

WELCOME TO OUR

# Monthly Newsletter

FEBRUARY 2025 - ISSUE #2



## February Update Exciting News & Upcoming Events!

As we moved through February, we want to acknowledge your dedication and hard work. This month brought exciting updates, including new team members, new participants and staff recognition. We were also pleased to announce the appointment of our Second-in-Charge (2IC) leaders across our various locations.

Additionally, we conducted a specialized 2IC training session to support our new leaders in their roles. This training focused on leadership development, operational responsibilities, and team management strategies to ensure they are well-equipped for success.

Thank you for your ongoing commitment— February was a fantastic month thanks to all your efforts!

### Newsletter Highlights

FEBRUARY UPDATE

NEW FACES

EMPLOYEE SPOTLIGHT

THE IMPORTANCE OF ACCURATE  
SHIFT NOTES IN DISABILITY  
SUPPORT

PERSON CENTERED APPROACH

10 WAYS TO BOOST MOTIVATION

BASIC BUDGET COOKING

**In March, we are excited to  
continue building on our progress  
and introduce new initiatives!**

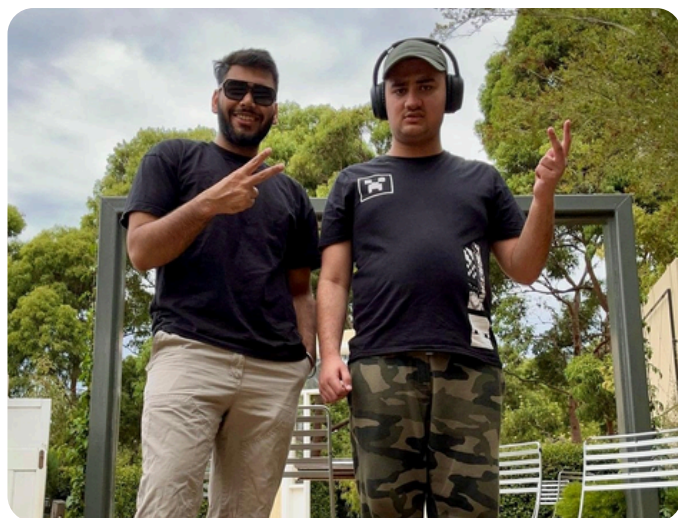
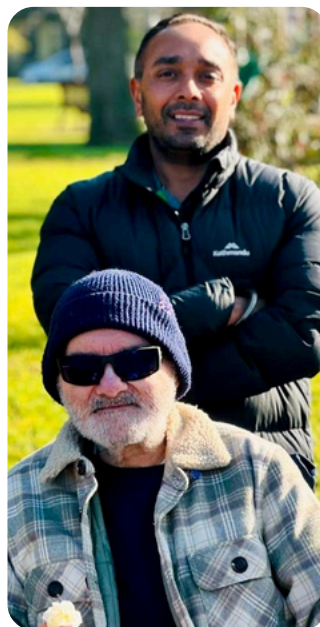


**Watch this space!**





## February Highlights





## New Faces

### *Meet Tracy Dillon-Larsson*

Tracy Dillon-Larsson just joined Aspire Community Services as a Service and Lifestyle Coordinator.

With 17 years of experience in the disability sector, Tracy has had the privilege of working in various roles, starting as a support worker and later transitioning into management positions.

Throughout her journey, she has developed a deep passion for empowering individuals and ensuring they receive the highest level of care and support. Her approach is centered on creating personalized, meaningful lifestyles for the participants she works with, focusing on enhancing independence, well-being, and overall quality of life.

Tracy looks forward to bringing her experience and dedication to the team at Aspire and collaborating with everyone to make a positive impact for our participants.

## Au Revoir *Goodbye*

It is with both gratitude and sadness that we said goodbye to Rakhi Kapoor who left Aspire Community Services after completing 2 years of dedication and hard work. She was an invaluable part of our team, contributing to our Service Delivery Team.

While we will miss her expertise, positivity, and teamwork, we are excited for her next chapter and know she will continue to achieve great things.

