



Employment

Being employed is an important part of life and it can mean that you can be more independent. It equips you with important life skills like making choices and decisions, but it also means that you can become a part of something. Being employed can include paid employment, volunteering opportunities and other ways you can help in your community.

Your employment can play a role in defining who you are as a person. Often the first thing that people ask is your name and where you work or what do you do? Not having an answer you feel confident with, could cause you to feel uncomfortable in these social settings.

Employment allows us to make a contribution to the community. It allows us to connect with other people and when we do a job well, it can boost our self-esteem. Without employment, it can be hard to be connected to other people. It can be hard to feel a part of things

Finding and maintaining employment can be challenging, especially if you haven't been employed for a while. This module will provide you with the opportunity to assess your own job readiness, identify gaps and be directed to the appropriate resources to become employment ready. Using the Self Discovery Tool will help you assess your job readiness and help you think about what being employed will mean for you, your family and your wellbeing.

Stay connected, remain involved and take control.

- [Am I Ready for Employment](#)
- [Parents and Families](#)
- [Youth](#)
- [Disability and Mental Health](#)
- [Aboriginal and Torres Strait Islander peoples](#)
- [Culturally and Linguistically Diverse \(CALD\) communities](#)
- [Mature Age Jobseekers](#)
- [Employment Resources](#)

Further Information

- [Income support from the Department of Human Services](#)
- [Mentoring and Coaching](#)
- [Retraining and Reskilling](#)
- [Support for Women](#)

- Looking for Employment Step-by-Step
 - Finding a Job
 - Applying for Jobs
 - The Job Interview
 - Registering with an Employment Agency/Government Initiative
- Pre-employment and Continuing Employment Skills
 - Literacy and Numeracy Skills Building
 - Information Technology and Communications Skills Building
- Transport Costs and Support
- Rights and Expectations of Employees
- Accessing Psychology/Wellbeing Services

Links

- [Legal Services Commission of South Australia](#) - Publications to help with legal and other matters.



Employment

Am I Ready for Employment

Employment allows us to make a contribution to the community and to connect with other people. Without employment, it is hard to feel a part of things. But, it can be difficult to find and maintain employment, especially if you haven't been employed for a while. There are many things that you need to think about before you even begin looking for work.

Download our Self-Discovery Tool to assist you in determining “Are you Job Ready?”

Further Information

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Downloads

Employment - Self Discovery Tool - Are You Job Ready?



Employment

Parents and Families

Managing the day-to-day activities of employment and family can be a challenge. However, through planning, organisation and through the support of your family you can manage this.

It's important to think through the values and priorities that guide your choices. Talk honestly with your spouse or partner, or other trusted friends and family, about what you are experiencing including achievements and the challenges in balancing your work and your family. You may find that they are also experiencing things in similar ways, and they may have ideas that will contribute to ways for you and your family to cope with this every day situation.

Building family opportunities

[Building Family Opportunities](#) (BFO) provides practical and professional services that help jobless families with their educational, training and employment needs.

A BFO case manager will help you and other members of your family to:

- find a job
- improve your education and skills
- access services that will help achieve your education and employment goals

Visit the [BFO website](#) to find out more about eligibility criteria.

Further Information

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Employment

Youth

Young people aged 15-24 make up 13% of the population [i]. It can be difficult to know where to start when you are looking for employment.

Sometimes it can be frustrating when you are asked to have job experience, when you were applying for that job to get just that! In cases like that, volunteering, getting a work placement or having a mentor can help. Have a look at our mentoring section to find out what a mentoring program can do for you.

When you are worried about money, it can be tempting to take the first job you are offered. But, did you know that the Department of Human Services can help out with payment while you are looking for work or studying? That way you can concentrate on finding the job that YOU want.

Australian Government - Department of Employment - Transition to Work program

[Transition to Work](#) is a new service to support young people aged 15-21 on their journey to employment. The service will provide intensive, pre-employment support to improve the work-readiness of young people and help them into work (including apprenticeships and traineeships) or education.

We also have lots of handy tips for how to look for job, applying for your perfect job, and what to do on that interview day.

Further Information

- [Income support from the Department of Human Services](#)
- [Mentoring and Coaching](#)
- [Retraining and Reskilling](#)
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 - [Literacy and Numeracy Skills Building](#)
 - [Information Technology and Communications Skills Building](#)

- Transport Costs and Support
 - Rights and Expectations of Employees
 - Accessing Psychology/Wellbeing Services
-

[i] "Australia Age structure". Indexmundi. Retrieved 16/02/2016,
http://www.indexmundi.com/australia/age_structure...



Employment

Disability and Mental Health

The Disability Discrimination Act which came into effect in 1992 makes it unlawful to discriminate against a person on the grounds of disability. In the workplace this means that employers must offer equal employment opportunities and that if a person with a disability can undertake the essential activities or inherent requirements of a job he or she should be given just as much of a chance to do that job as anyone else.

Employers should therefore choose the best person for a job whether that person has a disability or not. They should base this decision on the person's ability to perform the essential activities of the job (e.g. educator, clerk, cook) rather than what they assume a person with a disability can or cannot do.

