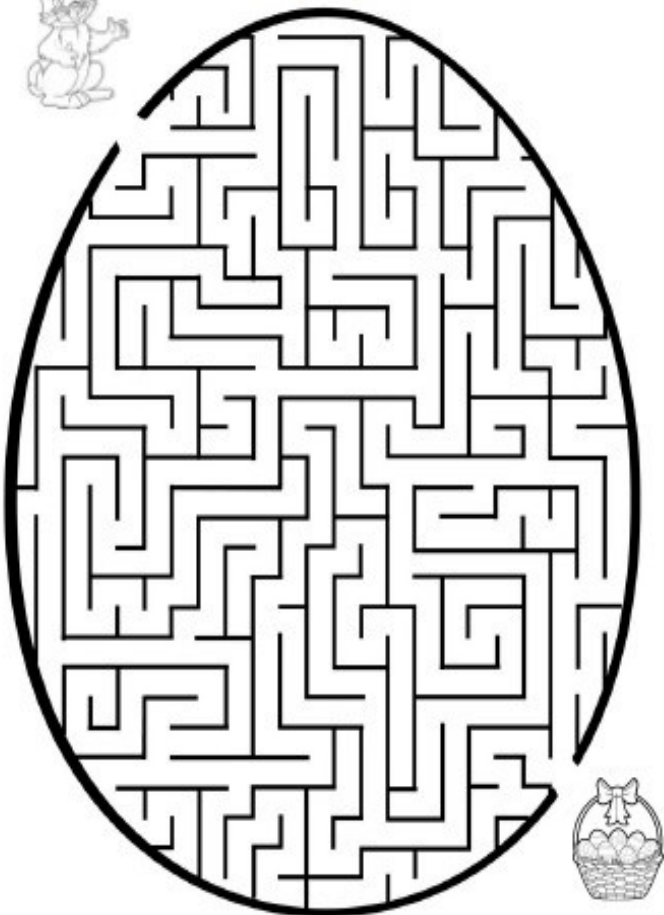


HOW MANY?

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Answers to above on back page

HAPPY EASTER!



CROSSWORD

1.Basket 2.Cake 3.Cookies 4.Chick 5.Hen 6.Rabbits
7.Eggs 8.Flowers 9.Butterfly 10.Willow 11.Swallow

Easy no-bake bunny biscuits

5 Ingredients

2 Method Steps

30m prep | makes 30 ★★★★★ 2



- ⊕ 250g packet milk arrowroot biscuits **Step 1**
- ⊕ 150g CADBURY Baking Milk Chocolate, melted (see note)
- ⊕ 150g CADBURY Baking White Chocolate, melted (see note)
- ⊕ 1/3 cup bright strands sprinkles
- ⊕ 1/2 x 300g packet Cadbury Clinkers, halved

Line 2 baking trays with baking paper. Place biscuits on prepared trays. Spread biscuits with either melted milk or white chocolate. Scatter with sprinkles.

Step 2

Dip ends of clinkers halves into matching melted chocolate. Stick 2 Clinkers onto each biscuit to form ears. Refrigerate for 15 minutes or until

🔥 123 calories per serve

ⓘ Allergens: Recipe may contain gluten, wheat, milk, lactose and alcohol.

Easter hot chocolate



🕒 Prep: 2 mins
Cook: 3 mins

👨‍🍳 Easy

🍴 Serves 1

Nutrition: Per serving

kcal	fat	saturates	carbs	sugars	fibre	protein	salt
924	56g	35g	84g	82g	4g	18g	0.5g

Ingredients

- 200ml [milk](#)
- ½ tbsp cocoa powder
- 100g hollow chocolate egg (milk or dark), broken into small pieces
- 2 tbsp whipped or squirty cream
- 25g mini chocolate eggs, sugar-coated chocolate buttons or beans, or more chocolate egg, broken into small pieces
- 1 tbsp mini marshmallows

Method

STEP 1

Pour boiling water from the [kettle](#) into a heatproof mug to warm it up. Heat the milk and cocoa in a small pan, or in blasts in the [microwave](#), until steaming. Discard the hot water in the mug, and tip in the chocolate egg pieces. Pour over the hot milk. Stir for 30 seconds or until the chocolate has melted. Top with the cream, sprinkle over the mini eggs or broken egg pieces and marshmallows to serve.

Best-Ever Devilled Eggs

MAKES: 12	PREP TIME: 0 HOURS 10 MINS	TOTAL TIME: 0 HOURS 25 MINS
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INGREDIENTS

- 6 large eggs
- 60 g mayonnaise
- 1 tsp. hot sauce
- 1 tsp. Dijon mustard
- Salt
- Freshly ground black pepper
- Finely chopped chives, for garnish
- Smoked paprika, for garnish



DIRECTIONS

- Place eggs in a large saucepan and cover with cold water. Set pan over medium-high heat and bring water to a boil. Turn off heat, cover pan with a lid, and let sit for 11 minutes. Drain, rinse eggs under cold water, and peel.
- Halve eggs lengthwise and scoop out yolks into a medium bowl. Add mayonnaise, hot sauce, and Dijon mustard to bowl, then mash yolks with the back of a fork and stir until mixture is smooth. Season with salt and pepper.
- Spoon mixture into each egg. Garnish with chives and paprika and serve.





24/7 Mental Health Services



Is it an emergency?

If you or someone you know is at immediate risk of harm, call triple zero (000)

Suicide Call Back Service

Anyone thinking about suicide

- suicidecallbackservice.org.au
- 1300 659 467

Lifeline

Anyone having a personal crisis

- lifeline.org.au
- 13 11 14

Beyond Blue

Anyone feeling anxious or depressed

- beyondblue.org.au
- 1300 22 4636

Kids Helpline

Counselling for young people aged 5 to 25

- kidshelpline.com.au
- 1800 55 1800

MensLine Australia

Men with emotional or relationship concerns

- mensline.org.au
- 1300 78 99 78

Open Arms

Veterans and families counselling

- openarms.gov.au
- 1800 011 046

healthdirect



Australian Government
Department of Social Services

National Standards for Disability Services

Making sure that people with disability receive good quality services.



Standard 1: Rights

You have the right to be treated fairly when you use disability services.



Standard 2: Participation and Inclusion

You can take part in the community and feel included when you use disability services.



Standard 3: Individual Outcomes

Your service supports you to make choices about what you want to do. You can work toward your goals.



Standard 4: Feedback and Complaints

You can tell people what you think about the services you receive.



Standard 5: Service Access

Finding and using services is fair. You can access the services you need.



Standard 6: Service Management

Disability services should be managed well.

dss.gov.au



How to use the my.gov.au site

How to agree to a job plan

- Sign into my.gov.au
- Click on the job active link
- Click on job plan button at top of the page
- Click on green box that says I agree

How to report job search

- Click on job search effort
- Click on Add a job
- Enter the details
- Click submit and the job has been recorded
- Make sure your number in the circle is 0 before the due date

How to apply for a job in my.gov.au

- Scroll to the bottom of your dashboard page
- Enter criteria into the find a job box and click search
- Click on the view more information/apply
- Follow the instructions

How to exit the Jobactive/my.gov.au sites

- Click on account
- return to my.gov
- click on sign out



We have a qualified JP on site. To make an appointment for work related purposes contact the office on (07) 4775 1113.

HOW MANY?

	5		11		4		10
	5		7		4		6



You may have seen that we have a suggestions box in the reception. This box is there for our participants and visitors to write down any suggestions that they think can help us better the service we deliver.

Alternatively if you would like to provide a suggestion in person please always feel free to advise our friendly staff.