



STUDIO  
*shemewé*

RESTORING HARMONY BY RECLAIMING WHAT'S MISSING

## **EMPLOYEE ASSISTED PROGRAM**

SPECIALIST CULTURE AND  
WELLBEING PRACTITIONER

# EMPLOYEE ASSISTED PROGRAM

## SPECIALIST CULTURE AND WELLBEING PRACTITIONER

Toni specialises in working with First Nations, migrants and people seeking to prioritise their wellbeing. Sessions are offered online, over the phone and in person. Toni's use of a holistic and somatic approach attends to the wellbeing of the whole person including mental, emotional, physical, cultural, social and spiritual aspects.

Employee Assisted Program (EAP) assists employees to resolve personal and work related matters that are disruptive to their wellbeing and lives, at home or work. This is a voluntary and confidential service, to support employees at all levels. Employers determine how many sessions employees can access under the EAP.

### What is offered?

Unlike mainstream EAP which is usually a short-term, problem-solving service, Toni is aware of the complexity in the lives of and the cultural load carried by First Peoples and migrants.

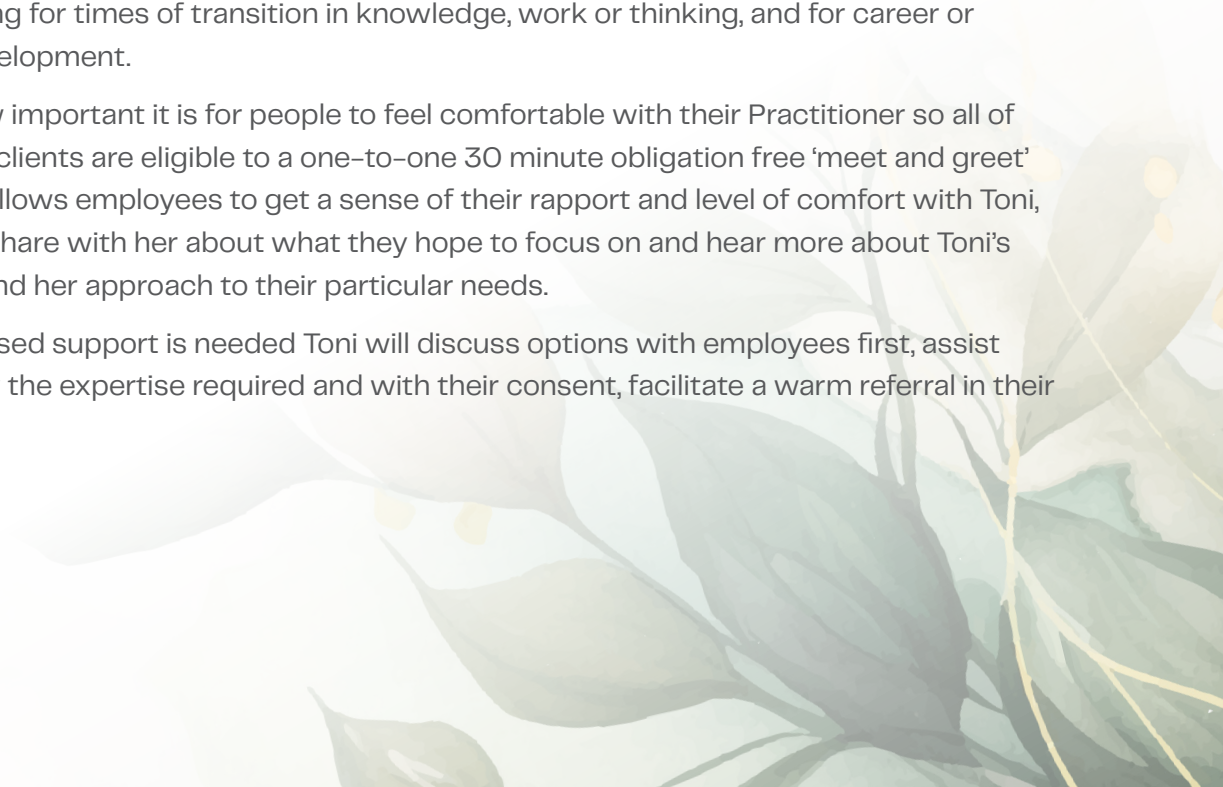
Toni takes the time to establish a foundation with her future clients, ensuring they have a reliable, trusted and safe connection with her. She provides opportunities to build familiarity and knowledge of one another prior to commencing work together and also assures her clients continuity as their EAP practitioner.