Disability Employment Services from DSS

[Disability Support Pension](#) provides financial support if you have a physical, intellectual, or psychiatric condition that stops you from working, or if you are permanently blind. If you are eligible, you may receive this payment along with other benefits, including a [Pensioner Concession Card](#). If you start work, you may still receive this payment, depending on the number of hours you work and how much you earn.

[Mobility Allowance](#) helps if you have a disability, illness or injury and cannot use public transport without substantial assistance, either permanently or for an extended period. To be eligible you must be looking for work or participating in paid or voluntary work, study or training. You are not eligible for Mobility Allowance if you are receiving a funded package of support through the National Disability Insurance Scheme.

[Youth Disability Supplement](#) provides additional financial support to young people with physical, intellectual or psychiatric disability who receive certain income support payments.

See the [Department of Human Services](#) website for more information

National Disability Insurance Scheme (NDIS)

The National Disability Insurance Agency (NDIA) is an independent statutory agency. Our role is to implement the National Disability Insurance Scheme (NDIS), which will support a better life for hundreds of thousands of Australians with a significant and permanent disability and their families and carers. The priority of the [NDIS](#) is to ensure people with disability continue to get the support they need. The changes that are required to existing

disability support systems are significant. Arrangements are being made to ensure the scheme can be introduced gradually, ensuring a smooth transition for people with disability and support providers. Read about the trial and roll out and what this may mean [here](#).

To find out how the NDIS can assist you in your state and to check your eligibility, visit their website and look at the [NDIS access requirements](#).

Many employment agencies specialise in assisting people with a disability or severe and prolonged mental illness to find and apply for employment and will also provide additional support and training.

Further Information

- [Income support from the Department of Human Services](#)
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Employment

Aboriginal and Torres Strait Islander peoples

Aboriginal and Torres Strait Islander peoples have much lower employment rates than other Australians due to factors including education, training and skill levels, poorer health, limited market opportunities, discrimination, and lower levels of job retention.

63% of Aboriginal and Torres Strait Islander peoples say that inadequate training and qualifications are a barrier to gaining employment, while 47% say they don't have a good understanding of the rules of the workplace. To get work-ready, Aboriginal and Torres Strait Islander workers from remote communities might need to familiarise themselves with alarm clocks and getting to work without relying on someone from the community. 52% agree that not having the right job-specific training contributed to unemployment levels, while 57% named not having someone within the workplace to help them to settle in and feel supported as a key barrier to achieve employment. The same number believed a lack of numeracy and literacy skills prevented them from getting jobs [i].

Further Information

- [Income support from the Department of Human Services](#)
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- [Accessing Psychology/Wellbeing Services](#)

[i] Source: Creative Spirits, Aboriginal employment, jobs & careers [http://www.creativespirits.info/aboriginalculture/...](http://www.creativespirits.info/aboriginalculture/), accessed 31.03.2016.

Links

- [Training 2 Employment](#) - Training 2 Employment (T2E) places Indigenous people in real jobs. T2E delivers enterprise- based training in tourism and agriculture with a guaranteed job opportunity for all graduates. It has a national scope including operating in rural and remote regions. People are paid a proper wage while they undertake accredited training.



Employment

Culturally and Linguistically Diverse (CALD) communities

Australia is a multicultural society. Almost half of the population were either born overseas or have at least one parent born overseas. Australia is also continuing to grow its international business networks. Our largest trading partners include countries such as China and Japan. It would therefore make good business sense to welcome employees from Culturally and Linguistically Diverse backgrounds.

As a Culturally and Linguistically Diverse employee, you have a lot to offer businesses. You can:

- understand Australia's multicultural consumers
- provide better customer service by using their language and cultural skills
- provide access to new market segments and networks
- expand internationally to overseas markets.

But there are some things that you need to think about when trying to get into the Australian job market, such as overseas qualifications:

For those people with qualifications gained overseas, you may need to accept a job at a lower level than the one you have done in your own country. This will help you to build your Australian work experience and then gain work in your chosen job. For instance, an overseas qualified civil engineer with experience may need to start as an assistant engineer and then work their way up over time to a position as civil engineer. For some occupations it may be necessary to undertake additional training, to ensure that you have the knowledge required for the Australian work environment. This is particularly necessary where there are legal difference between the country where you gained your qualification and Australia.

You should also note that although you may have obtained a degree in your country of origin, this may be recognised at a lower level here in Australia. To gain employment in your chosen occupation in Australia, you may need to undertake more study to reach the required educational level. It is often a good idea to try to find similar work at a lower occupational level whilst you are undertaking your additional studies. This may give you an advantage over applicants who only hold the educational qualification, as you will also have relevant Australian work experience.

All overseas qualified professionals and tradespeople need to have their qualifications recognised in Australia to be able to work in that field. However, recognition alone may not be enough to get your first job. Visit the [Department of Education and Training](#) website to find out more about getting your skills assessed

Employment or training websites for specifically aimed at Culturally and Linguistically Diverse individuals

AMES Australia specialised employment services can help you find the right job. AMES work with the Department of Employment through the jobactive initiative. This means eligible migrants and refugees can receive services for free.

