

jobactive Service Delivery Plan for Our Job Seekers

Our goal is to give you the support, assistance and mentoring needed to prepare you for work, to find work quickly and to stay in employment.

Whether you are recently out of work or have been out of work for a long time, Aboriginal, migrant, youth or mature age, or find yourself facing issues like alcohol and other drug addictions, homelessness, disabilities, language difficulties, we can support your desire to get ahead in life, and find a job.

We provide easy access to our jobactive services through nine full-time offices north and south of Perth serving you from Monday to Friday, 9am to 5pm. We are located in modern and safe facilities close to Centrelink and public transport, have easy access to parking and are accessible for people with a disability. There is Wi-Fi available to assist your job search.

You will have your own Employment Consultant to assist you coordinate your jobactive services. Together with a team of specialists, we work with you as follows to achieve our goal.

Initial Appointment

On arrival at one of our offices, you are introduced to our site facilities and assisted with general inquiries as you prepare to meet your Employment Consultant. Your Employment Consultant reviews your self-assessment; explains your rights, responsibilities and obligations; and develops your Job Plan which sets out your mutual obligations, employment goals, and activities to achieve these. You are introduced to the Job Search Facilitator who introduces you to the resources available through the self-help hub. This person can also assist you with job referrals and applications.

Progress Appointment

You will have regular face to face meetings with your Employment Consultant to review your progress. How often these meetings occur is determined by your circumstances, but are usually each month unless a prior agreement is made. During these appointments, we may also refer you to jobs; assist with job applications; monitor job search activities; refer or report on Work for the Dole activities as appropriate, advise on government assistance if applicable; update the Job Plan.

Work for the Dole

We give you early notice of about six months to assist you to plan for your Work for the Dole requirements. Subsequent reminders eight and four weeks before will be given. We have a Community Initiatives Team that works with your Employment Consultant to source and manage Work for the Dole activities with host organisations.

Post Placement Support

Once your job placement is confirmed, the Employment Consultant prepares a placement support plan with you to ensure that you both have the support and mentoring if required. This plan includes how and when we will contact you. The contact will last for up to 26 weeks after commencement in the job and if you require more this can be discussed and arranged on an individual basis.

Job Seeker Exit

If you choose to voluntarily exit jobactive services, we inform you of the consequences of an early exit. This helps you to make an informed decision about your future access to jobactive services.

Building Strong Networks for You

We connect and collaborate with a network of agencies, support groups, employers, education and training providers, and recruitment firms that add value to your overall employment network. We have partnered with a mix of organisations you recognise and new ones to increase your employment opportunities. Polytechnic West, Chase Skills, West Coast Institute of Training, Hoban Recruitment, and Outcome Results have come on-board to deliver the skills and open the employment doors for you. With almost 40 years of service, we continue working hard to add to our diverse network of hundreds of community partners so that you can access the services you need, and get your views represented where it matters.

The Employment Futures Workshop in each Employment Region is an annual forum that we convene that is open to all stakeholders. At these forums local community and employment providers exchange ideas to improve the skills profile and employment outcomes in the region. As our job seeker, you are encouraged to attend this event so that you can contribute to the discussions to strengthen your region.

About Us

Communicare's mission is to work alongside marginalised individuals and communities and to help develop options and pathways away from existing disadvantage. Established in 1977, we have significant expertise in providing vital community services to more than 250,000 Australians in metropolitan Sydney and Perth every year.

Our philosophy is one of local people helping local people.

By focusing on long-term outcomes, we bring the same expertise, experience and philosophy to employment services as we do to our other services. We help individuals to develop and sustain positive and long lasting connections to work as well as their family and community. Communicare has distinguished itself as a provider and innovator of services as well as an advocate for employment as a means to enhance social and economic inclusion.