

Your Journey With Work Focus





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Kaya (Hello)! These are the steps we will take together to support you into work.

1 Meet & greet

Your Counsellor will let us know that you are seeking employment and we will organise a time to talk about:

- Warm introduction with you, your Counsellor and our Work Focus team to talk about the program, the expectations of the program and the support we can offer.
- After this meet and greet, if you are interested your Counsellor will send our team a referral.
- Once we receive your referral, a Work Focus Specialist will be in touch to schedule your first appointment.

2 Initial appointment

This is the start of your Work Focus journey. Here we will focus on:

- Getting to know you better (exploring your strengths, interests and goals).
- Discussing consent for our Work Focus program.
- Creating a plan to get you on track with your employment goals.
- We can start sharing our tips and tricks to use on your job search journey.
- Bring along your resume or portfolio if you have one.

3 Planning & preparation

This will be the first phase of your journey where we will look at:

- Creating your vocational profile by exploring your goals and identify steps for you to gain employment.
- Help with exploring different career pathways.
- Updating or creating a fresh resume.
- Discussing how we can talk about your mental health to future employers to better support you in work.
- Link you with a financial counsellor to set financial goals and manage your money.

4 Job search begins

This is where the job searching begins and what we will help with:

- Building confidence with different job search techniques.
- Learning to write cover letters.
- Interview preparation and mock interviews.
- Support to apply for jobs online.
- Support with handing in your resume to employers face to face.
- We will have our appointments outside of the office such as local libraries or cafes.
- If you are linked with an Employment Provider (on Centrelink), we will work alongside them to support you with job search.

5 Job placement & support

Once you have secured employment, we can assist you with:

- Reviewing your job description, employment contract.
- If you are on Centrelink we can support you with how to report your earnings.
- Support to talk to your employer about how they can support your wellbeing in the workplace.
- Creating an In-Work Support Plan alongside your counsellor and employer.
- Ongoing support from Work Focus and your counsellor as long as you need it.

Update vocational profile & ongoing counselling support