ARA Jobs provides services under the Federal Government's jobactive initiative. They offer specialist employment and training services to Culturally and Linguistically Diverse (CALD) people and are dedicated to assisting clients into employment, especially those who are highly disadvantaged and/or long-term unemployed. They are the only specialist CALD employment service provider in South Australia.

Further Information

- [Income support from the Department of Human Services](#)
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- [Retraining and Reskilling](#)
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 - [Information Technology and Communications Skills Building](#)
- [Transport Costs and Support](#)
- [Rights and Expectations of Employees](#)
- [Accessing Psychology/Wellbeing Services](#)

Links

- [Department of Immigration and Border Protection](#) - This website provides information for individuals and travellers visiting Australia including: visiting Australia, entering or leaving Australia, life in Australia, visa support, importing or buying from overseas, studying in Australia, working in Australia, bringing your family or partners, refugee and humanitarian, Australian Citizenship and more.
- [Department of Social Services - Settlement and Multicultural](#) - The Department of Social Services works to improve the lifetime wellbeing of migrants and refugees settling in Australia by responding to their specific needs, encouraging their independence and participation in the Australian community. They support a productive, harmonious and diverse society for all Australians.

- [National Accreditation Authority for Translators and Interpreters](#) - Our mission, as outlined in the NAATI Constitution, is to set and maintain high national standards in translating and interpreting to enable the existence of a pool of accredited translators and interpreters responsive to the changing needs and demography of the Australian community.
- [National Translation Service](#) - Help for non-English speakers, support for interpreters and translating and interpreting services.



Employment

Mature Age Jobseekers

The mature age worker has many strengths and benefits that are useful and too often overlooked by employers.

Here are just a few [i]:

- They are interested in training and will use it to build on their already great wealth of experience.
- They are often flexible in regard to their working conditions and working hours.
- Statistical research shows that the mature age, tend to take less sick days than younger workers.
- Older workers can relate to the requirements of older customers and have the experience to understand the attitudes of the younger person. Which is not the case in the reverse situation as the younger person hasn't "experienced" mature age.
- Older workers have often developed an attitude of loyalty towards their employers.
- The goal of older workers is not necessarily to retire, many are very keen to continue working even if only on a part time basis

Support for older persons

National Seniors Australia can assist in ensuring that mature aged workers have the skills needed to be successful in the workforce

Don't Overlook Mature Expertise (DOME) is a community based not for profit Employment and Training organisation offering services to mature age unemployed and disadvantaged people in South Australia .

Further Information

- [Income support from the Department of Human Services](#)
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- [Retraining and Reskilling](#)
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[i] DOME, The value of older workers, accessed 01/04/2016< [http://discoverdome.org.au/employers/value-older-w...>](http://discoverdome.org.au/employers/value-older-w...)

Links

- [Self-employment—New Enterprise Incentive Scheme \(NEIS\)](#) - Job seekers who are interested in running a new small business may be eligible to participate in the New Enterprise Incentive Scheme (NEIS), delivered as part of jobactive. NEIS is a programme delivered by a network of 21 providers who provide individualised help for job seekers to become self-employed business owners



Employment

Further Employment Information

Access further information by clicking on each of the following links

- [Income support from the Department of Human Services](#)
- [Mentoring and Coaching](#)
- [Retraining and Reskilling](#)
- [Support for Women](#)
- [Looking for Employment Step-by-Step](#)
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- [Transport Costs and Support](#)
- [Rights and Expectations of Employees](#)
- [Accessing Psychology/Wellbeing Services](#)

Downloads

Employment - Quick Links

This resource will provide quick links to some useful employment information and services.

[Employment--Quick-Links.pdf \[344.85kb\]](#)





Employment

Employment Resources

Downloads

Employment - Quick Links

This resource will provide quick links to some useful employment information and services.

[Employment---Quick-Links.pdf](#) [344.85kb]

Download

Oral Health Information - How to Brush Your Teeth

This easy to read card will help you understand how to brush your teeth, step-by-step (A5 size). Provided by SA Dental, Department of Health, Government of South Australia.

[Oral-Health-Information---How-to-Brush-Your-Teeth.pdf](#) [895.23kb]

Download

Oral Health Information - Medications and your oral health

Sometimes medications may cause you to have a dry mouth which increases your risk of tooth decay, oral infections and gum disease. This information will help you manage your oral health and medications. Provided by SA Dental Service, Department of Health, Government of South Australia.

[Oral-Health-Information---Medications-and-your-oral-health.pdf](#) [278.95kb]

Download

Oral Health Information - Quick Tips

Quick oral health care tips to maintain and improve your oral health.

[Oral-Health-Information---Quick-Tips.pdf](#) [187.84kb]

Download

Oral Health Information - SA Dental Service Clinic List

Need help with managing your Oral Health? To be eligible to attend a Community Dental Clinic, adults (or their adult dependents) need a current Centrelink Pensioner Concession Card or Health Care Card. Clients are usually required to pay a contribution to the cost of their care. Staff will discuss fees before starting treatment. At the School Dental Service, dental care is FREE for all babies, children not yet at school and most children to age 17.

[Oral-Health-Information---SA-Dental-Service-Clinic-List.pdf](#) [43.62kb]

Download

Oral Health Information - Your Oral Health

Your oral health is important, this poster will help with ideas and tips, for managing your oral health, in a step-by-step approach (A4 Poster). Provided by SA Dental Service, SA Health, Government of South Australia.

