My Employment **NDIS** Guide

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Name .....

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ABOUT THIS EMPLOYMENT GUIDE

If you are preparing to leave school, or seeking employment, this guide can help you think about goals for your career and understand the process of transitioning to employment under the NDIS.

This booklet has been designed to be used with your NDIS Planning Guide. If you need help to complete this booklet, or want to talk about the National Disability Insurance Scheme (NDIS), please contact Minda's Disability Choices team, or use our MyChoices online tool. You can also ask a family member, carer or friend to help you.

PATHWAY TO EMPLOYMENT

If you have a disability, you can now access a range of services to start your employment journey.

Our Pathway to Employment Coordinator can help you find a job or work experience that matches your skills and abilities.

Pathways to Employment is for:

- School students (aged 15 – 17) seeking work pathways
- School leavers
- Work ready adults
- Non-work ready adults

Your Coordinator works with you to build your skills, help you get a job and support you to reach your career dreams.

Access **MyChoices** Minda's FREE pre-planning tool at **mindainc.com.au/mychoices**

About Me

NEED HELP?
Call Disability Choices on 1800 164 632 or access MyChoices, Minda's online tool at **mindainc.com.au/mychoices**

My date of birth .....

Suburb I live in .....

School level completed and year (e.g. Year 12 in 2016) .....

Who helps me make decisions about work or other needs? .....

.....

Name of person who helped me fill out this guide:.....

If you already have a profile, you can attach a copy here.

STEP 1 My Work:

Circle the **'HOW DO I KNOW IF I'M READY TO WORK?'** options that best apply to you

For most people an 'ordinary life' means transitioning from school to further education or into the workforce. For some people with disability, this is not easy without support to transition into employment or to develop the skills needed for further opportunities in the community.

HOW DO I KNOW WHEN I'M READY TO WORK?

Are you completing Year 12, or looking for a job?

Would you like to earn a wage?

Do you want a more fulfilling week?

Do you want to learn new skills?

Do you want to be part of the community and make friends?

STEP 2 My Likes:

THINK ABOUT

Think about activities and interests that you might like to do as a job.

The best part of my week is .....

.....

My favourite subject/s at school is/was.....

.....

My hobbies and interests include .....

.....

Social activities I enjoy are.....

.....

The skills I'm most proud of are .....

.....

Jobs I've had before are.....

.....

STEP 3 Activities I enjoy are:

Circle all the activities you enjoy. You can add more activities like motorsport.

Cooking

Gardening

Building

Art

Sport

Shopping

Computers

Craft

Being with animals

Music

Other ……

Circle your choices from the two lists and think about other things you'd like to add.

STEP 4 I like to:

