



Factsheet No. 8

NDCO Newcastle-Hunter
www.newcastle.edu.au/ndco

Step-By-Step: Accessing Employment Services

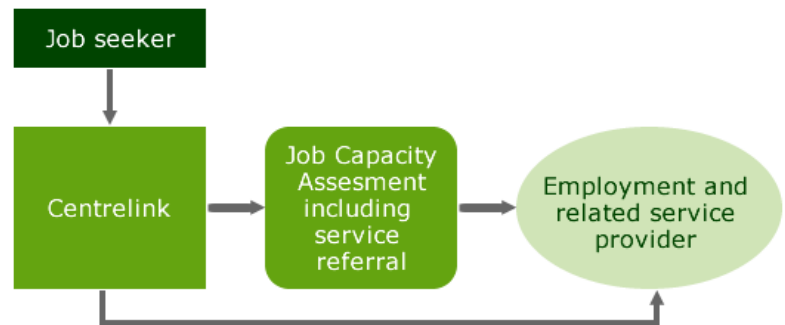
It is important that you receive the services that best meet your individual needs. The following step by step guide tells you how to register with the right type of employment service provider.

Step 1 – Your first point of contact

If you are looking for work you should contact Centrelink Employment Services on **13 2850** or visit your nearest Centrelink Customer Service Centre. Centrelink will be able to register you as looking for work even if you have not yet completed the registration process. In addition, Centrelink may complete a Job Seeker Classification Instrument with you and if required, organise a Job Capacity Assessment to determine which service best meets your needs.

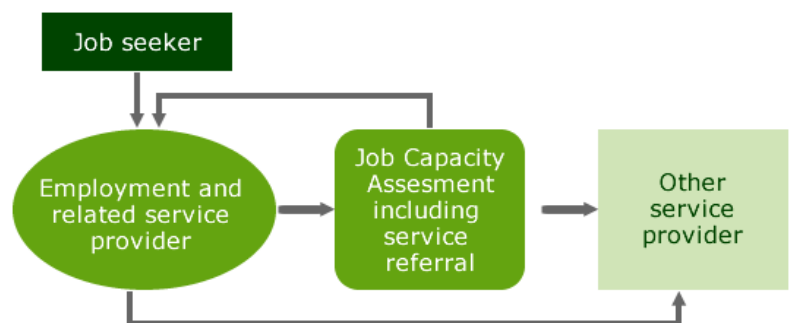
Step 2 – Do you require a Job Capacity Assessment?

If you do need a Job Capacity Assessment, Centrelink will be able to organise for you to see a Job Capacity Assessment provider. Centrelink will also provide you with information about the purpose of the assessment and when to attend. If you do not need a Job Capacity Assessment, Centrelink will be able to directly refer you to the most appropriate employment or employment related service for assistance.



Step 3 – Contacting a local Disability Employment Service or Job Services Australia provider directly

You may also choose to contact a local Disability Employment Service member directly for assistance. These services will be able to determine whether you are eligible for their assistance and in some cases this may mean attending a Job Capacity Assessment. If that service is not the best service for you, they will organise a referral to a more appropriate service.



Step 4 – Volunteering for employment assistance

Job seekers without job search obligations, such as Disability Support Pension recipients, are able to volunteer for employment services and other programs of assistance. A Job Capacity Assessment will determine the most appropriate employment service or program of assistance based on individual need.