Many people are unlikely to open up to and trust a stranger, and for valid reasons. To further overcome barriers to access EAP, Toni offers the following options:

- Attend Toni's free online info sessions to meet and become acquainted with her, ask questions, talk about what you expect from EAP, share what is important to you and hear what Toni has to share about her approach.
- Start with a series of short term coaching sessions that target specific skills, goals and abilities.
- Use mentoring for times of transition in knowledge, work or thinking, and for career or personal development.

Toni knows how important it is for people to feel comfortable with their Practitioner so all of Toni's new EAP clients are eligible to a one-to-one 30 minute obligation free 'meet and greet' with Toni. This allows employees to get a sense of their rapport and level of comfort with Toni, ask questions, share with her about what they hope to focus on and hear more about Toni's working style and her approach to their particular needs.

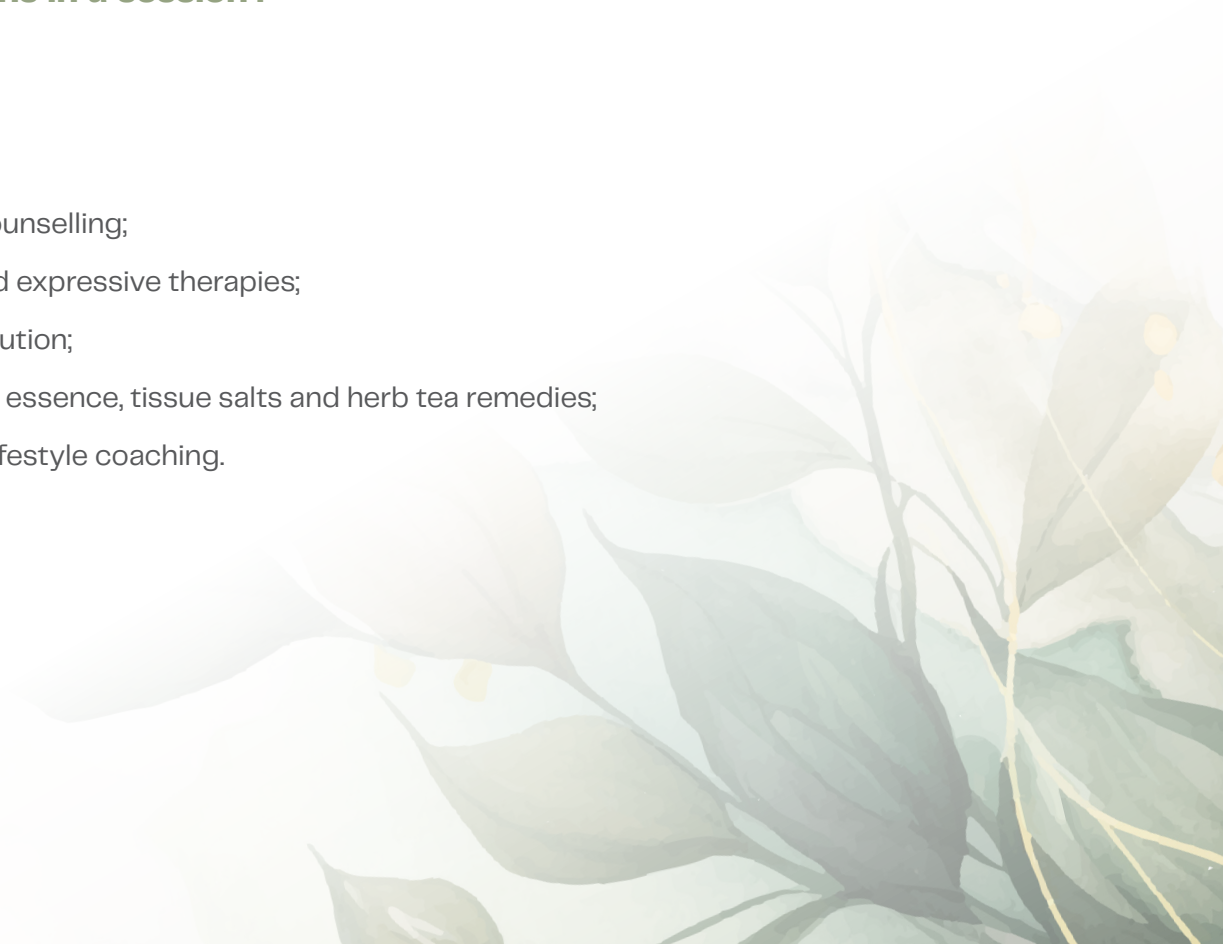
If more specialised support is needed Toni will discuss options with employees first, assist them to identify the expertise required and with their consent, facilitate a warm referral in their community.