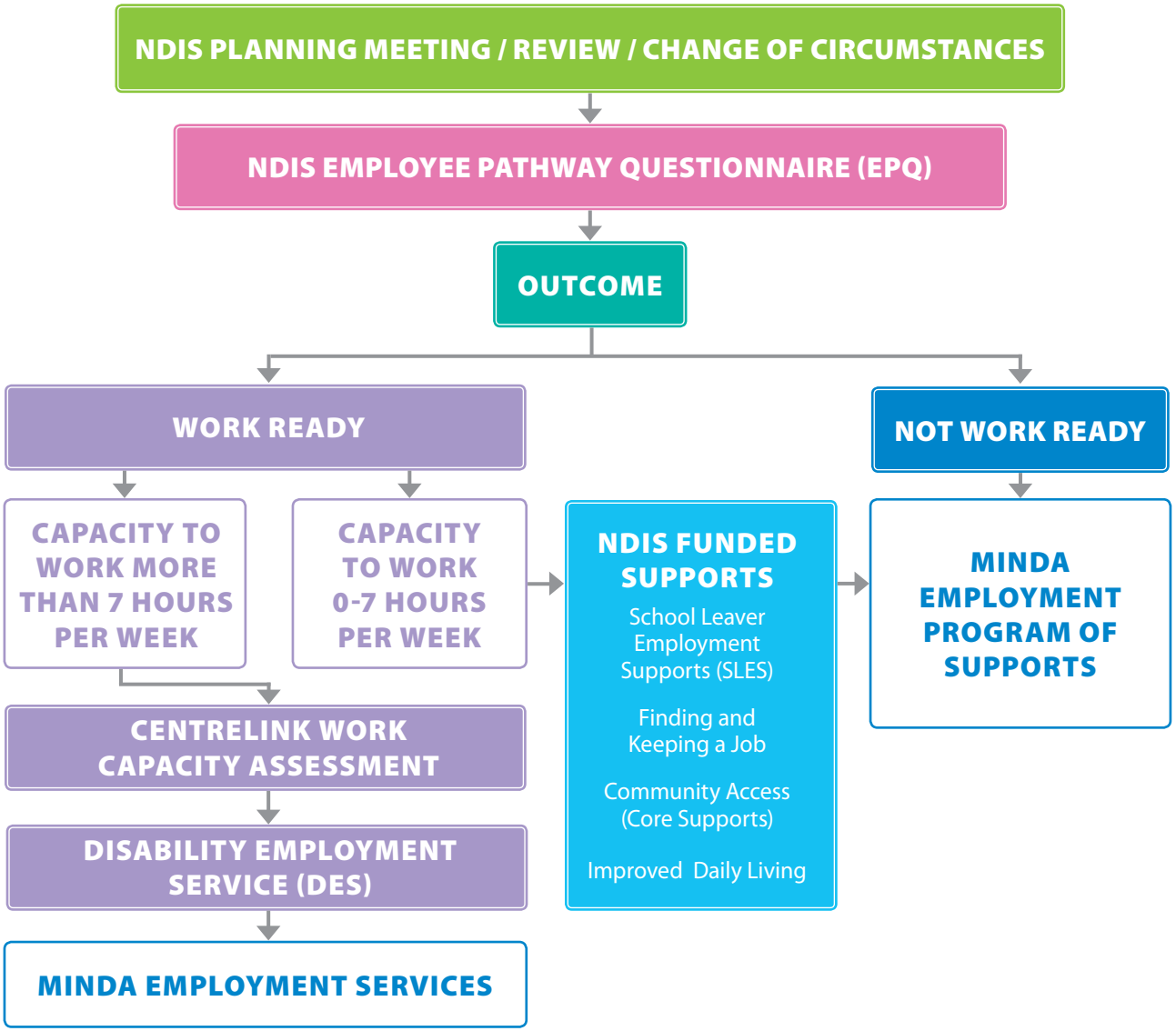
- Have a routine
- Be creative
- Be around other people
- Try different things
- Be outside
- Spend time in quiet places
- Have someone support me
- Other……

STEP 5 My Supports:

Do you need assistance with….

- Sensory impairment
- Hearing impairment
- Visual impairment
- Mobility
- Personal care
- Sensitive to loud noises
- Dietary
- Travelling to work (consider distance, public or private transport)
- Transport
- Support to manage behavior
- Other……

Employment & Community Pathways



The National Disability Insurance Scheme (NDIS) supports a range of employment and community pathways. The Employment and Community Pathways diagram can help you understand the first steps toward employment and community pathways in an NDIS environment. The following pages will explain in more detail the content in the pathway diagram.

NDIS PLANNING MEETING / REVIEW / CHANGE OF CIRCUMSTANCES

The conversation you have with an NDIS Planner to determine the amount of funding for supports you can receive.

NDIS EMPLOYEE PATHWAY QUESTIONNAIRE (EPQ)

If you are a Year 12 school leaver, the NDIS Employee Pathway questionnaire is conducted during your NDIS planning meeting/review to determine if you would benefit from support to prepare for work (SLES). Completion of the questionnaire determines the best pathway for you to transition to work and the degree of support to best suit your needs.

OUTCOME

The outcome will determine where in the employment and community pathway you could start your journey.

WORK READY

Work ready is a person with disability who has the capacity to work 8 hours or more per week with low to medium support, may be eligible in the general labour market may be eligible for the Disability Employment Services (DES) funded by the Australian Government.

NOT WORK READY

Not work ready, identifies a person with disability who is not eligible for Disability Employment Services (DES) because their work capacity is less than 8 hours per week. The level of support required depends on the participant's readiness for work and previous work experience.

NDIS Funded Supports

SCHOOL LEAVER EMPLOYMENT SUPPORTS (SLES)

For young people with disability, having a job is much more than earning a wage.

School Leaver Employment Supports are available to you if you are:

- Eligible for the NDIS
- Identified as suitable through an Employment Pathway Questionnaire at your NDIS planning meeting

SLES offers individualised support for up to 2 years after you leave school.

Minda's employment officer can tailor an employment pathway to suit your needs and employment goals by engaging in SLES activities.