[Oral-Health-Information---Your-Oral-Health.pdf](#) [528.59kb]

 Download

Oral Health Information - Your Oral Health

This information will help you understand that a healthy mouth is important to your general health and wellbeing (A4 size). Provided by SA Dental Service, SA Health, Government of South Australia.

[Oral-Health-Information---Your-Oral-Health.pdf](#) [4.10kb]

 Download

Links

- [ABSTUDY](#) - ABSTUDY helps cover costs for Aboriginal or Torres Strait Islander peoples who are studying or doing an Australian Apprenticeship
- [AMES Australia](#) - AMES Australia is a specialised employment services can help you find the right job. AMES work with the Department of Employment through the jobactive initiative. This means eligible migrants and refugees can receive services for free.
- [APS jobs](#) - The APS has a wide range of employment opportunities from entry level positions as well as management, technical and administrative roles. The APS offers full time, part time and temporary or non-ongoing roles across a wide range of locations.
- [ARA Jobs](#) - ARA Jobs provides services under the Federal Government's jobactive initiative. They offer specialist employment and training services to Culturally and Linguistically Diverse (CALD) people and are dedicated to assisting clients into employment, especially those who are highly disadvantaged and/or long-term unemployed. They are the only specialist CALD employment service provider in South Australia.
- [Ability options](#) - Ability Options provide a wide range of services to people living and working in New South Wales. These services focus on independence, empowerment, meaningful lifestyles and valued roles within community. They advocate for all people to be included as valued and respected citizens who have unique skills, gifts and personal strengths to contribute to their community.
- [Aboriginal Program Assistance Scheme \(APAS\)](#) - Use this resource to find education programs / resource for Aboriginal and Torres Strait Islander students and parents in South Australia.
- [Access to Allied Psychological Services \(ATAPS\)](#) - ATAPS enables GPs to refer clients to ATAPS mental health professionals who deliver focussed psychological strategies services.
- [Adelaide Car Pool](#) - Rideshare/car pool in Adelaide
- [Adelaide Hills Council](#)
- [Adelaide Metro](#) - The Adelaide metro site, which is free, can help you to find the best route to get to your destination and you can also check for Real Time arrivals to see when your bus/train is on the way
- [Adult Community Education \(ACE\)](#) - Adult Community Education (ACE) providers in your area can help you improve your reading, writing and number skills. Many ACE providers also offer programs to help you get computer and other workplace skills. They can also help you in getting office skills like tables, charts, graphs, word processing and desktop publishing software, internet. You'll learn with other adults in small groups, or even get one on one coaching. ACE programs are usually free or low cost.

- [Adzuna](#) - A national job search engine.
- [Aspitech](#) - Offers cheap, refurbished computers
- [Assistance for Isolated Children Scheme](#) - Assistance for Isolated Children Scheme helps parents or carers of school age children who cannot go to a state school because of geographical isolation, disability or special health needs
- [Australian Apprenticeships](#) - A service available to school-leavers and people re-entering the workforce or wishing to change careers. Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades. When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well.
- [Australian Computer Society \(ACS\)](#) - A PC Recycling Scheme - provides low cost recycled computers to individuals on a low income, charitable or not for profit organisations
- [Australian Institute of Interpreters and Translators Incorporated](#)
- [Australian Job Search](#) - A jobsearch engine.
- [Australian Psychological Society \(APS\) - Find a Psychologist](#) - Find a Psychologist through the APS.
- [Australian Workplace Culture Forum - Videos for CALD Jobseekers](#) - Videos that can provide Culturally and Linguistically Diverse Job Seekers with some helpful information and tips on how to be more successful in finding employment.
- [Austudy](#) - Austudy is for full time students and Australian Apprentices aged 25 or older.
- [Better Access Initiative](#) - The Better Access initiative provides better access to mental health practitioners through Medicare.
- [Building Family Opportunities \(BFO\)](#) - Building Family Opportunities (BFO) provides practical and professional services that help jobless families with their educational, training and employment needs.
- [Car Pool One](#) - Rideshare/car pool in Australia
- [Career One](#) - Jobsearch engine.
- [Catch a Lift](#) - Rideshare/car pool in Australia
- [City of Charles Sturt](#)
- [City of Norwood Payneham & St Peters](#)
- [City of Onkaparinga](#)
- [City of Playford](#)
- [City of Port Adelaide Enfield](#)
- [City of Tea Tree Gully](#)
- [Coseats](#) - Rideshare/car pool in Australia
- [Department of Education and Training Website - Overseas Skills Assessment](#) - The Department of Education and Training website can provide information about getting overseas skills/qualifications assessed.
- [Department of Employment Relocation Assistance](#) - The Department of Employment website can provide information regarding eligibility to receive payment for relocating for a job.
- [Department of Human Services Income Support](#) - The Department of Human Services offers income support if you are looking for work, completing approved studies or have a disability and are looking for work.
- [Department of Immigration and Border Protection](#) - This website provides information for individuals and travellers visiting Australia including: visiting Australia, entering or leaving Australia, life in Australia, visa support, importing or buying from overseas, studying in Australia, working in Australia, bringing your family or

partners, refugee and humanitarian, Australian Citizenship and more.

