

How to apply to become a Volunteer for Essential Employment and Training Ltd

Thank you for your interest in volunteering for Essential Employment and Training Limited (EET).

In applying to become a Volunteer for our organisation, please find enclosed the following documentation:

- Volunteer Application Form (form 210)
- Introduction to Volunteering (form 27)
- What sort of roles do Volunteers undertake at EET? (form 22)

Please read these documents carefully.

THEN, if you decide you would like to go ahead and volunteer for EET you need to:

1. Complete the Volunteer Application Form (form 210),
2. Read the Introduction to Volunteering (form 27) and answer the questions that follow each section
3. Return *form 210 Volunteer Application Form* and *form 27 Introduction to Volunteering* by mail or email:
 - Essential Employment and Training
PO Box 1156
WOLLONGONG NSW 2500
or
 - scan and email to: info@eetgroup.com.au marked to the *Attention of Cathy*

Once we receive your completed documentation we will review your responses to the questions and contact you regarding the next step in your application.

If at this stage should you have any further questions about volunteering at EET, please do not hesitate to ring Cathy on 4227 3111 or Freecall number 1800 243 513 and she will have an appropriate staff member contact you.

IMPORTANT: Please remember to complete and return

- *Volunteer Application Form (form 210)*
- *Introduction to Volunteering (form 27)*

Regards,

EET Volunteer Service

22-R2-03-16 Volunteers Application Pack Covering Letter



What sort of roles can Volunteers have at Essential Employment and Training Ltd?

Essential Employment and Training (EET) has three (3) main types of programs or services for people with disability:

Employment services, Transition to Work Programs and Life Skills Programs

EET also provides and manages supports for people with disability who have their own Individual Funding, where they use this funding to choose their own activities in order to pursue their goals and aspirations.



1. Disability Employment Service (DES)

This is an employment service for jobseekers with a permanent disability who need support to find employment and on-going support in the workplace once they are employed.

Volunteer Support may include:

- Assisting the jobseeker to write e.g. in Job Club, for developing content for resumes and job applications etc
- Encouraging the jobseeker to speak up and to communicate e.g. contributing their ideas in Job Club, practising clear communication in mock interviews etc
- Taking a mentoring and supportive role to assist in improving the jobseeker's motivation, self-worth and self-esteem.

Volunteer Support to the trainers of EET who are training or delivering a Job Club by:

- Being a role model by joining in the discussions as a participant
- Writing down the jobseeker's responses and comments in their workbook or sharing their comments with the group by writing their comments on the whiteboard
- Photocopying handouts, resources as requested
- Assisting in keeping jobseekers focused and engaged



2. Transition to Work (TTW)

This two (2) year program assists Year 12 school leavers with disabilities to develop a range of employability skills to move them through into mainstream employment

Volunteer Support may include:

- Individual and group support to the participants in various informal and formal settings
- Supporting the Trainers who are training participants in Certificate 1 in Employability
- Keeping the participants focused and motivated through roles such as mentoring, companionship, positive role modelling and simply being a “friendly face” to talk to.
- Assisting Trainers and participants in on-site visits and excursions
- Administrative support to Trainers

3. Life Skills Programs

The **Community Participation** Program is an on-going program which assists Year 12 school leavers with disabilities to develop a range of life skills, through individual activities, programs and training, to ensure each person’s meaningful integration into the community.

The **Life Choices** Program is an ongoing program designed for mature-aged adults with a disability, and the **Active Ageing** Program is designed for older mature-aged adults with a disability and people with early onset of ageing. All three (3) Life Skills Programs assist participants to:

- take part in activities they are interested in and enjoy, in the community
- learn to do new things and increase their independence
- make friends with other people
- create opportunities and pathways which can help participants achieve their short and long term goals.
- participate in paid or voluntary work
- meet and mix with people who share similar interests.

Volunteer Support may include:

- Individual and group support for participants in various informal and formal settings
- Supporting trainers and participants in training, activities and excursions
- Setting up and packing up of resources for activities
- Sharing life skills, crafts and hobbies
- Being a good listener and just “being there” as a friendly support to the individual

Individual Funding

Many people with disability are now managing and purchasing services and supports using their own Individual Funding packages. As a well-known and established service provider we are often asked to help them to provide their chosen activities and to provide them with various supports. Volunteers can play an integral role in providing this assistance as there are any number of activities, crafts, hobbies, adventures that people with disability may wish to experience, for example:

- join and attend a social club
- attend trivia nights
- attend special events – e.g. attending the Easter Show or watching the New Year’s Eve fireworks
- attend football or basketball match to watch their favourite team play
- participate in weekend activities, and
- provide overnight support to go to a concert in Sydney or see a favourite band

