

PROFESSIONAL/ OFFICE INDUSTRY ROLES

This tip sheet has been created in co-design with people with disability and representatives of the Professional/Office Industry. It is intended to support employers to hire, retain and grow employees with disability within their business or organisation.

**INCLUSIVE
EMPLOYMENT
HUB**

For more resources go to Feros Care's Inclusive Employment Hub
feroscare.com.au/EmploymentHub

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Delivering the NDIS in your community

RECRUITMENT

TIP

WHY DOES THIS MATTER?

Collaborate with schools to provide work experience and employment opportunities for students with disabilities.

Students with disability are a source of potential team members. You can consider offering inclusive workshops to help identify and attract potential work experience and employment candidates.

Awareness: be present in joining school communities to offer the possibility of work experience.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Be open to hiring people with disabilities after they finish school.

Many students with disabilities have work-related goals when they finish school and this time can be a window of opportunity for them.

Understand that a business can be profitable while employing individuals with disabilities.

Being ethical and inclusive in the workplace adds value beyond profit to your organisation and industry.

Businesses must participate with the only goal in mind: provide a fair equal opportunity to all. Ethical advertising will be a benefit for the business within the community.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Flexible application process to provide multiple avenues for applying for a job.

It is important to provide a flexible application process as this creates more pathways for employment opportunities.

Consider part-time work and related tasks.

This could include job-sharing across full-time roles or multiple casual roles. Allowing flexibility such as when and where to work can also improve productivity as it caters to people's strengths.

Consider breaking down jobs into more accessible segmented roles.

Breaking down jobs into segments makes certain aspects of a role suitable for different people. This makes for more accessibility and the potential for a better outcome with input from multiple people.

ONBOARDING

TIP

WHY DOES THIS MATTER?

Provide a combination of one-on-one mentoring and group training to suit employees with disability.

Supporting fluid and flexible training arrangements increases confidence and allows new team members in a way that suits them best. It creates a purposeful, evolving, person-centred role.

Be open and seek options: employers must understand the entire process of mentoring can be a collaborative process between support coordinator, schools and HR.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Take advantage of employment incentives.

Organisations like JobAccess can support employers to make necessary modifications so that people with disability can access and thrive in the workplace.

Educate your team around inclusion and diversity.

This will ensure that your workplace is a welcoming place for everyone, including people with disability. In turn, this will help you to attract and retain a diverse workforce.

Work with the individual's existing supports and provide necessary accommodations, such as flexible schedules.

You can work with JobAccess to support making the workplace accessible for your team with disability.

Create multiple position descriptions that could suit different employees.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Identify any other support needed during onboarding, to tailor to the individual's needs.

Ensure that your new team member has access to safe people and safe spaces so that they can let you know what they need in order to achieve success in the role.

EVERYDAY PRACTICES

TIP

WHY DOES THIS MATTER?

Create a visually inclusive workplace by implementing poster systems and visual aids to support staff members with disabilities

Providing information in a visual format helps accommodate different learning styles and supports the integration of people with disabilities into the workplace.

Visual posters for daily schedule plans are great. Use clear and simple images as they are better than words to convey visual messages. This helps to simplify the workplace.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Reward inclusive behaviour and community involvement to increase staff satisfaction.

Inclusive and ethical behaviour fosters a sense of belonging and a diverse work culture.

Train and mentor the entire team to be inclusive and respectful.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Consider the needs of neurodiverse individuals, such as flexible schedules and job tasks that match their strengths.

Where you can align schedules and tasks to suit individuals in your organisation you are likely to see reduced anxiety and staff turnover, and increased attendance and productivity.

Educate the workplace to focus on the culture add that a person with a disability brings to the team.

Promoting the acceptance of difference across your team increases the likelihood of an inclusive and diverse workplace.

Create a psychologically safe workplace where individuals can be themselves

Reducing potential stressors for individual team members contributes to the long-term success of your organisation.

Reduce noise educating co-workers to be mindful of others needs.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Address unconscious biases and create inclusive and accessible design in the workplace.

This fosters self-reflection amongst your teams and demonstrates the organisation's proactive attitude toward inclusion.

CAREER DEVELOPMENT

TIP

WHY DOES THIS MATTER?

Encourage career development and progression opportunities for employees with disabilities.

This can position you as a leader in your industry, and as an employer of choice for new candidates.

Ensure that pay rates are fair and equitable for all employees, including those with disabilities.

People with disability are entitled to equitable pay. This shows the positive values that your organisation holds.

Consider the individual's interests and strengths when assigning tasks and responsibilities.

This allows for enhanced productivity amongst your team.

Routine is the best time saver and a proven tool in boosting productivities.

– Raffy Sgroi, Vice President, CMS – Car Mechanical Services

Mentoring can help employees succeed and thrive.

Ongoing monitoring and one-on-one mentoring can support people with a disability to continue to succeed in the workplace.

Consider what the team member shows interest in, not just what they are capable of doing.

This gives the employer an opportunity to recognise potential while breaking stereotypes and increasing workplace morale.

Implement a rewards system to recognise accomplishments.

Using a rewards system for employees who are performing at their best, recognising the different capabilities of each person.