



The Insider

Western Vocational Association
Jobs West, Clients Newsletter

Issue 3

September 2004

Story Of The Month

Angie came to Jobs West as a Jobseeker with only work experience to her name.

Angie had furthered her study after High School at her local Adult Learning Centre.



"Keep Focusing on your Goal"

always tries to be on time for her shifts, when extra shifts are offered, Angie always tries to rearrange her schedule to take them.

Angie's goal was to save enough money to buy a car. Angie reached that goal last month and bought a lovely Ford TX5.

Well done Angie!
What's your next goal?



Angie in her new Car

"Keep focusing on your Goal"
Quote from Angie

Angie had been unsuccessful in her job seeking efforts until she came to Jobs West.

Angie started her program with Jobs West and had been job seeking for 3 months when a position at Coles Supermarket came up. After some intense interviews Angie landed the position at Coles Campbellfield, and has been employed there for almost 12 months.

Angie is a dedicated worker and

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Movie Night

Everyone who came said "the movie night was a big hit."

A small group of people came to Jobs West to watch the Jobs West movie and a special feature, on a big overhead projector, it was just like the movies.



There were free hotdogs, plus hot and cold soft drinks for everybody.

As the movie night was such a big hit, Jobs West will be holding another one in a bigger venue: Essendon North Primary School.

Enter via Gillies St.

Friday the 15th of October at 5.30pm till 9.00pm.

Free Hotdogs, Popcorn and soft Drinks.

If you are interested, reserve your place by phoning Jobs West: 9379 0477

**Next
Free
Movie
Night**

**Friday
15 Oct
5.30
till
9pm**

12 Disability Service Standards



The 12 Disability Service Standards (DSS) shape the Jobs West (JW) policies and procedures, and the (Quality) Management System.

Therefore all assistance provided to clients needs to comply with the 12 DSS.

In this edition you will find some of the DSS throughout the Newsletter.

DSS 1
Service Access
 This is about Services being there for people who need them most

Annual General Meeting

The Annual General Meeting (AGM) is held once a year.

The AGM is for members and clients of WVA.

There is an agenda that plans the nights proceedings.

Reports are presented and elections are held.

There is a light supper and refreshments to satisfy every one.

You should have received your invitation, by now .



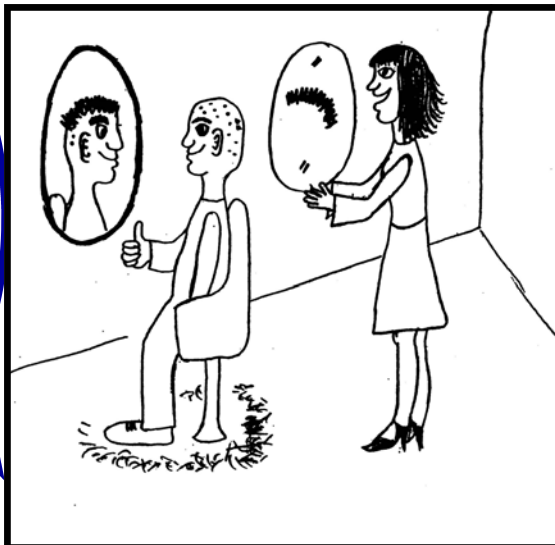
If you wish to join us at the AGM.

Please reply by phoning Jobs West with your confirmation of attendance.

Tip
 "Always keep a pen and paper next to the phone, when Job seeking"

Spot the difference

Spot 6 things that are different in these pictures



Answers on Back page

Tip
"Always be honest with yourself and your employer"
 Tip from
 Cameron Dilks

Do you have any tips or tricks that may be useful at an interview or whilst at work. Share your tips with Jobs West and have the tips listed in the newsletter.



Impressive Worker

Maxim Ramahi is currently working for Alan Mance Mitsubishi, as a car detailer. Maxim first commenced working at Alan Mance Holden on a trial Basis in November last year. One week later, he was offered a full-time position with the company.



Maxim with boss Terry

Daily duties include "general cleaning of cars. Right now he is working in the front yard, washing and chamoising at Mitsubishi", says Bev Gilbert, Alan Mance, Holden's car detailer Supervisor.

Bev returned back to work after her holidays, to find Maxim had impressed car yard owner Alan Mance with his work performance at Holden, and is now working at Alan Mance Mitsubishi. "Alan is very supportive of Maxim in the workplace", says Bev. Maxim is "more confident and outgoing now. He is friendly and enjoys



Chamoising a New Holden

mixing with the staff a lot more now, especially with the mechanics outside", says Bev.

Maxim says that he is very enthusiastic about his job and enjoys working outside with cars.

What to do when you are not happy with Jobs West!

Jobs West has a complaints and disputes procedure in place. Disability Service Standard number 7

This procedure is there for clients that have a complaint against Jobs West, a staff member or another client. The process that follows is only a quick overview

- 1 Client and/or advocate talks to the client liaison officer (Vicki Maitland)
- 2 Client and/or Advocate talks to Jobs West General Manager (Brian Paterson) if needed

- 3 Client and or advocate talks to an Executive of Western Vocational Association Committee of Management (if needed)

- 4 Client and/or Advocate talks to another agency or authority. (if needed)



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Newsletter for
Jobseekers and workers

Check out the web site
www.jobs-west.com.au



A Word from Brian

I am glad to tell you that The Department of Family and Community Services (FaCS) Census day held on 30th of June 2004, passed without to much mishaps.

Western Vocational Association (WVA) /Jobs West has exceeded all the employment related targets set by the Department of FaCS for the last 12 months July 03 to July 04.

You should have by now received an invitation to the Western Vocational Association, Annual General Meeting and information about the 12 Disability Service Standards. If you would like more information give me a call.

I am looking forward to seeing you at the,
Annual General Meeting
Tuesday 21st September



Up Coming Events And Training

Friday 17th September
Club Wild Dance Party and
Special Performance
Reservoir Civic Center

Tuesday 21st September
Western Vocational Ass.
Annual General Meeting

Certificate II in Business
Free to eligible participants
Contact: Andrea Jones
9689 3437

Ashtanga Yoga
Beginners ongoing
6.30-7.45pm
Contact: Klaus 8309 7435

Friday 15th October
Jobs West Movie Night

Answers: Lady's Hair, Eyebrows in mirror, Spots on mans head,
Spots on mans head in mirror, Belt on lady,



Free Movie Night

Essendon North Primary
School.

Friday

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everybody.**

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