## **What type of concerns?**

- Need for guidance
- Discrimination
- Sexual harassment
- Work-related pressure
- Visa issues
- Personal and career direction
- Stress and burn-out
- Difficulties studying
- Anxiety, depression, loneliness, isolation
- Loss and grief
- Fear for personal safety
- Overwhelming health problems
- Problematic substance use
- Critical and traumatic incidents
- Children's behaviour
- Parenting teenagers
- Relationship and friendship issues
- Conflict with community, relatives or neighbours

## **What happens in a session?**

- Listening;
  - coaching;
  - mentoring;
  - embodied counselling;
  - receptive and expressive therapies;
  - conflict resolution;
  - home, flower essence, tissue salts and herb tea remedies;
  - dietary and lifestyle coaching.
- 

## What are the objectives? To...

- Provide people with opportunities to learn, develop and practise new skills for life in a safe, non-judgemental, and encouraging environment.
- Equip people with tools and practical ways to achieve and maintain their desired goals.
- Develop greater awareness and understanding of themselves, others, and the situation.
- Support people to connect to and express more of their authenticity.

## What kind of results can be expected?

- Improved health.
- Reduction in pain.
- Better lifestyle choices.
- Renewed hope and optimism.
- Increased confidence.
- Empowerment and an ability to voice their position, needs, concerns, experience.
- Greater awareness of their rights.
- Restored trust in themselves and others.
- Healthier relationships.
- Clearer communication.
- Stronger boundaries.
- Acceptance.
- More realistic expectations of themselves and others.
- Capacity to heal, change, grow, accept.

## Process

Contact Toni at [info@shemewe.com.au](mailto:info@shemewe.com.au) to enquire or arrange EAP Specialist Culture & Wellbeing Services for your workplace.

Below is the Code of Ethics / Consent form for employees to complete and sign prior to booking their first EAP lesson.

## Booking

An online appointment booking link is provided so employees can self book and reschedule as needed.

## **Welcome**

Toni offers all new clients a complimentary half hour welcome session. This provides employees with an obligation free opportunity to get a sense of who Toni is and how she works; share with Toni the area they wish to focus on, and together determine the best way forward.

## **Reporting**

Upon request, a report to the Organisation provides de-identified information such as the number of employees and lessons completed per week or month as preferred.

## **About Toni**

Toni has over 35 years of professional experience, practice, and training. She has operated a private practice since 2002, worked as a Holistic & Somatic Counsellor for a multicultural specialist organisation, a Health Promotions Officer for a government health facility and Leadership facilitator, mentor and coach for an Aboriginal owned and run company. Toni has mentored and coached leaders in the Asia and Pacific regions and co-facilitated leadership retreats for ASEAN Scholars. She also had the pleasure of participating in knowledge circles led by Arilla (KPMG).

Having worked with people across the age span from 3 to 80 years from all backgrounds and walks of life, Toni knows her stuff, what works, and how to champion learning for a broad range of people.

