

steps

SPECIAL TRAINING & EMPLOYMENT PLACEMENT SERVICE

giving access
to your future



meet the challenge

How To Contact STEPS

steps

SPECIAL TRAINING & EMPLOYMENT PLACEMENT SERVICE

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STEPS is a division of



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take the simple steps
to gaining employment

What is STEPS?

Special Training & Employment Placement Service (STEPS) is funded by the Department of Education, Employment and Workplace Relations. This employment service is specialised to assist clients with mental health barriers to gain and maintain employment in the open labour market. Since 1989, STEPS has provided employment support to people with a range of disabilities.

STEPS Entry Criteria

Due to the individual and specialised support and mentoring, clients with mental health concerns need to:

- ❖ be well or largely free of symptoms likely to reduce or impair your capacity in a workplace or training situation
- ❖ allow STEPS to liaise with your key workers
- ❖ be ready and motivated to pursue at least 8 hours of paid work per week dependant on your assessed work capacity
- ❖ require on-going support while in employment
- ❖ be endorsed by Centrelink
- ❖ be able to travel to and from work independently
- ❖ be free of illicit drug use/alcohol dependency or receiving specialist counselling and support

How does STEPS work?

Once accepted into the STEPS program, we assess you and gather a great deal of information to help you find suitable employment. We look at areas such as:

- ❖ Vocational assessment
- ❖ Identifying employment barriers
- ❖ Preparing a resume and letters of application
- ❖ Identifying training needs
- ❖ Preparing an Employment Pathway Plan
- ❖ Learning how to market yourself to employers
- ❖ Practicing interview techniques and skills
- ❖ Procuring volunteer work or work experience placements (if suitable)

Once you have a job, you may be eligible for on-going support from STEPS to help you keep the job.

This can include:

- ❖ Talking through how your mental health affects your work
- ❖ Learning to deal with stress in the workplace
- ❖ Mental health education for your workmates if you decide to disclose information about your illness

Referrals and how to join STEPS

We invite our clients to our office for a meet and greet appointment to determine eligibility to the program and how STEPS can help you. You may bring along your mental health worker or a family member.

STEPS can arrange for a Centrelink Job Capacity Assessment (JCA) for you. Otherwise, you may approach your nearest Centrelink office and request a JCA appointment. During this appointment you may ask to be referred to STEPS at Sydney Counselling Centre.

Speak with an Employment Counsellor or contact Centrelink for more information about the JCA or the referral process.

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