- [Department of Social Services - Settlement and Multicultural](#) - The Department of Social Services works to improve the lifetime wellbeing of migrants and refugees settling in Australia by responding to their specific needs, encouraging their independence and participation in the Australian community. They support a productive, harmonious and diverse society for all Australians.
- [Diamond House - Clubhouse](#) - Diamond House is a community mental health programme that supports individuals who have the lived experience of mental illness. Through participation in Diamond House, people are given opportunities to explore friendships, rebuild links with family, participate in Work-Ordered Day, educational activities and employment options.
- [Disability Employment Services](#) - Through Disability Employment Services, job seekers with disability, injury or health condition may be able to receive assistance to prepare for, find and keep a job. Disability Employment Services providers are a mix of large, medium and small, for-profit and not-for-profit organisations that are experienced in supporting job seekers with disability and experienced helping businesses to put in place practices that support the employee in the workplace.
- [Disability Support Pension](#) - Provides financial support if you have a physical, intellectual, or psychiatric condition that stops you from working, or if you are permanently blind.
- [Disability and Public Transport SA](#) - The Government of South Australia has made provisions for individuals with a disability to utilise transport services.
- [Don't Overlook Mature Expertise -DOME](#) - Don't Overlook Mature Expertise -DOME is a community based not for profit Employment and Training organisation offering services to mature age unemployed and disadvantaged people in South Australia .
- [Education Entry Payment](#) - The Education Entry Payment is available to people receiving some income support payments, to help with the cost of study.
- [Eligibility for subsidised funding - Women's Education Course - TAFE SA](#) - Information regarding the eligibility for subsidised funding for Women's Education Course through TAFE SA
- [Employment Access \(EA\) \(UCWPA\)](#) - Employment Access (EA) supports jobseekers with a disability, particularly mental health related disabilities, to find and maintain employment. They operate from two main centres and outreach sites across Northern and Western Employment Service Areas. Jobseekers work closely with an Employment and Training Officer to become job ready, assisting with resume preparation, training and interview skills, finding jobs and maintaining employment.
- [Employment Plus](#) - Employment Plus is a website developed by the Salvation Army that assists in deciding what needs to be done, and how to do it, once you've found the job you want. It has tips and advice on job applications, including how to write cover letters and put together a resume.
- [Employment Related Accommodation \(ERA\) program - UCWPA](#) - The Employment Related Accommodation program (ERA) program makes affordable accommodation available to remote residents who wish to relocate from their community to take up opportunities for employment, training or education. The program is funded by the Commonwealth Government through the National Partnership Agreement on Remote Indigenous Housing, is administered by Housing SA, and properties are managed by third party housing managers.
- [Entree](#) - South Australian recruitment firm.
- [Fair Work Ombudsman](#) - The Fair Work Ombudsman can help you understand their rights and responsibilities under Australian workplace laws. They also work with you to resolve workplace issues which may arise. Their services are free to all workers and employers in Australia.
- [Fair Work Ombudsman - Workplace Flexibility](#) - The fair Work Ombudsmen can provide information on rights

and entitlements of employees in the work place, particularly in regards to flexibility in the workplace.

- [Flexible Learning Options \(FLO\)](#) - FLO is a student enrolment strategy aimed to assist school and the wider community in supporting successful engagement and retention of young people in secondary school to the age of 20 identified at risk of disengaging from a mainstream school based learning program.
- [Forward IT](#) - This website helps people new to the internet learn about topics including web searching, email, YouTube, and Skype. The website is designed for you to work on your own, or sit with someone who can guide you through the step-by-step lessons.
- [Generation One VTEC](#) - Generation One VTEC: Vocational, Training & Employment Centres (VTECs) connect Indigenous job seekers with guaranteed jobs and bring together the support services necessary to prepare job seekers for long term employment. VTECs are open to Indigenous job seekers and school leavers and prioritise highly disadvantaged Indigenous job seekers.
- [Green PC](#) - Refurbishes and recycles computers and equipment for use by individuals on a low income and community organisations
- [Hays](#) - A national recruitment agency.
- [Health Heroes](#) - Health Heroes is a website that showcases employment opportunities and information for Aboriginal and Torres Strait Islander people within the health sector.
- [Helping Young People Achieve \(HYPA\)](#) - Helping Young People Achieve (HYPA) assists young people to develop the needed skills to enter the workforce . They can also help you to get work experience placements. Some of their services will give you in-house training course and then participate in a practical experience aligned with real businesses.
- [Hoarding and Squalor SA](#) - A South Australian Service and Support Guide assists the general public and service professionals to navigate their way through local services and provides guidance and strategies to use when dealing with instances of hoarding and/or squalor.
- [Hudson](#) - A national recruitment agency.
- [ITShare SA Inc.](#) - Provides low cost computer systems to low income groups, individuals and communities
- [Indigenous Cadetship Support \(ICS\)](#) - The Indigenous Cadetship Support (ICS) is an Australian Government initiative that improves the professional employment prospects of Aboriginal and Torres Strait Islander peoples. It links Aboriginal and Torres Strait Islander tertiary students with employers in a cadetship arrangement involving full-time study and negotiated work placements.
- [Indigenous Careers](#) - Indigenous careers brings together useful tips about Australian Government jobs opportunities, applications, interviews and career profiles for Aboriginal and/or Torres Strait Islander people.
- [Indigenous Careers & Employment](#) - An Indigenous owned and operated careers site, connecting Indigenous candidates and people with Indigenous expertise and potential employers.
- [Indigenous Jobs Australia](#) - A national employment website dedicated to connecting Indigenous Australian job seekers with employers that are searching for Indigenous employees.
- [Indigenous Youth Mobility Programme \(IYMP\)](#) - The Indigenous Youth Mobility Programme (IYMP) provides opportunities for young Indigenous people from remote Australia to move to a major centre to participate in pre-vocational training, Australian Apprenticeships, Certificate Courses and university courses, such as those leading to nursing, teaching, accounting and business management qualifications.
- [Job Prospects](#) - Job Prospects is committed to working with you to build your skills and develop a plan that achieves your future aspirations by providing a friendly, professional and personal support service individually tailored to your employment needs and goals. Job Prospects also provide you access to a wide range of job