## **Rates, Cancellation or No Shows**

Payment is expected for any cancellations under 24 hours or no show.  
\$200 per hour plus GST



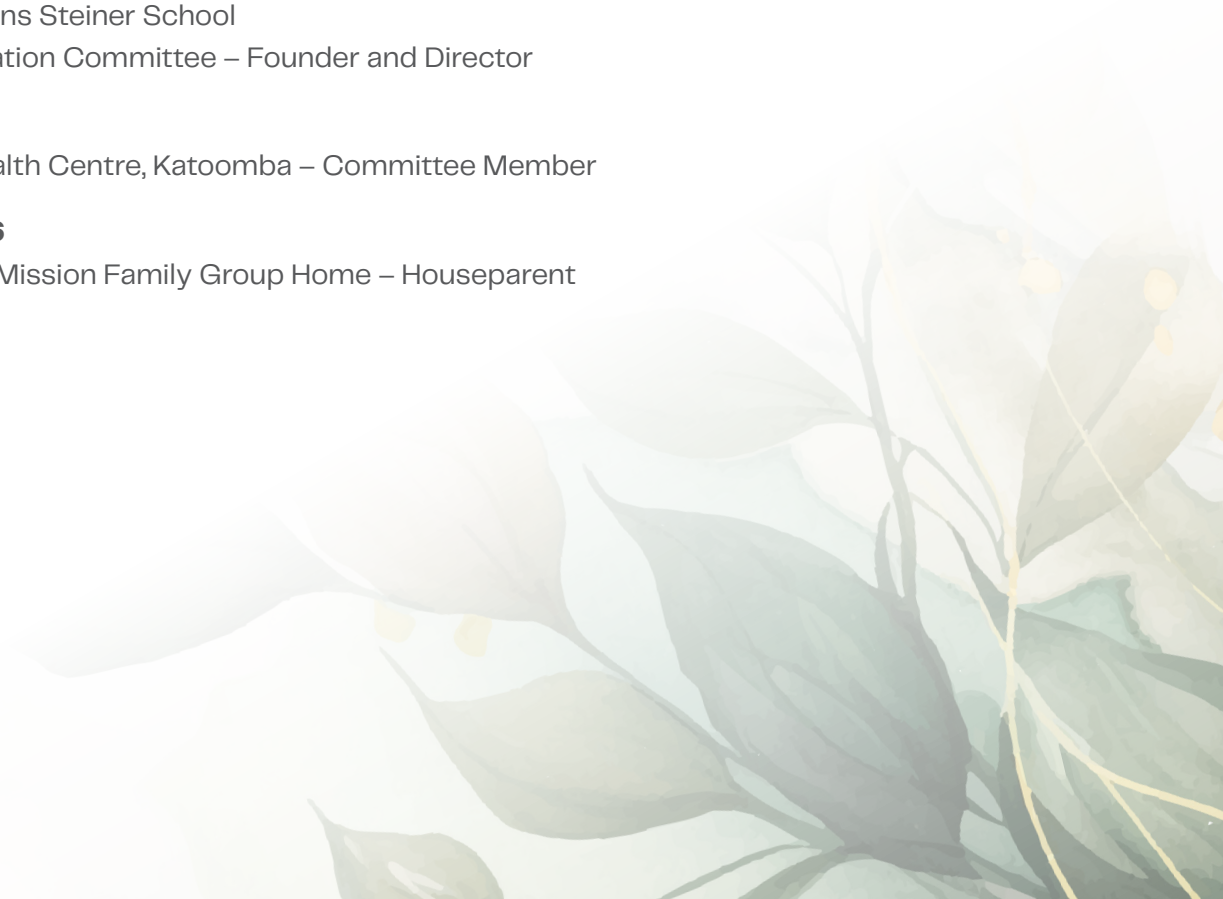
## Qualifications and Training

- 2023 BRiTA Transcultural Mental Health Facilitator
- 2022 Certificate in Mental Health First Aid
- 2022 Certificate in Australian Bush Flower Essences
- 2019 Working Supportively With Refugees: Principles, Skills and Perspectives
- 2019 Collective Trauma Summit, 9 day global event
- 2019 Healing Sexual Trauma
- 2018 Men's Behaviour Change
- 2018 DV-Alert Lifeline
- 2018 Certificate in Somatic Sexology
- 2017 Working with Couples and Working with Men
- 2017 Lewis Deep Democracy Course and International Conference
- 2013 Interactive Drawing Therapy Counsellor (56 hours)
- 2008 Nutritional Biokinetics (160 hrs)
- 2001 Touch for Health Practitioner Levels I – IV (60 hrs)
- 1999 – present Educational Kinesiologist (550 hours+)
- Other: Certificate in Macrobiotics and Anthroposophic First Aid



