



# Employment Plus

## A guide to our Disability Employment Services





## Welcome to The Salvation Army Employment Plus, we understand that it is never just a job

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The one thing that we have learned from our years of helping job seekers is that every person who walks through our door has a completely different set of aspirations and needs. What makes a role fulfilling for you will be unique to you. So it isn't so much finding the perfect job but a perfect fit for your life and your circumstances.

To find a role that fits you, we start by getting to know you well. We'll work with you to establish the things you do well, the things you enjoy, and what adjustments might need to be made at a work place so that when you start, you are set up for success!

Your relationship with your Employment Plus Consultant is really a partnership. Your consultant will get to know you, understand your strengths, help plan the development of any necessary skills to help you put your best foot forward in your job search, applications and in many cases, pave the way for you and potential future employers. We'll be there as support long after your start.

**First we get you work ready, then we find you the right role, and then we help you settle in so that the role can be fulfilling.**



Jessica from  
"Employable Me"



## We help you get work ready

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We work with you to understand your skills and build your strengths

Arrange training to better connect you with the local job market

Then help you develop your resume and prepare for interviews



## Help you find the right job

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Assist you to search, or search on your behalf, for jobs that are the right fit for you

Provide career advice, support and training throughout the job search



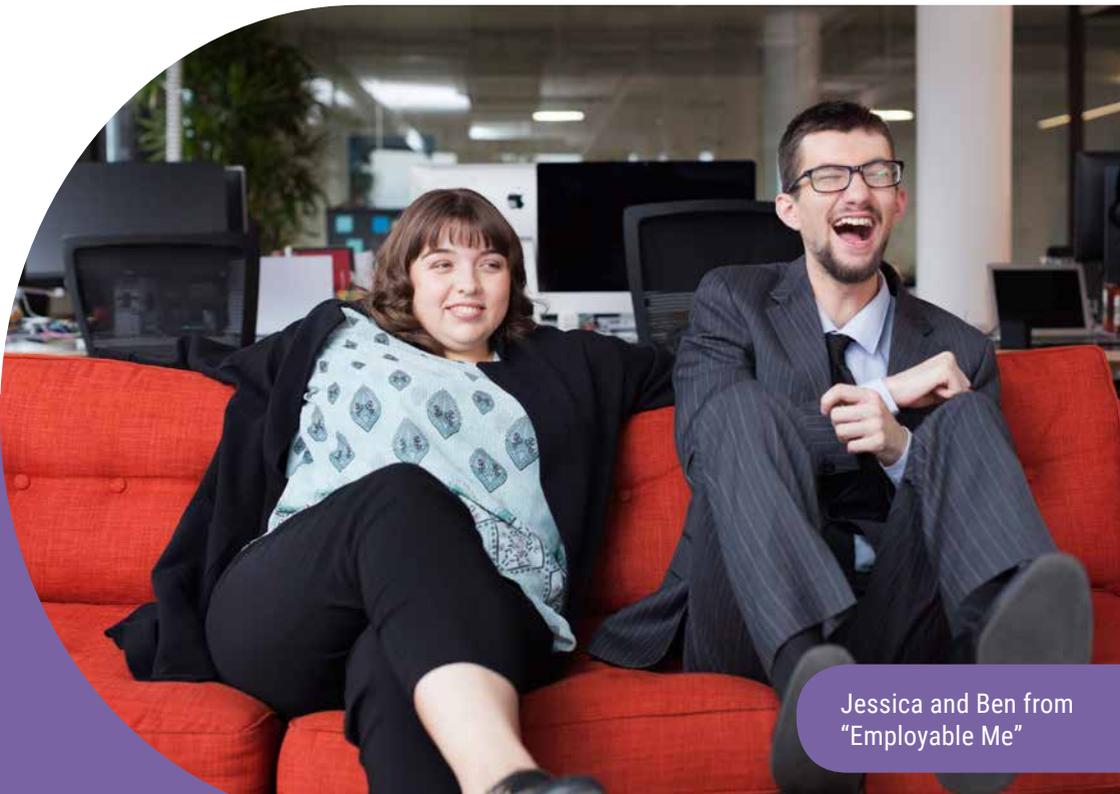
## Make sure you settle in

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Work with you and your employer to ensure your workplace is the right fit for you

Keep in touch to help you settle in

Provide ongoing training and mentoring to support your development



Jessica and Ben from  
“Employable Me”

Jessica and Ben, from the ABC show *Employable Me* have shared with us their experience with their DES provider.