vacancies through extensive employer and industry networks.

- [JobAccess](#) - Offers help and workplace solutions for people with disability looking for work and their employers. JobAccess is a free information and advice service about the employment of people with disability. JobAccess helps people with disability, employers, service providers and the community to access information about services, financial assistance and workplace solutions. You can find useful information about reasonable adjustments, disclosure of disability, disability employment case studies, tools and checkli
- [Jobactive - Indigenous](#) - Jobactive provides links to jobs that are Indigenous Identified Positions, and a register for employers to contact eligible job seekers. .
- [Jobs, education and childcare fee assistance](#) - Department of Human Services payment that provides extra help to pay for approved child care when eligible parents undertake activities such as job search, work, study, training or rehabilitation to enter the workforce as part of a Job Plan or Participation Plan.
- [Life Without Barriers](#) - Life Without Barriers provides care and support services across Australia in urban, rural and remote locations. Services include family support and out-of-home care, disability services, home and community care for older Australians, support to refugees and asylum seekers. We also work in the areas of mental health, homelessness and youth justice and we have a strong commitment to Reconciliation and delivering culturally sensitive programs.
- [LinkedIn](#) - A professional networking site where you can access to people, jobs, news, updates, and insights that help you be great at what you do.
- [MIGAS Apprenticeships and Training](#) - MIGAS Apprenticeships and Training is a not-for-profit entity specializing in finding jobs for and providing apprenticeship and training in the electrical, HVAC, engineering, mining and manufacturing sectors
- [MJP Employment Services](#) - MJP Employment Services is an initiative of Minda designed to support, advise and connect people living with intellectual disability who want to work in the general labour market. They link organisations looking to fill vacancies with suitable candidates and provide ongoing support to ensure positive outcomes are achieved for both the job seeker and the employer. MJP Employment Services is funded by the Commonwealth Department of Social Services (DSS).MJP Employment Services continues to be involved as a me
- [MatchWorks](#) - MatchWorks delivers jobactive Employment Services and Disability Employment Services contracts on behalf of the Federal Government Department of Employment and Department of Social Services. MatchWorks has Work for the Dole Coordinators in Victoria and provides WorkcoverSA and Job Placement services in South Australia.
- [Mens Shed SA](#) - The South Australian Men's Shed Association (SAMSA) was established in 2012 as the peak body representing men's sheds – in all their various incarnations – in SA. SAMSA is affiliated with the Australian Men's Sheds Association, which is the national organisation representing the interests of Men's Sheds around Australia.
- [Migrant Resource Centre](#) - The Australian Migrant Resource Centre (AMRC) is an independent, non-government, leading settlement agency servicing all of South Australia. The AMRC's purpose is to support the effective settlement and participation of people from refugee and migrant backgrounds, particularly those who are new arrivals to South Australia. Using a community development approach, the AMRC supports new arrivals to contribute effectively to South Australia's society, culture, economy and environment.
- [Mobility Allowance](#) - Department of Human Services payment that assists if you have a disability, illness or injury and cannot use public transport without substantial assistance, either permanently or for an extended period. To be eligible you must be looking for work or participating in paid or voluntary work, study or training.

