



Mission Australia Employment Solutions

Here to help you find a job that's right for you!



At Mission Australia Employment Solutions, we can help you find a job that's right for you.

We'll help you prepare a professional resume, help you with job search techniques and update you on local opportunities. If you need to develop new skills, or need specialist attention we can help with that too. In fact, we'll do everything we can to help you find a job!

Who are we?

You've probably heard of us, but you might not know exactly what we do. We're part of Mission Australia, which operates all over Australia and has lots of different community service programs. Because we're not-for-profit, we put our profits back into local communities to help people lead better lives.

We've been going for 150 years and providing recruitment for over 30 years, so we've had lots of time to get really good at what we do.

What do we do?

At Mission Australia Employment Solutions we're all about tailoring a plan to your needs. Regardless of your situation, we can help you develop a personal plan to help you to achieve your employment goals.

Whether you're looking to find a new job, or if you're interested in apprenticeships and traineeships, or if you want to start your own business, we'll do our best to put you on the right track.

So how can we help you?

We like to make life easier for our candidates. But what does that really mean for you? The amount of support we give is different for each person. Here's an outline of some of the steps you could follow on your way to finding a job:

1. Initial interview. You'll meet your own personal advisor who'll explain the different services available to you.
2. Your advisor will show you the location of the different job search facilities and explain how to use them.
3. Developing your resume. Your advisor will help you create a resume that describes you in a positive and effective manner to prospective employers.
4. Developing your 'action plan'. Your advisor will also help you develop an Employment Pathway Plan. This is your plan of action that includes steps for you to follow on your path to finding a job.
5. Regular review meetings. Your advisor will let you know how regularly you will need to meet to review your progress. These meetings are designed to help you plan your next steps and help you to stay on track to achieve your goals.
6. Intensive support. Depending on your circumstances, you may be offered more intensive assistance to help develop your skills further. Your advisor will discuss with you the areas of skills you may need to improve and will work out a program tailored for you to build up those specific skills.
7. Once you have started work, Mission Australia Employment Solutions may stay in contact with both you and your new employer for up to 6 months to make sure you are both happy with the way things are going.



If you're registered with Centrelink, Mission Australia Employment Solutions can provide you with a wide range of support and assistance including:

- Personalised service tailored to your needs.
- Professional development assistance to help you build your confidence if you've been out-of-work for some time.
- Training programs available to upgrade your skills and abilities.
- We match you to jobs that best suit your skills and abilities.
- We provide financial assistance in some situations to assist with things like travel, work clothing and essential work tools.
- We can assist you to prepare a professional resumé.
- We provide interview tips and interview preparation.
- Access to job search facilities (computers, internet, phones, fax, printers).
- We provide help marketing you to employers in your local area.
- We provide ongoing support once you find a job to make sure you settle in.



Your **Employment Pathway Plan** includes your agreed activities including the frequency of regular review meetings with your consultant as well as training and other support activities.

Contact us

If you have any questions, please contact us on 13 11 24.
We'll do our best to help.

www.employmentsolutions.com.au



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