



ABOUT OPEN MINDS

Open Minds is a not-for-profit, charitable organisation with a mission to support people with mental illness, intellectual disability or acquired brain injury to live independently and well within the community.

Our range of services includes:

- Disability Employment Services
- Lifelong Planning Support Program
- Acquired Brain Injury Support Service
- Personal Helpers & Mentors Program
- Lifestyle Support Service
- Residential Support Service

Building Confidence and Motivation

A job seeker with Aspergers Syndrome initially had anxieties about attending Open Minds' Job Club environment. Her Employment Consultant discussed Job Club, and the job seeker agreed to give our Job Club a go. She was supported by her consultant through her anxieties and fear of participation, took part in assisted job search activities and was empowered to undertake self-directed job search. Before too long, with assistance from her consultant, she applied for a job at a restaurant, and got it. While attending Job Club she learnt to interact with others, which assisted in reducing the social isolation she had previously experienced.

Our Disability Employment Services

We know how important it is to have a job. At Open Minds our employment consultants assist people to gain and sustain the type of work that's right for them. We know that having a mental illness or a disability can pose additional challenges in finding and keeping a job. Our staff offer all kinds of support tailored to each person's needs, which can include being part of our Job Club.

We also know that while full-time work is right for some people, for others, one or a few days' work a week is a better fit. We listen carefully to our clients and help them build a plan to get working. We help our clients get job ready, and if our clients want us to, we will work with employers to create supportive workplaces in which our clients can be a success.

We also help our clients to focus on and promote their strengths at work and offer ongoing workplace supports to both individuals and employers where needed.

Our Disability Employment Services support is available through two programs:

- **Disability Management Service**
for people who require some assistance but don't need long-term support in the workplace.
Open Minds delivers the Disability Management Service in contractual partnership with Ostara Australia.
- **Employment Support Service**
for people who have a permanent disability and require ongoing support in the workplace.

INFORMATION AND REFERRALS

**Open Minds
Employment Services**
66 Annerley Road
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This service is funded by:



Australian Government
**Department of Education, Employment
and Workplace Relations**

Open Minds delivers the
Disability Employment Services – Disability Management
Service in contractual partnership with:



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Disability Employment Services

Vocational support and employment programs for job seekers experiencing disadvantage, disability or mental illness



WHO IS ELIGIBLE?

We take into consideration everything, from people's employment interests and skills, access to transport, hours of work required and the type of environment that would best suit them to ensure that they are happy with the final outcome.

People are eligible for vocational assistance with Open Minds if they:

- want to work eight hours or more per week;
- require support to obtain and maintain employment;
- have had, or have, a psychiatric, neurological or intellectual disability, acquired brain injury, learning disorder, or autism; and
- are eligible through Centrelink to access a Specialised Employment Agency.

(People who are employed may also be eligible for Job in Jeopardy Services.)

HOW OUR SUPPORT WORKS

1. Initially, we meet with each client to gather information and design an employment pathway plan. This process helps us to understand each client's experience and goals and the best way to achieve their objectives.
2. Together, we then work through the required strategies and address any individual barriers.
3. We provide access to interpreters and translators upon request.
4. We then assist each client to find suitable employment and offer ongoing support in the new job.

HOW WE CAN HELP

Open Minds' Employment Consultants work with each person to:

- Support employment goals;
- Address barriers that make it difficult to obtain and keep work;
- Identify suitable career options;
- Develop or update a resume, targeting skills and industry types;
- Access training to gain skills;
- Access traineeships and apprenticeships;
- Boost skills and experience through volunteer work or work experience;
- Search for advertised position;
- Canvas employers for job opportunities;
- Write application letters and address selection criteria;
- Improve interview techniques;
- Negotiate the recruitment process;
- Maintain employment through on-the-job training and support;
- Access workplace modifications if required;
- Proactively resolve conflicts or issues whilst at work.

EMPLOYERS

When it comes to recruiting new staff, Open Minds understands employers' needs.

At Open Minds we take the time and care that is needed when selecting the right employee, and we understand that finding the right person for each job is fundamental to a productive, successful business.

We can provide employers with a hand-picked candidate or, if preferred, a selection of pre-screened candidates with whom employers can meet.

We specialise in finding sustainable employment in the open market for individuals who experience barriers to employment. Our job seekers are punctual and reliable when given an opportunity.

Open Minds also offers ongoing support to employers and employees to ensure sustainability of employment. Importantly, we are not a recruitment agency; our passion is to successfully match job seekers with employers, **free of charge.**



Work experience is a mutually beneficial opportunity for employers and jobseekers to trial a potential job to determine suitability to the work and environment.

EMPLOYER BENEFITS

In addition to receiving a dedicated Employer Engagement Consultant to assist in the recruitment process, Open Minds also offers:

Flexible In Work Support

When required, our Employment Consultants can provide ongoing support to employers and their new employee(s).

Workplace Modifications

We can access funding for the purchase of special equipment and workplace modifications to suit workers with physical or sensory impairments.

Subsidised Wage Program

Open Minds' Disability Employment Services can arrange a subsidy to offset the initial cost of trialling, training and employing a new staff member. In some instances we can offer further financial incentives, such as Supported Wage Subsidy (SWS).



people supporting people

Quality

Expertise

Effectiveness

Accountability