- [National Disability Insurance Scheme \(NDIS\)](#) - The priority of the NDIS is to ensure people with disability continue to get the support they need. The changes that are required to existing disability support systems are significant. Arrangements are being made to ensure the scheme can be introduced gradually, ensuring a smooth transition for people with disability and support providers. Use this link to find out more about NDIS in SA and other states.
- [National Relay Service](#) - If you are deaf or have a hearing or speech impairment you can call through the National Relay Service.
- [National Seniors Australia](#) - National Seniors Australia can assist in ensuring that mature aged workers have the skills needed to be successful in the workforce
- [National Translation Service](#) - Help for non-English speakers, support for interpreters and translating and interpreting services.
- [NewAccess - Coaching Program](#) - NewAccess is a beyondblue program that provides free and confidential support to help you tackle day-to-day pressures. A NewAccess coach, specially trained and experienced, will support you in setting practical goals that will get you back on track
- [NewStart Allowance](#) - NewStart provides financial assistance if you are searching for employment. It supports you while you participate in activities that may increase your chances of finding a job, such as studying or training. The amount of Newstart Allowance you are paid depends on your situation.
- [Nunkuwarrin Yunti](#) - Nunkuwarrin Yunti offers free and confidential counselling as well as psychological services for Aboriginal and Torres Strait Islander children, adolescents, adults and families
- [One Shift](#) - A jobsearch engine.
- [Parenting payment](#) - Department of Human Services payment that provides income support to parents or guardians to help with the cost of raising children.
- [Patient Assistance Transport Scheme \(PATS\)](#) - The Patient Assistance Transport Scheme (PATS) is a subsidy program that all Australian states and territories operate. These schemes provide a subsidy to assist with travel, escort and accommodation expenses incurred when rural and remote Australians travel over 100 kilometres to access specialised health care not available within a specified distance from their place of residence.
- [Pensioner Concession card](#) - Cardholders can access Australian Government health concessions and get help with the cost of living by reducing the cost of certain goods and services.
- [Pensioner Education Supplement](#) - The Pensioner Education Supplement helps with the ongoing costs of full time or part time study in a secondary or tertiary course.
- [Personal Helpers and Mentors Service \(PHaMS\)](#) - PHaMs provides increased opportunities for recovery for people aged 16 years and over whose lives are severely affected by mental illness, by helping them to overcome social isolation and increase their connections to the community. People are supported through a recovery focused and strengths based approach that recognises recovery as a personal journey driven by the participant.
- [Personnel Employment](#) - Personnel Employment is an Adelaide based, specialist employment agency assisting people with a Developmental Disability to find and maintain employment in the mainstream workforce. Personnel employment is a Disability Employment Service (DES) providers and supports over 500 clients and works with some of the State's leading employers.
- [Psychology SA and CEDAS](#) - Psychology SA is a psychology practice based in Bowden (adjacent to North Adelaide) which provides psychological assessment for children along with treatment and support for children

and adults. Psychology SA is committed to using the latest assessment tools and providing evidence based therapeutic approaches to help people achieve positive change, reduce emotional distress and lead rich and fulfilling lives.

- [Public transport concessions](#) - South Australians on low or fixed incomes and Seniors Card holders may be eligible to receive a concession on public transport fares.
- [Reading and Writing Hotline](#) - The reading and writing hotline is a key starting point to find out what literacy courses might be available near you. When you ring the Hotline a consultant will talk to you about your reading, writing, spelling or maths needs and give you details of the adult literacy and numeracy classes available in your local area. If there are no suitable classes available locally the Hotline consultant will give you details of how you can get support by distance delivery
- [Relationships Australia](#) - Conflict is a normal and unavoidable occurrence in a workplace. For some suggestions on how to handle this, visit the Relationships Australia website
- [Relocation Assistance](#) - Sometimes it may be necessary to move to a new place to find employment in the sector that you want. Whilst this is an exciting opportunity to gain new employment and experience new things, it can also be daunting (and expensive). If this is the case, the government can help with you relocation costs. The Relocation Assistance to Take Up a Job programme is an Australian Government programme which helps job seekers to relocate for work.
- [Relocation Scholarship](#) - Relocation Scholarship is a payment, by the Department of Human Services, made once a year if you are in higher education and moving to or from a regional area to study
- [Renewal SA](#) - Renewal SA run training and employment programs with project and other partners so that communities and individuals benefit from our urban renewal activities.
- [SA Government Literacy and Numeracy](#) - Find government information about literacy and numeracy programmes and activities.
- [SA Libraries](#) - Most libraries offer computer and internet classes including basic and intermediate levels. These classes can include such topics as basic internet searching, wireless internet access, or learning to use software such as email, word processing and spread sheeting.
- [SafeWork SA](#) - As South Australia's work health and safety agency, SafeWork SA regulates, promotes and encourages safe, fair, productive working lives
- [Secretariat of National Aboriginal and Islander Child Care \(SNAICC\)](#) - The Secretariat of National Aboriginal and Islander Child Care (SNAICC) are a national non government peak body in Australia representing the interests of Aboriginal and Torres Strait Islander children and families.
- [Seek](#) - A jobsearch engine.
- [Self-employment—New Enterprise Incentive Scheme \(NEIS\)](#) - Job seekers who are interested in running a new small business may be eligible to participate in the New Enterprise Incentive Scheme (NEIS), delivered as part of jobactive. NEIS is a programme delivered by a network of 21 providers who provide individualised help for job seekers to become self-employed business owners
- [Share your Ride](#) - Rideshare/car pool in Australia
- [Skills You Need](#) - The Skills You Need website is able to provide effective communication tips
- [Skills for Education and Employment \(SEE\)](#) - Skills for Education and Employment (SEE) is a program run by the government to help develop speaking, reading, writing or basic maths skills to improve the chances of getting and keeping a job.
- [South Australian Council for Adult Literacy](#) - The South Australian Council for Adult Literacy Inc (SACAL) is a voluntary, non-profit organisation that assists in the development and promotion of language, literacy and

numeracy practices, services and resources.

