

More Than Just A Job

For Business



More
than just a
job



Council for
Intellectual Disability



Inclusion means treating everyone fairly

1 in 5 Australians has a disability. Everyone has the right to work and enjoy an ordinary life.

Customers want to support businesses that reflect the diversity of their community.

Disability Employment Services can help you find and train staff with intellectual disability.

It really does make good business sense to employ someone with intellectual disability.





Inclusion checklist

Your business may be ready to employ someone with intellectual disability if:

- ✔ You have a supportive and friendly workplace culture
- ✔ Your organisation values and welcomes diversity
- ✔ You provide an introduction and training for new staff
- ✔ Your workplace is flexible
- ✔ You welcome feedback from all staff
- ✔ You want to invest in disability awareness training for all staff



Top communication tips

Working with a person with intellectual disability

- ✓ Ask the person how they like to communicate
- ✓ Be willing to explain things
- ✓ Give people time to answer you
- ✓ Be an active listener
- ✓ Ask the person if they need help, never assume that they do
- ✓ Have Easy Read information available



Easy Read

Easy Read is a way of writing documents that makes them easy to understand.

Easy Read documents have short sentences and plenty of white space on the page.

Easy Read can also use pictures next to the words to help the reader better understand.



Easy Read

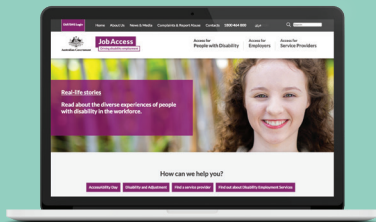


Job creation

- ✔ Make a list of tasks in the workplace that often get missed
- ✔ Look at the gaps in your day to day business that an employee could fill
- ✔ Ask possible employees to list their skills and interests
- ✔ Match employee with tasks of interest
- ✔ Create a checklist of tasks to form a job description



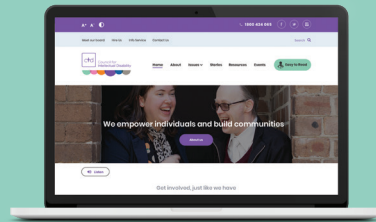
Support for employers



www.jobaccess.gov.au

For information about:

- Disability Employment Service
- Wage Subsidy Scheme
- Supported Wage System
- Assistance for Australian Apprentices with a disability



www.nswcid.org.au

For information about:

- Creating Easy Read resources
- Working with people with Intellectual Disability
- Inclusion training