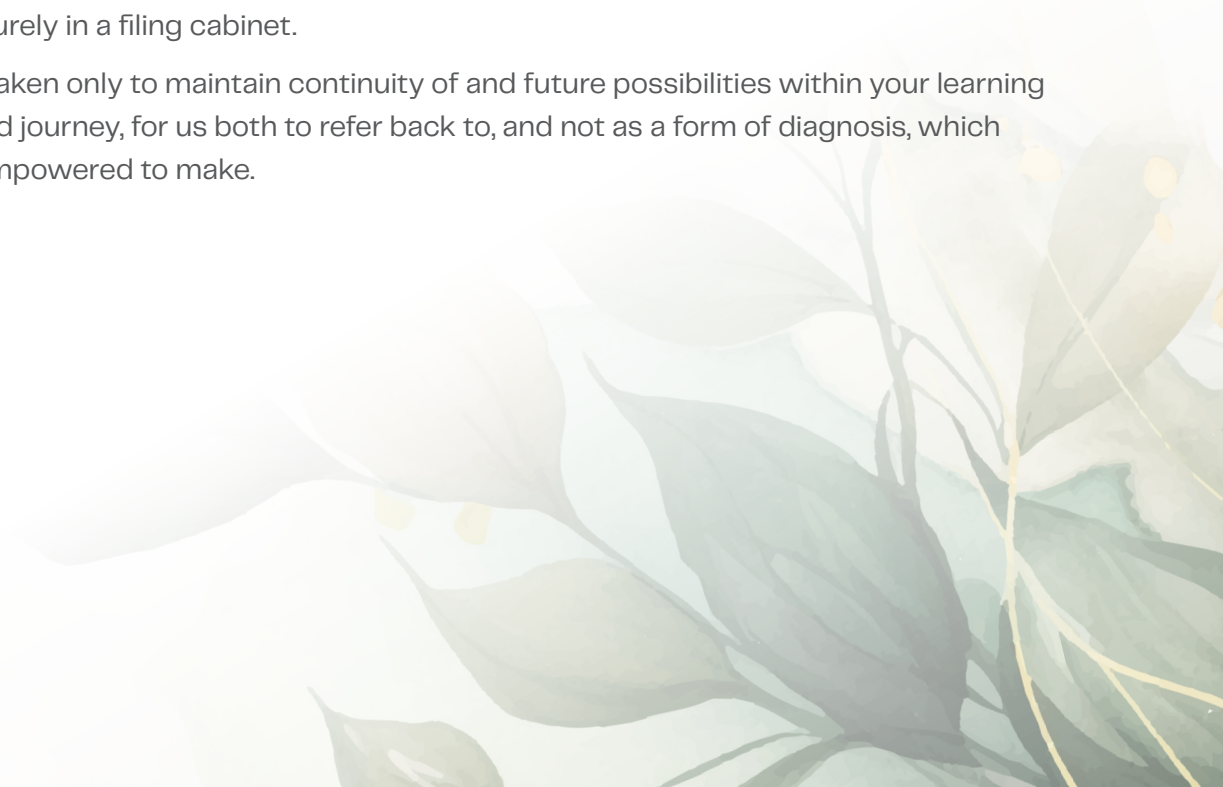
## Community Service:

