

## JOB PROSPECTS

Job Prospects is part of SYC, a community based not for profit organisation delivering employment, training, youth and community services. Established in 1958, SYC has helped three generations of people to find a safe place to sleep, develop new skills, gain and sustain employment, finish school and reconnect with their families.

# SERVICES FOR JOB SEEKERS

We'll be in touch before your first appointment to welcome you to Job Prospects, explain our services and let you know where and when your appointment is.

At your first appointment, you'll meet your Employment Consultant. They will find out more about you by discussing your interests, skills, abilities and work history so we can get you into work quickly.

You and your Employment Consultant will make a Job Plan that's unique to you. It will include your job goal, and what needs to happen to make that goal a reality. We'll connect you with the support, services and training you need to find work.

Seeing you monthly will keep your Job Plan on track, and we'll be in touch using phone calls, emails and SMS more often depending on your job goals and your needs. Regular reviews make sure job goals are progressing and you're getting the help you need to find work.

Through **Fast Track** services we'll give you advice and information on finding jobs that match your skills and experience; helping you understand local industries, find jobs that haven't been advertised, market yourself to employers and access support to relocate.

Our **Skill Up For Work** services make sure you're ready for work – together, you and your Employment Consultant will work out which ones are right for you. These include:

- Helping you brush up on the skills all employers want – great communication, negotiation, team work and digital literacy.
- Making sure you stand out at interview, write great job applications and know how to use social media and personal networks to find work.
- Organising work experience and Work for the Dole opportunities to get you back into good work habits, gain referees and know what local employers are looking for.

Our specialist **Elev8** programs help you deal with personal or family issues and keep you motivated.

**Active Job Search Zones** at every site provide no cost Wi-Fi access, job search tools, computers and printing facilities. You can drop in anytime during business hours and our Customer Service Officers are there to help if you're not sure how something works or if you get stuck.

**MyJob Online** offers information, training, e-job boards and résumé / cover letter builders. MyJob Online services are available to you at any of our sites, as well as via smartphones and anywhere you can connect to the internet.

Once you've got work, we'll stay in touch with you to make sure everything is going okay. During the first 26 weeks in your job we can help you get extra training, make a career plan and deal with problems at work or at home so you keep your job.

## NETWORKS FOR JOB SEEKERS

Job Prospects works with many organisations in your local community so you can have the help you need.

Together with our partners, we will get you ready for work, help you find a job and stay in work.

We can connect you with services such as child care, literacy and numeracy training, doctors, psychologists, family support services and money management.

For more information on our services please visit our website [jobprospects.com.au](http://jobprospects.com.au)