*My DES provider helped me send in the resumes, helped improve the resumes and make it so much more usable for me. We would often drop off our resume to several places and hoped they'd at least consider us.*

Jessica Jovanovic



*A DES provider does a lot of stuff behind the scenes. You have no idea of how much work has been put into it until you actually get to the next stage of getting to the interview.*

Ben Warren

# Our commitment to your employment future

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**Employment Plus is committed to ensuring that all job seekers get the employment opportunity they deserve regardless of their disability, health or medical condition.**

We provide you with immediate access to a tailored service that is flexible and responsive to your needs and circumstances.

## We will provide for you

- One-on-one support to get the most out of your employment search
- Assistance that will match your abilities, capacity and circumstances
- We will work with you at your own pace towards employment
- Help you address any personal barriers and even facilitate retraining if you need to change work fields from previous careers
- Provide access to education and training opportunities
- If you are on an activity tested payment we will help you to meet your activity requirements
- Help your move from DES to employment, providing you with all the ongoing support you need

## This will include

- Direct Job search assistance and helping you develop the skills that will help you obtain suitable, but more importantly sustainable and fulfilling employment
- Regular assessments – to help set employment goals and plans, monitor progress and to work out when you are ready for the next step
- We will provide you with Vocational guidance, assistance, encouragement, as well as help building self-esteem and confidence
- Referral and advocacy – helping you link into the local community and access health or other services
- Practical support – for instance we can provide you with assistance to help you attend interviews or provide payment for training
- Outreach activities – we can also assist participants living in remote areas, or who have special needs



We will work with you at your own pace towards employment. “

## At Employment Plus it is all about individualised support

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**We know everyone is different so everyone we work with has their own program which best suits their individual needs.**

- Your program will be designed for the best outcome for your personal and professional development
- We will work out what you can and want to do
- We will work out what sort of help you need both in the job search and also for continued employment success
- We will take into account any special needs such as distance and travel

You can visit us at your local Employment Plus Site, or we can meet with you where you feel comfortable such as the local coffee shop or drop-in centre.



You can visit us or you can meet with your consultant where you feel comfortable.“

## Sometimes you need more than just help with your job search

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**We are here to help you in any way we can, so if you have a problem or are experiencing a crisis, we encourage you to talk in confidence with your Employment Plus consultant.**

There are many services that we can refer you to, including:

- Support in liaising with Centrelink
- Internal training courses
- Further vocational training and education e.g. TAFE courses or training with an RTO
- Career counselling and direction
- Medical, health and psychological services
- Rehabilitation services
- Drug and alcohol counselling and rehabilitation
- Court and prison services
- Domestic violence services
- Family support services
- Emergency relief and food assistance
- Homeless services
- Migrant services
- Youth and children's services
- Assistance with budgeting



## Not yet registered for DES, but believe that you are eligible?

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People wishing to access DES need to have an **Employment Suitability Assessment test (ESAt)** by Centrelink, and we can assist you with this.  
**DES is divided into two arms.**

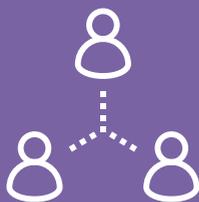
### **Disability Management Service:**

for job seekers with a disability, injury or health condition who require additional assistance but who are not expected to need long-term support in the workplace.

### **Employment Support Service:**

for job seekers with permanent disability and with an assessed need for more long-term, regular ongoing support in the workplace.

The assessment will also determine which of these services is most appropriate to assist you to find work. Following this, we will provide you with your personal Employment Plus consultant.



