



# Keeping a job

An Easy Read guide



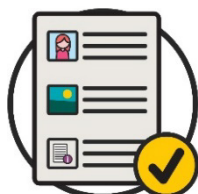
**ndis**

[ndis.gov.au](https://www.ndis.gov.au)

# How to use this guide



The National Disability Insurance Agency (NDIA) wrote this guide. When you see the word 'we', it means the NDIA.



We wrote this guide in an easy to read way.  
We use pictures to explain some ideas.

**Bold**  
Not bold

We wrote some words in **bold**.  
This means the letters are thicker and darker.



We explain what these words mean.  
There is a list of these words on page 25.



This Easy Read guide is a summary of another guide.  
This means it includes the most important ideas.



You can find this guide on our website.  
[ourguidelines.ndis.gov.au/understanding-supports/employment-supports](http://ourguidelines.ndis.gov.au/understanding-supports/employment-supports)



You can ask for help to read this guide.  
A friend, family member or support person may be able to help you.

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# What is employment?



**Employment** means you:

- have a job
- go to work
- get paid.



Everyone has different work goals, including the:

- job they want
- work they want to do
- **career** they want to have.



Your career is the path you take in the area of work you choose.

During your life, you can change your:

- career
- job.

## About this guide



This guide is about keeping a job.

It has information for people who take part in the NDIS.



There are lots of good things about keeping a job.



When you have a job you like, it can help you build your career.



You can have your own money to buy things you:

- need
- want.

Keeping a job can also help you:



- meet new people and make friends

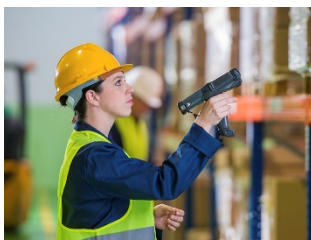


- learn new skills when you need to do different tasks at work.



Sometimes a job can start to become harder.

To keep your job, you might need to:



- start doing new tasks in the job you have now

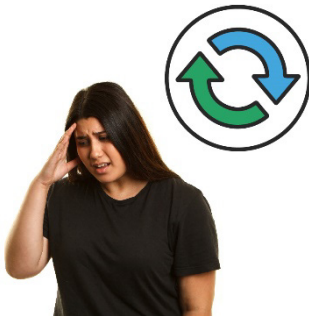


- change to a different job at the same **employer**.

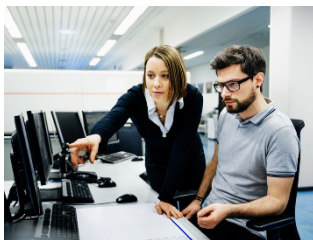




An employer is someone who hires other people to work for them.



It can be hard for some people when they have to start doing new tasks in their job.



You might need more support until you feel comfortable with your new tasks.



If you can't keep your job, you might need to find a new job at a different employer.



We wrote an Easy Read guide about understanding supports for changing jobs.

You can find it on our website.

<https://ourguidelines.ndis.gov.au/understanding-supports/employment-supports/changing-jobs>

# Things to think about



You can think about what new skills you might need to help you keep your job.



If you choose to learn new skills, it can help you to be in control of your own:

- life
- choices.

For example, you can get your driver's licence and drive to your new job.

You can also think about:



- where you want to work



- how you will get to work.





You can also think about how much you want to work, if you want to work.



You might want to work **full-time**.

This is when you work at least 38 hours each week



You might want to work **part-time**.

This is when you work:

- less than 38 hours each week
- the same days each week.

Or you might want to have a **casual** job.

This is when you work less than 38 hours each week.



But you might:

- not work every week
- work different days each week.



You can also think about:

- if you need supports at work to help you
- how they will be a part of your day.



For example, a screen reader program for your computer.



You could ask someone for support when you talk to the organisation you work for.

For example, a family member or friend.

# Who can you talk to?



To help you keep a job, you can talk to people you know and trust.

This could include your:



- family



- carers



- friends.



You can talk to someone you know in the community.

For example, a sport coach or community leader.

You can talk to a **peer support network** about keeping your job.



A peer support network is a group of people who get together to:

- support each other
- talk about problems they have.

You can also talk to a **career coach**.



A career coach is someone who helps people find out what they want to do:

- with their career
- when they finish school.



You can also talk to someone at your **workplace**.

A workplace is any place you work, such as:



- an office



- a factory



- a shop.

This could include your:



- employer



- manager.



They can help you think about things you might need to keep your job.

For example, you might need:



- more support to do your job



- to change something in your workplace.



They can help you talk to your employer about how to make sure the job meets your needs.



They can also help you if you need support to:

- make new friends in your workplace
- meet new people.



# Types of support you can get



There are lots of different support options that can help you keep a job.

You might try different supports before you find the ones that work for you.



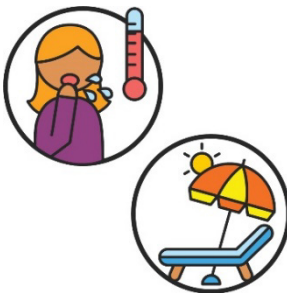
You might end up using:

- 1 type of support
- more than 1 type of support.

To keep your job, you can ask your employer to:



- have different work hours that suit you



- have a plan for when you need to take time off work.

You can also ask your employer to:



- work at home



- find a support worker or coach that can help you.



You can choose how you want to communicate with other people at work.

For example, you might want to send emails instead of calling people.



You can ask for training in a different way to suit your needs.