- **2023 – present**  
Practitioner to people from migrant and refugee backgrounds
- **April – May 2023**  
Flourish Sanctuary, Nimbin – Festival Coordinator and Community Member
- **Aug – Sept 2022**  
Arrilla (in collaboration with KPMG) – Knowledge Holder
- **2018 – 2020**  
Canberra Refugee Support – Volunteer
- **2016 – present**  
Shemewé Community – Guardian
- **2016 – 2021**  
Maternal Health Matters, Safe Motherhood for All Inc. Board – Secretary
- **2009 – 2014**  
Orana Steiner School – Community Hours Program
- **2006 – 2008**  
Help Exchange International Volunteer Network Host
- **2005 – 2006**  
Wäxthuset Rehabilitation Centre, Sweden – Practitioner and Wholefoods Cook
- **2005 – 2006**  
Organic Farms – Farm hand and Cook
- **2003 – 2005**  
Blue Mountains Steiner School  
Parent Education Committee – Founder and Director
- **2003**  
Women's Health Centre, Katoomba – Committee Member
- **1992 – 1996**  
Sydney City Mission Family Group Home – Houseparent



## **CODE OF ETHICS / PRACTISE CONSENT FORM**

1. I work with a somatic, holistic, and learning based approach, not a medical model.
2. I work with an approach that empowers you to take responsibility for your own health and wellness needs.
3. You are encouraged first to look within, then outside for answers, and to see yourself, not someone else, as the expert in your healing and life.
4. Instead of relying exclusively on diagnosis and medication to treat dis- ease and discomforts in life, the somatic, holistic, and learning approach offers other ways to perceive and relate to pain and human suffering.
5. Rather than creating dependency and disempowerment around your health and wellness, through this approach you develop resilience and reclaim the right to choose and self- determine what best serves you.
6. I offer a safe space for learning and practise to occur. I take time, am patient and offer conscious presence to build trust. I honour and orient the learning process to match the pace of learning to you and your needs. I respect your personal responsibility and choices and respect equally the rights of all regarding gender, creed, ethnicity, culture, politics, education, or religion.
7. Working together in this space better prepares you to be ready, willing, and able to take responsibility for your own learning, which includes your wins and gains, hurts and healing.
8. When working in person and using supportive or healing forms of touch, integrity is maintained through professional boundaries so trust through inappropriate intimacy is never violated.
9. Lessons are confidential and are only ever breached when there is concern for the safety of you or others. This will be discussed with you prior to any other communications taking place.
10. Your client file is de-identified, given a code name, held by me as long as you see fit and locked securely in a filing cabinet.
11. Notes are taken only to maintain continuity of and future possibilities within your learning process and journey, for us both to refer back to, and not as a form of diagnosis, which I am not empowered to make.





## THE LEARNING CONTRACT

- I prefer to use the term lessons instead of sessions, in keeping with a process of learning for all involved.
- A learning contract clarifies what happens in your lessons. It is established and agreed to in the first lesson and revised periodically or at the beginning of each lesson depending on your needs.
- Standard lessons are 60 minutes online or over the phone. Longer lessons can be made available as needed or by request.
- Lessons may include talking, debriefing, being listened to, receiving support, coaching, problem solving, reframing, conflict resolution, healing, learning, practising new skills, movement, expressive, receptive, and hands-on therapies performed by yourself.
- Consent from both the learner and facilitator is required for all learning activities and therapeutic interventions.
- A traffic light system is used to maintain safety within the learning process at all times.



## CHECKLIST (completed with Toni)

Late cancellations or no shows will be billed as a lesson. Please call at least 24 hours in advance to reschedule or cancel your lesson.

Confidentiality is essential for trust and safety between the Practitioner and Employee. Please refer to the Code of Ethics and Practise #9, 10 & 11.

Upon request by Employers, a report including de-identified information such as the number of employees and lessons completed per week or month as preferred can be provided. Information obtained during employee contact with me will not be revealed to any person or agency outside EAP without the written consent of the employee.

If an employer has formally referred an employee to EAP, the employee and I discuss what limited information to provide to their employer. Only with the signature of the employee can I reveal any limited confidential information to their employer.

Read and understand the Code of Ethics and Practise.

Discussed and understand the learning contract.

Preference for reminders by text or email?

Discussed fees and cancellations.

I consent to the above protocols and agreements.

Employee name

Signature

Toni H. Signature

Date





[www.shemewe.com.au](http://www.shemewe.com.au)

**TONI H.**

ABN: 63252763745

0432 700 390

[info@shemewe.com.au](mailto:info@shemewe.com.au)