## Connecting with our service

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### **I'd like to transfer to Employment Plus**

If your provider is no longer providing DES services, or if you would simply like to change to Employment Plus from another provider, please call us on 136 123.

### **New to Employment Plus?**

Visit your local Centrelink office and arrange an Employment Suitability Assessment test (ESAt)

Once that's done, simply let your Centrelink office know that you would like Employment Plus to assist you with your job search.





## What can you expect from Employment Plus?

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**As a registered DES provider, we will always abide by the Disability Service Standards.**

These Standards ensure you will receive the highest level of service and support.

Our staff will have the skills and qualifications needed to best help you. They also treat you with care, and respect your rights and individuality.

### **With Employment Plus you will:**

- Receive services tailored to your individual needs – to get help that is right for you
- Have the opportunity to participate in decision making – to have your say in what you do
- Be treated with dignity and have your privacy respected – your provider must respect you as a person, not let anyone see your personal information without your agreement and make sure what you talk about is kept between you and your provider
- Have access to a complaints/ dispute resolution process – if you are unhappy with the way you are treated by your provider or other staff you can talk to them about it without feeling threatened or getting into trouble.
- Receive professional service – providers must give you the best service they can
- Be assisted by staff with relevant skills, training and experience

## First Steps

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**On commencement, your Employment Plus consultant will make you aware of all the facilities and resources available.**

**You can participate in DES for up to two years. During this time your Employment Plus consultant, in conjunction with you, is required to deliver the following:**

- A 'Privacy Consent Form' for you to sign
- A 'Job Plan' for the duration of your participation – this is an ongoing, 'live' document that will be regularly reviewed with you and updated upon completion
- Finalise your participation or, for the 18 month review, prepare a 'Program Summary' which outlines the services provided to you during your time in the program
- Post-placement support (if required) when you move into employment that meets your "Benchmark Hours". You will still need to keep in contact with your consultant during this time
- Ongoing support (if required) after you have completed six months in employment

### Attendance

You can participate in DES for a maximum of two years, with a review at the 18 month mark.

DES providers, like Employment Plus, are required to contact you regularly with at least one face-to-face appointment every two weeks.

It is important that you keep in touch with your consultant so that we can continue to provide you with necessary support to help you back into employment.



# IT'S NEVER JUST A — JOB!

**The Salvation Army Employment Plus has been connecting Job Seekers with employers for over 20 years, and even since the 1800's The Salvation Army have been helping Australians most at need, find employment.**

In fact, Employment Plus has placed over half a million people in jobs in over 200,000 businesses. The Salvation Army is proud to extend our Employment Plus service to support those with a disability, injury or health condition.

With access to more jobs in more locations we're boots on the ground, phones at the ready to find the right job for you.

**At The Salvation Army, we help provide hope, opportunity and freedom to all Australians without discrimination.**

 [employmentplus.com.au/des](https://employmentplus.com.au/des)

# Your Employment Plus Locations

## KEY

■ Full Time

● Part Time

\* Outreach

## QLD

- \* Beaudesert
- Beenleigh
- \* Boonah
- Browns Plains
- \* Esk
- Goodna
- Ipswich
- \* Jimboomba
- \* Lowood
- Springfield
- Woodridge

## ACT

- Belconnen
- \* Canberra
- Queanbeyan
- \* Tuggeranong District
- Woden

## NSW

- Chatswood
- Gosford
- Hornsby
- \* Long Jetty
- Ryde
- Wyong

## VIC

- \* Boronia
- \* Healesville
- Lilydale
- Ringwood
- Rowville

## TAS

- \* Bridport
- Burnie
- \* Campbell Town
- Devonport
- George Town
- Launceston
- \* Queenstown
- \* Rosebery
- Smithton
- St Helens
- \* Strahan

**Need a hand?**  
We're here to help



136 123



[des@aep.salvationarmy.org](mailto:des@aep.salvationarmy.org)



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Disability™  
Employment  
Services

AN AUSTRALIAN GOVERNMENT INITIATIVE