- [Student Start-up Loan](#) - A voluntary loan for eligible higher education students receiving Youth Allowance, Austudy or ABSTUDY Living Allowance.
- [Sureway](#) - Sureway Employment and Training is a leading employment services provider and training organisation that works in partnership with employers, industry, Government and community organisations to assist job seekers and meet the needs of industry. Sureway specialise in meeting the needs of job seekers by developing their skills, providing personal support and moving them into sustainable employment.
- [Survivors of Torture and Trauma Assistance and Rehabilitation Service \(STTARS\)](#) - STTARS is a non-government, not for profit organisation with no political or religious affiliations. STTARS assists people from a refugee and migrant background who have experienced torture or been traumatised as a result of persecution, violence, war or unlawful imprisonment prior to arrival in Australia.
- [Training 2 Employment](#) - Training 2 Employment (T2E) places Indigenous people in real jobs. T2E delivers enterprise- based training in tourism and agriculture with a guaranteed job opportunity for all graduates. It has a national scope including operating in rural and remote regions. People are paid a proper wage while they undertake accredited training.
- [Training 2 Employment \(T2E\) Video](#) - A video created by Training 2 Employment (T2E) to showcase the services that they can provide for Indigenous jobseekers.
- [TransitTimes App](#) - The TransitTimes app on your phone can help you to find out which transport route is best, or when your bus/train is on its way.
- [Transition to Work Program](#) - An Australian Government, Department of Employment service to support young people aged 15-21 on their journey to employment. The service will provide intensive, pre-employment support to improve the work-readiness of young people and help them into work (including apprenticeships and traineeships) or education.
- [UnitingCare Wesley Bowden - Financial Counselling](#) - UCWB Financial Counsellors provide information, support and advocacy to people in financial difficulty. We provide a free, non-judgemental and confidential service.
- [WEA Adult Learning](#) - The WEA provides learning opportunities for anyone aged 15 years or older (in most courses - there are some age restrictions on individual courses). There are generally no pre-requisites for courses and no assessment or exams
- [Wear for Success](#) - Wear for Success provides professional clothing and work skills training to provide people with the best possible chance of achieving their dreams.
- [Welfare Rights](#) - If you are unhappy about a decision made regarding your employment, Welfare Rights may be able to help you.
- [Western Futures](#) - Western Futures is a Skills for Jobs provider who engages South Australians who are disconnected from learning, training and work, in tailored workforce participation projects that respond innovatively to local skill and workforce needs.
- [What's on in Adelaide](#) - A website dedicated to sharing all the great events and places to see in Adelaide.
- [Where Women Work](#) - Where Women Work is a website that is specifically aimed at helping women enter/return/in the workforce. It offers a range of support services and links that can help you get information and negotiate your place in the workforce.
- [Women's Education Course - TAFE SA](#) - The TAFE Women's Education Course delivers numerous Certificates in Women's Education and aim to increase women's knowledge of the workforce and opportunities available,

develop relevant skills and confidence to enable them to take up those opportunities, develop skills in effective communication and employability, and provide a pathway to further education and training.

- [Women's One to One Learning \(WOOL\) - NEAMI](#) - Women's One to One Learning (WOOL) program engages volunteer mentors trained in adult learning principles to coach clients in the pursuit of their personal learning goals, which in turn will enhance and improve levels of literacy and numeracy leading to more engagement with community and better quality of life.
- [Work Ready Website - Skills needed in South Australia](#) - The Government of South Australia has outlined some sectors as experiencing stronger jobs growth than others. the Work Ready Website provides information on the types of skills needed in South Australia
- [WorkReady - Skills and Employment](#) - This website provides information about the training system and the government subsidised training available from institutions such as TAFE, universities, and apprenticeships in South Australia.
- [Workskil Australia](#) - Workskil Australia is a national not-for-profit organisation, supporting Australians to achieve sustained economic and social self-reliance. They provide a range of employment, work experience, disability, youth, Indigenous and health services.
- [Workskills - Tips for Working Parents](#) - A great handout from Workskills offering tips for working parents such as organizational skills to employ to balance work / home life
- [Youth Allowance](#) - Youth Allowance provides financial help for young people who are studying full time, undertaking a full time Australian apprenticeship, training, looking for work or temporarily incapacitated for work or study.
- [Youth Central](#) - Youth Central is a Victorian website has videos, sample resumes and coversheets that you can download.
- [Youth Disability Supplement](#) - Department of Human Services payment that provides additional financial support to young people with physical, intellectual or psychiatric disability who receive certain income support payments.
- [Youth Services - Playford Community](#) - This resource provides a list of organisations located within the Playford or surrounding area that provide services to or programs for young people aged 12 - 25.
- [Yunggoorendi Student Engagement - Flinders University](#) - Yunggoorendi Student Engagement staff can provide Aboriginal and Torres Strait Islander students with information and assistance regarding access to financial support to study at Flinders University.
- [jobactive](#) - jobactive is the Australian Government's way of getting Australians into work. It connects job seekers with employers. Your jobactive provider will meet with you to help you find work and develop a Job Plan. They'll also connect you to a range of other government initiatives, including relocation assistance, wage subsidies, training and apprenticeships.