

# SACC NEWS

SA Career Consultants

Spring 2007

## *Welcome from Karen's Desk... ..*

*With the coming of spring, we can all feel the surge of energy and anticipation. This applies to not only the plants and trees about to spring forth, but to some new faces on the team and new initiatives being launched. We've had an amazing couple of months with job starts, with 22 people starting new jobs since the beginning of July. This trend is intended to continue since we've recruited a full-time person to build relationships with employers and source new vacancies, and this is in addition to our existing star who is not only recruiting interested employers but providing valuable training to staff. It's an optimistic time at SA Career Consultants, and we expect that you will see the benefit of our new resources soon.*

*Please enjoy this newsletter and let us know if there's anything we should include in our next one!*

***Karen Osborne, Manager, Disability Employment Services***

### **Work for the Dole Program**

Work for the Dole is a program that is designed to give unemployed people a chance to gain valuable skills in a work environment. You can volunteer for Work for the Dole if you are on a Disability Support Pension, Newstart, Youth Allowance (and are over 18) or if you are on a Parenting Payment.

There are great benefits to being involved in a Work for the Dole Program such as: building confidence, gaining work knowledge, understanding what work you want to pursue, team building experiences, meeting new people, problem solving skills, possible referees, additions to your resume, and the list goes on! You may also be able to accumulate training credit of up to \$800 to spend on a course that will increase your employability.

SACC will assist clients to connect to the Work for the Dole Program while you are involved in DEN. Your consultant will remain in constant contact with you throughout your Work for the Dole placement.

### **Welcome to...**

There have been new additions to SACC over the last few months! We would now like to officially greet some fresh faces.



Rikki Dansie, Amanda Veal, Amelia Hamilton and Steve Hardman have all joined the DEN team. Rikki, Amelia and Steve are Consultants and Amanda is the new Client Liaison Officer.

Welcome aboard!

## Budgeting

Budgeting is one of those life skills that can be difficult to stick to, but definitely worth mastering! Below is a simple guide to budgeting. It calculates a budget on a fortnightly basis, but you can calculate it weekly, monthly or yearly.

**Step 1: INCOME.** Write down all of the income you receive from employment or benefits, etc.

**Step 2: EXPENSES.** Write in a column all of the expenses you incur such as rent, groceries, bills, etc.

**Step 3:** Add all of your expenses up.

**Step 4: TOTAL.** Take the amount of expenses away from the amount of income.

If you follow these steps you will be able to see if you are spending more money than you are receiving and where exactly your money goes.

### TIPS for budgeting:

- Every week may be different – for example you may have a dinner to go to one week or a hairdressers appointment another. Try to average out these expenses. For example if you have your haircut monthly and it costs \$40 then weekly you will be spending \$10 on haircuts or \$20 fortnightly.
- Be as accurate as possible. Look at actual expenses and real income – not income you hope to get, or expenses that may not eventuate.
- You pay your bills sometimes monthly or 3 monthly. If you are calculating your budget for a week ensure that you divided the weeks in the month. For example a gas bill may be \$300 for 3 months. There are 13 weeks in 3 months. This means your weekly gas bill will be \$300 divided by 13 = \$23 a week or \$46 a fortnight.

- Stick to a limit when going grocery shopping. Make a list of what to eat before you go!
- When doing your budget, make sure that you use the same time frame for your income and expenses. For example, if you are calculating fortnightly payments, ensure you are calculating fortnightly expenses.

### FORTNIGHTLY BUDGET

Money In (INCOME)	Money Out (EXPENSES)	TOTAL
Centrelink \$285	Rent \$175	
Casual Job \$150	Groceries \$120	
	Cleaning Products \$15	
	Mobile \$15	
	Medical Bills \$15	
	Bus Tickets \$15	
	Electricity \$25	
	Clothes/Shoes \$15	
	Health Insurance \$25	
\$435	- \$420	= \$15

### TIPS for saving money:

- Make your own lunch and take it to work or training courses rather than buying it everyday may save you money.
- Taking the bus, riding a bike or walking rather than driving may save you money.
- Buying 'cheaper' brand products at the grocery store may save you money.
- Credit cards can leave you in debt and mean paying back interest. Try to minimize their use.