You can ask for work equipment that you need.



You can also ask for information about how to do things that suits your needs.

For example, you might want instructions:



- written in a document



- in a video or voice recording.

# How we can support you



There are lots of people who can support you when you want to keep a job.



You can talk to your **Local Area Coordinator (LAC)**.

An LAC is someone who helps people with disability:

- join and use the NDIS
- find community services.



You can also talk to your **support coordinator**.

A support coordinator is someone who helps people who take part in the NDIS plan and use their supports.



You can talk to your **NDIA planner**.

An NDIA planner is someone who can help you make or change an NDIS plan.

You can ask them to:



- help you plan your work goals



- show you how to use your plan.



You can also ask them about how to find and use supports in the community.

## How to find providers



We can help you find a **provider** to help you with your employment.

A provider supports other people by delivering a service.



For example, an employment provider supports people with disability to find and keep a job.

Or a different type of provider might help you do more things for yourself.

They can be an:

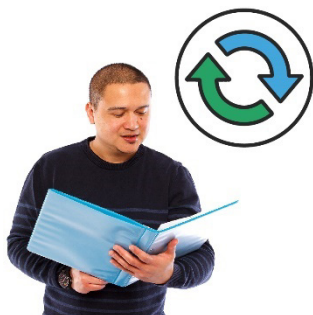


- organisation



- individual.

To help you keep a job, a good provider should:



- find out what changes you can make to the tasks you do every day



- know about new tasks you could learn.





They should also give you chances to build your **capacity**.

Your capacity is:



- your ability to do something



- the skills you have

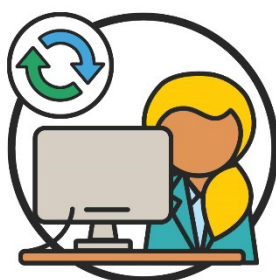


- knowing the right people who can help you.

A good provider will help you make a plan if:



- you have a problem at work



- your job is changing.



A good provider will also give you information about how they helped other people keep a job.



We have a list of providers on the 'Provider finder' page of our website.

[www.ndis.gov.au/participants/working-providers/  
find-registered-provider/provider-finder](http://www.ndis.gov.au/participants/working-providers/find-registered-provider/provider-finder)

## More information



There are lots of other websites that have information about employment.



We explain these websites in a guide called 'Websites with more information'.

You can find the Easy Read version on our website.

[ourguidelines.ndis.gov.au/understanding-supports/employment-supports](http://ourguidelines.ndis.gov.au/understanding-supports/employment-supports)

For more information about this guide, please contact us.



[www.ndis.gov.au](http://www.ndis.gov.au)



1800 800 110



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[@NDIS](https://twitter.com/NDIS)

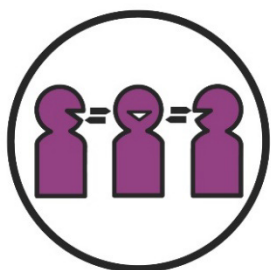
## Support to talk to us



You can talk to us online using our webchat feature at the top of our website.

[www.ndis.gov.au](http://www.ndis.gov.au)

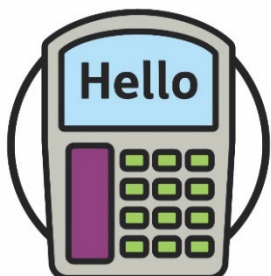
If you speak a language other than English, you can call:



Translating and Interpreting Service (TIS)

**131 450**

If you have a speech or hearing impairment, you can call:



TTY

**1800 555 677**



Speak and Listen

**1800 555 727**



National Relay Service

**133 677**

[www.relayservice.gov.au](http://www.relayservice.gov.au)

# Word list

This list explains what the **bold** words in this document mean.



## Capacity

Your capacity is:

- your ability to do something
- the skills you have
- knowing the right people who can help you.



## Career

Your career is the path you take in the area of work you choose.

During your life, you can change your:

- career
- job.



## Career coach

A career coach is someone who helps people find out what they want to do:

- with their career
- when they finish school.

## Casual



When you work at a casual job, you work less than 38 hours each week.

But you might:

- not work every week
- work different days each week.



## Employer

An employer is someone who hires other people to work for them.

## Employment



Employment means you:

- have a job
- go to work
- get paid.



## Full-time

When you work full-time, you work at least 38 hours each week.





### Local Area Coordinator (LAC)

An LAC is someone who helps people with disability:

- join and use the NDIS
- find community services.



### NDIA planner

An NDIA planner is someone who can help you make or change an NDIS plan.



### Part-time

When you work part-time, you work:

- less than 38 hours each week
- the same days each week.

### Peer support network



A peer support network is a group of people who get together to:

- support each other
- talk about problems they have.



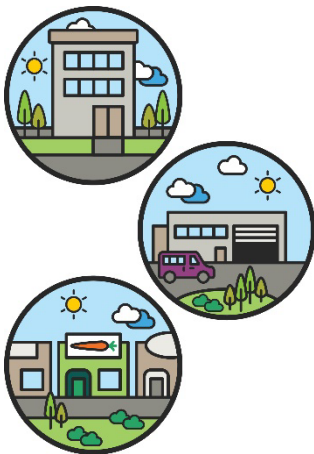
## Provider

A provider supports other people by delivering a service.



## Support coordinator

A support coordinator is someone who helps people who take part in the NDIS plan and use their supports.



## Workplaces

Workplaces are any place you work, such as:

- an office
- a factory
- a shop.



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