FINDING AND KEEPING A JOB

This NDIS support means you can explore a range of work experiences and develop your skills, with the goal of successfully finding and keeping a job in the open or supported labour market.

Minda Employment will work with you to prepare you for employment, with activities such as job searching, resume writing and interview training, as well as providing specialised support to help you find a role that suits your interests and needs.

This support continues throughout your employment, with confidence building, communication in the workplace, team work and other skills development activities, aimed at helping you retain your current employment and enjoy your work life.

COMMUNITY ACCESS (CORE SUPPORTS)

The Community Access program involves working with people with disability who are socially isolated, or involved mainly in group-based supports, in order to increase independence and social participation. You can also join Community Access if you want to progress to employment.

In order to achieve successful outcomes, Minda Employment will work with you and your family to identify community interests, overcome barriers to participation and create opportunities for capacity building for future employment, with support.

Our program focusses on successful outcomes, with Employment and Community Access working together to ensure you achieve your full potential.

IMPROVED DAILY LIVING

For people with disability seeking employment, Minda Employment can work with you to increase your skills for independence and community participation in a range of areas, including but not limited to:

- Budgeting and planning purchases
- Travelling independently
- Getting ready for your work day
- Improving interactions with your social networks
- Home life skills, such as cooking and cleaning

This can also include therapeutic supports such as physiotherapy, speech therapy and occupational therapy.

So what can these supports look like?

PHASE 1

Employment assessment and counselling

Minda Employment staff will work with you to assess your skills and abilities and identify the things you want to achieve. Together, we will create a tailored pathway plan, identifying your goals and the level of support you will need. Regular meetings with your Employment Coordinator will ensure you keep on track to achieve your goals.

PHASE 2

Developing confidence and skills

Your Employment Coordinator will focus on developing your skills and confidence and may include an employment plan and work readiness plan.

Skill development may include:

- Communication skills
- Working in a team
- Building confidence and self esteem
- Accessing your community
- Learning about the world of work
- Building on your networks
- Developing an employment portfolio
- Increasing your work skills
- Developing resilience
- Work experience

PHASE 3

Mentoring, job shadowing, job search and placement

Your Employment Coordinator will coach and support you as you develop new skills, confidence, set goals and help guide you toward success and achievement. They will support you every step of the way, arrange job shadowing opportunities in the workplace and plan a job search for you.

PHASE 4

Gaining further skills

You may wish to undertake training and gain qualifications in your field of interest – food handling, barista, first aid, gardening – there are many opportunities including foundations for work training. Once you are in employment, we offer post placement support.

PHASE 5

Put learning to work

There are so many options, including unpaid internships, volunteering, paid employment, supported employment and community access that will help you to have a go, get involved and achieve!

PHASE 6

Post-work assistance

This applies if you are not successful in finding or retaining employment.

Your Employment Coordinator will work with you to consider options for community access and skill development to help future employment opportunities.

DO YOU NEED SOMEONE TO TALK TO?

Feeling overwhelmed, confused or need some direction? Our expert staff have a detailed understanding of the disability sector and can help relieve the stress on you and your family. We are here to listen and to make your life easier.

Notes

Notes

WE CAN HELP YOU UNDERSTAND THE NDIS AND...

- Plan for your future
- Guide you through the application process
- Identify what you're eligible for
- Find support and services to suit you
- Prepare you for your NDIS planning meeting
- Help you track and meet key goals and milestones

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Access MyChoices Minda's **FREE** online pre-planning tool at **mindainc.com.au/mychoices**

Disclaimer Minda acknowledges there may be a perceived conflict of interest in assisting people to complete this guide. However, every endeavour has been made to ensure that unbiased information and advice has been provided.

CONTACT US

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DISABILITY CHOICES CAN HELP YOU AND YOUR FAMILY NAVIGATE THE NDIS

We can help with:

- Employment
- Supported Independent Living
- Housing
- Flexible supports
- Wellness and therapy

BRIGHTON
King George Avenue,
North Brighton SA

ELIZABETH
Shop 3, 53-57
Elizabeth Way,
Elizabeth SA

MODBURY
928 North East Road,
Modbury SA

MOUNT GAMBIER
Commerce Arcade, Shop 3
28 Commercial Street West
Mount Gambier SA

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Since 1898 families have trusted Minda to find support that is customised to your needs, focussed on your family, compassionate, respectful, flexible and person-centred.

February 2018