

Employment Services Job Seeker's Guide

Creating Possibilities,
Careers and Futures



Wesley
Employment
SERVICES

Hope Compassion Justice

A program of Wesley Mission Victoria

Wesley Mission Victoria

Wesley Mission Victoria works within the ethos of the Uniting Church in Australia. Central to this ethos is the conviction that we discover who we truly are when we give of ourselves in love and service, and work together for a fair and compassionate world. To this end, Wesley provides a broad range of community services in Victoria which address disadvantage, whilst advocating on a state and national basis for a just society.

Vision

An Australia where all belong.

Purpose

To work together creatively to reduce disadvantage, so that all people can live life to the full within inclusive communities.

Values

- > Hope
- > Compassion
- > Justice



Wesley Employment Services

Creating Possibilities, Careers and Futures

Wesley Employment Services is one of Wesley Mission Victoria's 50 services, and is part of the Australian Government's Disability Employment Services. Wesley Employment Services is an "Employment Support Service" helping job seekers with a permanent disability and with an assessed need for long term support in the workplace. This includes job seekers who have a permanent disability, injury or health condition.

For over three decades Wesley Employment Services has placed and supported job seekers from the north and western suburbs in a variety of business environments including administration, hospitality, manufacturing and other service industries.

We work with you to develop an Employment Pathway Plan that meets your individual needs. This will set out the services and assistance you will receive to help you find and stay in a job. The Employment Pathway Plan may include education, training, job search, disability management and other assistance. We will work with you every step of the way by getting to know you and your individual circumstances.

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We work with local employers, Registered Training Organisations, state, territory and local governments, community and health services, and other organisations. You will have access to training, skills development, work experience and other initiatives.

Once placed in a job, Wesley Employment Services will continue to support you for at least 26 weeks. If you need further support after this, we can arrange to help you for as long as you need.



What Can We Do For You?

Wesley Employment Services helps you to take important steps towards obtaining employment, working with you one-on-one to develop your own Employment Pathway Plan and supporting you every step of the way.

- Assistance from our experienced Employment Consultants, onsite Psychotherapist and Post Placement Support
- Identifying your current skill levels, training needs, job interests and personal goals
- Finding suitable training programs and assistance with funding
- Selecting appropriate job choices
- Assistance with relevant work experience
- Developing your interview skills



- Job search assistance including resumes and job applications
- Application assistance for apprenticeships and traineeships
- Advocating and reverse marketing job seekers to employers and our career partners
- Access to relevant government funding and wage subsidies for employers
- Funding for work related items such as training, uniforms and appropriate work attire for interviews etc
- Assessment and access to workplace modifications
- Tailored ongoing support once you start work, face to face or phone contact regarding any work issues, industrial relations issues, wage checks (award EBA/rates compliant) or any other work related issues you may have
- If you feel your Job is in Jeopardy due to your condition, we work with you and your employer to find a solution

Wesley Employment Services helps you to take important steps towards obtaining employment.

Are You Eligible for Employment Support Service?

- Are you an Australian resident?
An Australian citizen/permanent resident/ or special category visa holder (SCV)?
- Do you have a disability, injury or health condition that requires long term support in the workplace and can you provide medical evidence?
- Are you of legal working age, from 14 years 9 months?
- Are you unemployed?
- Is your Job in Jeopardy due to your disability, injury or health condition?
- Are you an eligible school leaver?
In fulltime secondary school and looking at post school employment options, part time after school work or a school based apprenticeship.

Job Capacity Assessments and Medical Evidence

During the application process Wesley Employment Services will refer job seekers to a Job Capacity Assessment to help assess which services you will need to help you get a job, and confirm your eligibility and work capacity. Job seekers should take all relevant medical evidence to their Job Capacity Assessment to ensure an accurate assessment.

Medical evidence should include:

- Information about the disability or health condition and diagnosis
- If the condition is permanent or how long it is likely to last
- The effect of the condition on the job seeker, and
- Any treatment that is proposed or has been undertaken

This information may be available from different sources.

Examples of suitable medical evidence include:

- Treating Doctor's Report (TDR)
- General Practitioner or Centrelink medical certificate
- Specialist Medical report
- Hospital/Outpatient's report
- Psychologist report
- Special School report
- Psychometric testing report
- Prescription/sample medication
- Report from community services e.g. drug and alcohol support services

Direct Registrations and Self Referrals

If you would like to register with Wesley Employment Services you can direct register or self refer to join our service. Please bring your medical evidence, photo identification or three other forms of identification and your Centrelink CRN and JSID numbers.

Community Referrals, Information Sessions and Presentations

If you work in the local government, community, health or education sectors you can refer someone you are working with or we can arrange a presentation for individuals or groups at your location or our nearest office.

Please ask your referrals to bring their medical evidence, photo identification (or three other forms of identification) and their Centrelink CRN and JSID numbers.



Contact

Marketing and Relationships on
0403 090 763.

Locations

Address 154 Nicholson St,
Footscray VIC 3011

Postal Address Locked Bag 8,
A'Beckett St PO
Melbourne VIC 8006

Phone (03) 9687 0033

Fax (03) 9687 9616

Address 267 High St,
Preston VIC 3072

Postal Address Locked Bag 8,
A'Beckett St PO
Melbourne VIC 8006

Phone (03) 9416 8699

Fax (03) 9416 8287

Address 56 Chiltern St,
Broadmeadows VIC 3047

Postal Address Locked Bag 8,
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