---

## Determination Wins!

---

At the age of 13, **Rino** was hit by a car and left with a brain injury and paralysis of his right arm and leg.

After many years of rehabilitation, Rino was ready to work and found employment.

Over the next 26 years, Rino succeeded at many jobs and even ran his own business for 1 year. In 1994, a tumor was removed from behind Rino's right ear, which resulted in hearing loss on that side. Unfortunately, as can happen to anyone, Rino was retrenched in March 2006.

Rino then joined SA Career Consultants (SACC). We assessed his abilities and support needs, created a resume and helped him to work on his confidence. As Rino still wasn't sure what he could do for a job, SACC arranged a 10 day unpaid work experience with a local Financial Institution in Administration. SACC covered the insurance for Rino's work experience. Rino proved successful at many Admin tasks, but his work experience showed that it wasn't the right job for him. Rino learned that he wanted to work in a role helping people rather than processing forms and administration.

Rino has since gained paid employment as a P/T Support Worker with Uniting Care Wesley Adelaide (UCWA) where he assists elderly and isolated residents by transporting them to social functions or appointments. Rino makes great use of his Italian, as many residents do not speak fluent English. UCWA were concerned that because of Rino's physical difficulties he may have trouble helping people who required manual handling assistance. With the help of SACC, Rino attended a First Aid course and passed. SACC still support Rino and UCWA today. Any support that Rino requires, his SACC Consultant is just a phone call

away and ready to assist either Rino or his employer.

---

## Employment for Clients

---

Recently one of our jobseekers took a major step. **Charles** was long term unemployed until his SACC Consultant sourced a job in delivering advertising material. Charles says that he finds his work motivates him and gives him a reason to get out and about. He goes on to say that he finds the job gives him some exercise as well as extra income. Charles has told us that he encourages others to consider taking a similar path and that doing paid or voluntary work could be the first important step towards a better future. Well done to Charles for taking that step!

**Where can I look for jobs on the net????**

[www.jobsearch.gov.au](http://www.jobsearch.gov.au)

[www.seek.com.au](http://www.seek.com.au)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

---

## Having Your Say

---

We're always looking for ways to make a difference to our clients, and we hope you can see that from the stories in this newsletter.

Our jobs mean a lot to us, and part of our job is to make sure that our service makes a positive contribution to your life. We thrive on helping others, and it is a particular joy for us to see our clients gain confidence, skills, and maturity when they achieve their job goal.

Because we value your experience of our service, we are always happy to hear your feedback. If you have something you would like to say to us about our service, you are always welcome to call Karen on 8227-0900.

Alternatively, there is a feedback form for you to complete and return to this office if you wish. Call Donna on 8227 0900 and she can post a form out to you.

---

## Work Place Modifications

---

The Work Place Modifications Scheme (WPMS) is an initiative run by the Australian Government.

Some people who have a disability may not need work environments modified, whereas other people with a disability may need only slight adjustments made. Some people may need special adjustments made to a work environment that may be costly.

The WPMS means that a person with a disability has access to an amount of money that assists in modifying a workplace. This money can purchase special equipment for new employees. It may also be available to your employer if you have a change in duties, career progression, change in disability or a new modification becomes available that would increase your productivity.

One example of where the Work Place Modification Scheme has been put to work is in Matt's case. **Matt** (pictured at his workplace to the right) is a lawyer and came to SACC looking for employment opportunities. Matt has cerebral palsy and has difficulty typing information into computers.

SACC was able to assist Matt by sourcing a kind of dictaphone called a DRAGON which was paid through the WPMS.

Matt is able to put information into a computer verbally with a dictaphone rather than typing it. Matt can now take the DRAGON to all of his future places of employment.



### **Work Place Modification... Need assistance?**

The JobAccess Advisers can provide expert advice on workplace modifications. Contact the JobAccess Advisers on **1800 464 800** or discuss the scheme and how it can assist you with your Consultant at SACC.

---



## *Computer Training at SACC*

*If you need to update your skills in...*

- ◆ Basic Computing
- ◆ File Management
- ◆ Word Processing
- ◆ MYOB
- ◆ Powerpoint
- ◆ Email
- ◆ Internet
- ◆ Excel
- ◆ MYOB

*then talk to your SACC Consultant to secure a place*