We wish Rakhi all the very best!





# Employee Spotlight



*Employee of the Month*

**January 2025 - Bol Ter**



## 2IC Training Day





# The Importance of Accurate Shift Notes in Disability Support



At Aspire Community Services we understand that detailed and accurate shift notes are essential for delivering high-quality care and ensuring the well-being of the individuals we support. Shift notes provide a clear record of each client's day, helping staff track progress, identify concerns, and maintain continuity of care.

## WHAT TO INCLUDE IN A SHIFT NOTE?

To ensure consistency and compliance with best practices, shift notes should capture:

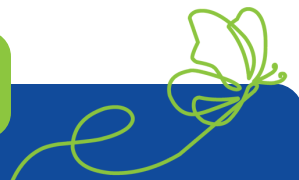


- **Basic Details** – Date, time, support worker's name, and client's details.
- **Wellbeing & Health** – Mood, physical health, medication, and mobility updates.
- **Activities & Engagement** – Daily tasks, community outings, participation levels.
- **Personal Care & Daily Living** – Assistance provided, refusals, or concerns.
- **Behaviors & Incidents** – Any changes in behavior, triggers, and actions taken.
- **Family & Social Interactions** – Visitors, conversations, or messages shared.
- **Handover Notes** – Key points for the next shift, follow-up actions.

By maintaining clear, objective, and factual shift notes, we ensure a safe, supportive, and person-centered approach to disability care.

Let's continue to work together to provide the best support possible!

FOR ANY QUESTIONS OR GUIDANCE ON SHIFT NOTES, PLEASE REACH OUT.

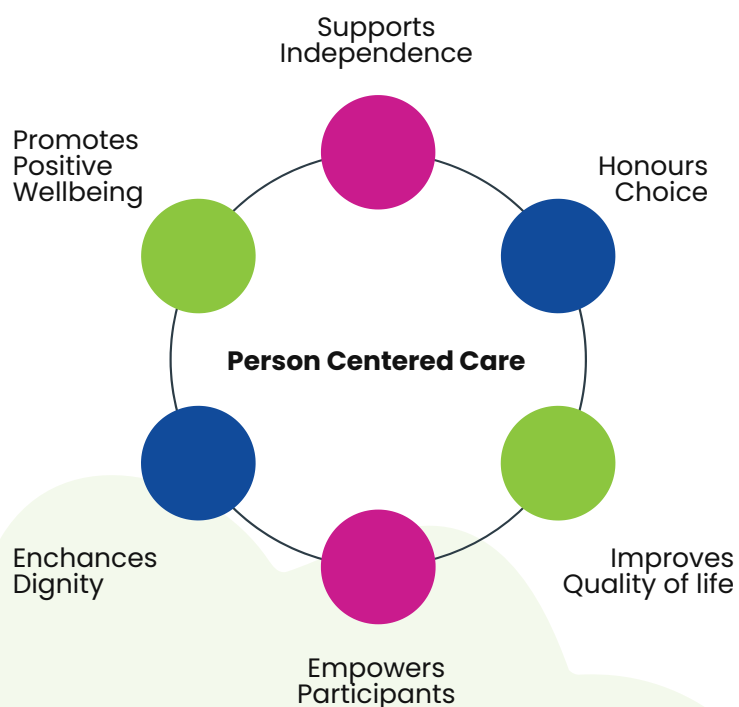


# What is Person Centered Approach

A person-centered approach to disability is a model of care that focuses on the person's abilities and needs, rather than their disability. It's based on the idea that each person is an individual with their own unique circumstances and aspirations.



## BENEFITS OF USING PERSON CENTERED APPROACH



## HOW IT WORKS

### Involve the person

The person with a disability is the primary decision-maker, and their preferences and will are central to the process.

### Consider their support network

The person's family, friends, and carers are included in the process.

### Create a plan

The person's goals and aspirations are considered to create a plan that's tailored to them.

### Use person-centered language

Use words that describe the person's abilities, such as "uses a wheelchair" instead of "wheelchair-bound".

