

The Insider

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A Word from Brian

Hi all, as you can see by some of the content of our latest Newsletter we are well into the Christmas period, and very close to the end of the year. *(Where did 2015 go?) The staff and I, would like to take this opportunity to wish every one of our clients and their families a Happy Christmas, and a safe and prosperous New Year. We hope to continue to send out our Newsletter next year on a regular basis and as usual, if you have anything you would like to say or something you would like to see in the Newsletters, just tell your Employment Consultant the next time you see them. On behalf of the Western Vocational Association Inc. Committee of Management, I hope 2016 brings you what you are looking for.*

Notification to All Jobs West Clients

During the Christmas break, Jobs West will be closed from 2:00pm Thursday the 24th of December 2015 and will re-open at 9:00am Monday the 4th of January 2016. Workers, please note that the answering machine will continue to be monitored during this time, so if need be, please leave a message on 8390 7966.

Local Christmas Carols

Sydenham Baptist Church Community Carols

When: 12th and the 13 of December 2015, doors open 7pm.
Where: 350 Calder Park Dr, Sydenham, Victoria, Australia 3037
For more information about the carols at the Sydenham Baptist Church, visit the link: <https://www.facebook.com/events/999223210100402/>

Carols By Candlelight 2015

When: Saturday, 12 December 2015, commences at 6pm.
Where: Hannah Watts Park, Melton
(Parking available in Police Paddock, High Street, Melton)
For more information about the Carols by Candlelight in Melton, visit the link below http://www.melton.vic.gov.au/Out_n_About/Events/Carols_By_Candlelight_2015

Lions Club Deer Park Carols By Candlelight

When: Saturday the 19th of December 2015 7:30pm
Where: Sassella Park, 119 Station Road, Deer Park, VIC 3023
For more information about the Lions Club Carols by Candlelight, visit the link below: <https://www.facebook.com/naderbarryplant/posts/406695816174202>

Jobs West would like to thank the following companies for their support:

McDonald's - Sydenham

Mantra on Little Bourke - Melbourne

Jet Port Parking - Tullamarine

Big W - Watergardens

KFC—Taylors Hill

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Western Vocational Association Inc./Jobs West

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Merry Christmas and a Happy New Year from the staff at Jobs West



Sonia



Sonia in Jobs West reception

Sonia came to Jobs West in 2013, after being unemployed for 6 years due to ill health. Sonia began job seeking and fortunately a position with Jobs West became available. Sonia was very nervous when she first started at Jobs West, as a Receptionist / Administration Assistant. Sonia's tasks included answering the phones, computer data entry and also meeting and greeting clients (*some of you may remember her*). As Sonia settled into her role at Jobs West she became much more confident in her own ability, which made her think about what she would like to do in the future. After about 6 months with Jobs West,

Sonia decided to return to retail, which is where she had previous experience. Sonia applied for various positions, by job seeking on her own and with the help of Jobs West. One of the positions Sonia applied for, requested her to attend an interview and after a few weeks Sonia was offered the position at that company, which she accepted. After Sonia had been working for 12 months, a Department of Human Services requirement is that Sonia have an Ongoing Support Assessment, (OSA) to review whether Sonia still required assistance from Jobs West. This assessment showed that Sonia only required flexible support, which meant that if Sonia required any assistance from Jobs West, she just had to let us know, otherwise there was no requirement to see her, (*or her to see us*).

Sonia has maintained her position with the company for over a year and has now become an Independent Worker which means Sonia no longer requires assistance from Jobs West.

Sonia appreciates the assistance Jobs West has provided to her, during her return to work over the last 2 years. Sonia, we wish you luck in your future employment.

Developing Your Skills

'Developing your skills at work makes sense for a number of reasons:

helps you do your job better

keeps your skills up to date

may help you move into a new position or job in the future.

The first step is to ensure you have a current job description or work plan so that you understand your work responsibilities. Identify areas where you may need to develop or learn new skills. These may include technical or job specific skills such as ability to use a database or operate machinery. You may also identify general skills such as communication, teamwork, leadership, project or time management that apply in any workplace.

With your supervisor, discuss and agree on a plan for developing your skills in the areas you have identified. You may be able to build skills through 'on the job' training and assistance from your co-workers or in other cases external training may be most appropriate. It is helpful to agree on a timeframe for your plan and ensure it is realistic and specific. After a period of time, review your plan to assess the progress you have made.

You may also consider approaching someone who has the skills you want to develop and asking them to mentor or coach you.'

The information above about developing your skills is from the job access website:

<http://www.jobaccess.gov.au/employees-jobseekers/study-training-and-apprenticeships/developing-your-skills>

Local activities in December

1. What: Conversation Club, 'Come along and talk about the issues of the day or your favourite hobby. It's a great way to meet people who enjoy stimulating conversation on a range of topics. Morning tea is provided.'

Where: Sydenham Library, Station Street, Taylors Lakes VIC 3038,

When: Wednesday 16 of December 2015, 1:30pm - 2:30pm.

<http://www.brimbanklibraries.vic.gov.au/index.php/what-s-on/events-calendar/groups-clubs/conversation-club-sydenham-16-12-2015>

2. What: Gamers @ Sunshine Library, 'Bring along your phone/tablet/laptop device loaded with your favourite games to play with your friends!'

Where: Sunshine Library, McCracken Street, Sunshine VIC 3020.

When: Friday 18 December 2015 4:00pm-5:30pm.

<http://www.brimbanklibraries.vic.gov.au/index.php/what-s-on/events-calendar/groups-clubs/gamers-sunshine-library-18-12-2015>

Some tips for your first day

The following information is from the Job Access website, to read more, use the link below:

<http://www.jobaccess.gov.au/employees-jobseekers/starting-work/how-settle-induction>

'You'll want to make a good impression on your first day at work. Dress appropriately for the workplace. Think back to what people in the workplace were wearing when you went for your interview. Try to relax. Communicate openly and positively with others you'll be working with. Start to remember the names of people you work with. Observe the way things are done in this new working environment.

When you are starting work you will need to be in regular communication with your supervisor and co-workers so that you understand what your tasks and responsibilities are. If you are unsure what to do, ask questions and observe the people around you.'

Emergency Relief in Brimbank 2015

(For Valid Centrelink concession/Pension card holders)

Holy Eucharist Parish - Available Service, Fresh Fruit and Vegetables Food Bank (monthly)

Working hours: Wednesday—Friday 2pm-4pm.

Foodbank First Friday of the month 1:30pm-4pm.

Address: 10 Oleander Drive, St Albans South 3021.

Contact: 8312 1200

Note: Available to residents of Brimbank

(For Valid Centrelink concession/Pension card holders)

Anglicare Sydenham - Available service, Provides Food Vouchers

Working Hours: Wednesday 11am-1pm

Address: St Luke's Anglican Church Cnr Kings Rd & Bellbird Ave, Taylors Lakes, 3038

Contact: 0438 589 630

Note: Only Available to people living in Post codes 3036, 3037 or 3038.

DISABILITY SERVICE STANDARDS

Standard 3: Individual Outcomes

Your service supports you to make choices about what you want to do. You can work toward your goals.



Standard 4: Feedback and Complaints

You can tell people what you think about the services you receive.

