

# Available Resources for Employees with a Disability

## What types of resources are available?

The [Department of Employment](#) website provides a range of services and funding options for people with disability to obtain for their use in employment.

## 1. Employment Assistance Fund:

### What is the Employment Assistance Fund?

The Employment Assistance Fund (EAF) helps people with disability and/ or mental health condition by providing financial assistance to purchase a range of work-related modifications and services. Assistance is available for people who are about to start a job or who are currently working, as well as those who require assistance to find and prepare for work.

### Who is eligible for the Employment Assistance Fund?

To be eligible for assistance, the individual must:

- Have a disability that:
  - Has lasted, or is likely to last, for at least two years; and
  - Results in a limitation, restriction or impairment that affects the individual's everyday activities
- Require a modification as a result of their disability to carry out their employment;
- Be an Australian citizen or permanent resident;
- Have an offer of employment or be employed under a legal industrial arrangement that complies with the minimum standards established by Commonwealth or State law and which is for a minimum of 8 hours per week, for at least 13 weeks;
- Be a self-employed worker who is working a minimum of 20 hours per week; and
- Require equipment or AUSLAN interpretation in preparation for a job or to go about daily job tasks.

### What types of funding are available?

- Less than \$10,000 – no need for workplace modifications assessment;
- \$10,000 or greater – workplace modifications assessment required;
- Building modifications must not exceed \$30,000.

## What types of work-related modifications and services does the EAF cover? Can costs be reimbursed?

The Fund may reimburse the cost of work-related modifications and services including, but not limited to:

- the cost of modifications to the physical work environment;
- modifications to work vehicles;
- adaptive equipment for the workplace;
- information and communication devices;
- Auslan interpreting;
- specialist services for employees with specific learning disorders and mental health conditions;
- disability awareness training;
- Deafness awareness training; and
- Mental health first aid training.

Recruitment agencies may also apply for reimbursement of Auslan interpreting that they provide for a job interview.

## Who can apply for assistance?

Employers, people with disability and employment service providers may apply for assistance by completing an on-line. Employment Assistance Fund application form at [www.jobaccess.gov.au](http://www.jobaccess.gov.au) It is useful to discuss any questions you may have with the JobAccess service on 1800 464 800.

JobAccess may be able to provide information about possible equipment, services and modifications. JobAccess can also guide you through the application process.

The application process is designed to be flexible, simple and quick so that the person with disability gets the right assistance as soon as possible.

## Does the EAF cover Workplace Modifications Assessments?

The Employment Assistance Fund also provides a free workplace assessment to help identify required modifications. The assessment will examine the workplace and any work barriers and discuss suitable modifications, services and equipment. The assessor will make a recommendation which the JobAccess service will consider prior to final approval of the application.

## How can I obtain more information?

You can visit [www.jobaccess.gov.au](http://www.jobaccess.gov.au) or contact a JobAccess adviser on 1800 464 800 for further information. The JobAccess advisers are a team of friendly professionals who provide advice on all matters relating to the employment of people with disability. The Employment Assistance Guidelines are also available from [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

## 2. Job Access:

### What is JobAccess?

Job Access ([www.jobaccess.gov.au](http://www.jobaccess.gov.au)) provides a free information and advice service on disability employment related matters. It can help employers and employees with disability in regards to:

- Advice about workplace solutions and an online Workplace Adjustment Tool;
- Specialist support for employees with mental health conditions or learning difficulties;
- Guides and checklists on recruitment, job searching, understandings rights and responsibilities at work;
- AUSLAN interpreting services;
- Disability awareness training;
- Modifications to work environments and workplace assessments;
- Assistive technology; and
- Financial assistance from the Employment Assistance Fund (EAF)

### What can you find on the JobAccess website?

The JobAccess website provides information developed specifically for employers, job seekers, employees with disability and co-workers of people with disability.

It has step-by-step guides and checklists on recruitment, searching for jobs, adjusting a workplace, employer incentives, understanding rights and responsibilities at work and much more.

You can use the site to find information on particular disabilities or disability related employment issues.

The online Workplace Adjustment Tool can be used to source practical ideas and solutions for workplace modifications. The tool identifies suppliers of products and solutions in your state.



## What support can JobAccess advisers give you?

The professional telephone advice service offered by JobAccess gives you confidential, expert advice on disability employment matters.

The team of JobAccess advisers can answer your questions and direct you to other information on government services.

## What types of financial assistance are available for employees?

A range of government incentives and services are available for employers of people with disability. The JobAccess website gives you information on how employers can apply for:

- The Employment Assistance Fund—covers a range of work-related modifications and services, including changes to the workplace or to work vehicles, adaptive equipment, Auslan interpreting, deafness awareness training and specialist services for people with specific learning disorders or mental health conditions.

Visit [jobaccess.gov.au](http://jobaccess.gov.au), or call 1800 464 800 to find out more.