### Work together

The person, their support network, and service providers work together to achieve the person's goals.



# 10 Ways to Boost Motivation

01

**Set Clear, Achievable Goals**

Motivation grows when you have a clear target. Break big goals into smaller, manageable steps & celebrate each win along the way to maintain momentum.

02

**Establish a Consistent Routine**

A structured routine helps maintain focus and productivity. Even on days when motivation is low, having a schedule keeps you on track.

03

**Visualize Your Success**

Take a moment daily to picture yourself achieving your goal. Visualizing success can boost confidence and push you through challenging moments.

04

**Shift Your Mindset**

Challenge negative thoughts by reframing them. Instead of saying, "I can't do this," try, "I haven't done this yet, but I will." A positive mindset fuels motivation.

05

**Be Kind to Yourself**

Mistakes and setbacks happen—don't be too hard on yourself. Practicing self-compassion builds resilience and keeps you motivated to move forward.

06

**Tackle Small Steps First**

Large tasks can feel overwhelming. Break them into smaller, bite-sized steps. Each completed step brings a sense of progress and keeps you motivated.

07

**Find an Accountability Partner**

Share your goals with someone who will check in and encourage you. A friend, mentor, or colleague can provide the motivation you need when your energy dips.

08

**Use Rewards as Incentives**

Recognize and celebrate progress—big or small. Treat yourself to something enjoyable as a reward for completing tasks to reinforce positive habits.

09

**Prioritize Your Well-Being**

A healthy mind and body make staying motivated easier. Get enough sleep, eat well, and stay active to keep your energy levels high.

10

**Eliminate Distractions**

Minimize anything that pulls your attention away from your goals. Turn off notifications, create a dedicated workspace, and use productivity tools to stay focused.

# Quick Recipe Ideas



🕒 10 MINUTES

## VeggiCheesy Bean Quesadilla



### INGREDIENTS

- 2 tortillas (~\$2)
- ½ cup canned beans (~\$1.50)
- ¼ cup shredded cheese (~\$2)
- ½ tsp paprika or cumin (optional) (~\$0.50)
- 1 tbsp oil (~\$0.50)

### INSTRUCTIONS:

- Mash the beans and mix with paprika or cumin.
- 2. Spread onto one tortilla, sprinkle cheese, and top with another tortilla.
- 3. Heat oil in a pan and cook for 2 minutes on each side until golden brown.
- Slice and serve warm!

🕒 10 MINUTES, ~\$8

## No-Cook Tuna Salad Wrap



### INGREDIENTS

- 1 can tuna (~\$3)
- 1 tbsp mayonnaise (~\$0.50)
- ½ cup shredded lettuce or cabbage (~\$2)
- 1 tortilla (~\$2)
- Salt & pepper to taste

### INSTRUCTIONS:

- Mix tuna with mayonnaise, salt, and pepper.
- 2. Spread onto a tortilla and top with lettuce or cabbage.
- 3. Wrap tightly and enjoy!





## Here are five weird & wacky facts for you!

2

### **Cows have best friends!**

Studies have shown that cows form strong social bonds and get stressed when they are separated from their "best friend". They have specific individuals they prefer to hang out with in the herd!

4

### **Koalas sleep up to 22 hours a day!**

Koalas are some of the sleepest creatures on Earth. They spend up to 22 hours a day sleeping, mainly because their diet of eucalyptus leaves provides little energy, and they need to conserve it.

1

### **You can't hum while holding your nose closed!**

Try it! When you hum, the air needs to flow through your nose. If you close it, you can't create the sound. It's impossible to hum without your nasal passages open!

3

### **Honey is the only food that doesn't spoil!**

Archaeologists have found honey in ancient tombs that is over 3,000 years old and still edible! Its natural preservatives, like low moisture content and acidic pH, keep bacteria from growing in it.

5

### **The Great Barrier Reef is bigger than the UK!**

The Great Barrier Reef is the largest living structure on Earth, stretching over 2,300 kilometers. In fact, it's so massive that it's larger than the United Kingdom and can even be seen from space!