

Job Searching Tools

In order to find a job you need to know where to look and what assistance is available to you.

Job Seeker



Job Motivating Mentors

Disability Employment Service (DES)

Register with your preferred DES

Direct job search

Check online for job roles via employment recruitment platforms (e.g Seek), newspapers, social media or websites

Volunteer opportunities

Identify areas of interest and contact community organisations, charities, local council groups to find out whether they offer volunteering roles.



Develop your job application cover letter and apply



Remember, your Job Motivating Mentor is always available to help you. If you need guidance to navigate the pathway forward, or just want to ask a question, reach out to your mentor and ask for assistance.

Disability Employment Services

Disability Employment Services (DES) deliver employment assistance for job seekers living with disability. DES is delivered by a network of organisations around Australia.

These organisations play a specialist role in helping people with disability, injury or health condition to get ready to look for a job, find a job and keep a job. They offer a range of supports to meet individual needs, including:



- help to prepare for work including training in specific job skills
- job search support such as resume development, interview skills training and help to look for suitable jobs
- support when initially placed into a job, including on-the-job training and co-worker and employer support
- ongoing support in a job if required
- purchase of vocational training and other employment-related assistance
- access to help for an employer if required, such as workplace modifications, support services and Auslan interpreting in the workplace.

DES providers also have star ratings. Before you choose a DES provider ask about their star rating. Star ratings is a measure of one DES provider's ability, as compared to another DES provider, in helping people to get jobs. Five stars means that they are very good.

Direct Job Search

Online

Conducting a direct job search means that you can search for work yourself. By now your Job Motivating Mentor will have run through some of the ways that you can search for work online, using recruitment platforms and other tools. Some of these platforms include: Seek, Job Search, Indeed, Jora and Career One. Each of these platforms operate slightly differently from the other. When looking for a job you will need to enter some 'keywords', these keywords help to refine your search. The following keywords are normally used:

- Location - which geographical area you are seeking work in
- Classification or field - what industry, role and/or type of work you are looking for
- Working hours - some will want to know if you are searching for full-time, part-time or casual work.

You will need to have your CV already prepared so that you can submit your CV when you are applying online for a job. Some platforms also allow you to be able to write (or submit) a cover letter. Make sure that you have tailored your cover letter to the advertised role prior to submitting your CV.

Newspapers (local/state)

Some job vacancies are also listed in daily and weekly newspapers and you can search the employment section of the newspaper for employment opportunities.

Social media/websites

Some larger companies and organisations are now promoting employment opportunities on their social media feeds (e.g. Facebook) and website. If there is a particular company or industry that you are interested in, it is always worth checking in every now and again to see if they have positions available.

These larger companies and organisations usually also have a careers section on their websites.



Volunteer Opportunities

While volunteering is unpaid work it can be a great first step to getting a job. Being a volunteer can have a lot of benefits and enable you to gain experience in a field that you are interested in. Volunteering can help you to increase your skills, meet people and build networks. Many community-based organisations utilise the services of volunteers. If you have a particular passion then volunteering in a related organisation might be right for you. For example you might be interested in:

- working with animals
- being outdoors
- cooking or helping to provide food to the homeless
- caring for the environment
- collecting funds for a children's charity

If you have a particular passion or interest it's a good idea to visit the websites of relevant organisations that provide to investigate whether they offer volunteering opportunities. Volunteering might be the first step in gaining the experience you need to Ramp Up 4 Work.



Limbs 4 Life™
Empowering Amputees



Government of Western Australia
Department of Communities

This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative.

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