

Human Resources Practitioners  
Office of Equal Employment Opportunity  
Public Sector Forum  
Western Australian Public Sector

## **Employment Opportunities – Supported Employees**

Thank you for attending the HR Practitioner's Forum today, Tuesday 26<sup>th</sup> September 06 and listening to - "The Cockburn Experience". I am happy to provide the following written information, which may assist you when employing a supported employee.

South Metropolitan Personnel (SMP) is a **Disability Employment Network (DEN)** provider funded by the Department of Employment and Workplace Relations, to assist people with varying abilities find and maintain award based employment.

Many of the job seekers registered with our service demonstrate requiring high levels of support and training on the job. This means looking outside the square – creating employment – "Designer Jobs" that match the ability and interests of the individual. We'll often place two or three job seekers on the same site and with full on the job support and training, each task is completed to meet the employer's exacting standards.

*This model, which creates **sustainable employment outcomes**, is a proven best practice, efficient and cost effective ... a "Win – Win" situation for the Employer, the Job Seeker and SMP.*

Our free service includes the facilitation of productivity based wages, ensuring a fair days pay for a fair days work through the Supported Wage System and co-worker training, which assists with the workplace inclusion process.

I am happy to meet with you and your colleagues on an individual basis to answer any further questions you may have regarding the attached information, which other than the Supported Wage System, is fully negotiable.

Having successfully placed many jobseekers into employment that are fully supported on the job, I am confident that our service and this strategy would have a positive effect within your agency. I look forward to discussing your needs and building with you, a positive working relationship. I am contactable on E-mail [Shirley@smp.org.au](mailto:Shirley@smp.org.au) , by phone on 93173155 or mob 0409 520 960

Yours Faithfully,

Shirley Russell  
Employment Services Manager  
South Metropolitan Personnel (SMP) Inc  
26<sup>th</sup> September 2006

## **Basic Clerical / Hospitality Support Position**

### **Teams**

SMP would be happy to provide 3 unemployed job seekers who have displayed a strong work ethic and are interested and motivated to gain a part-time productivity assessed award wage, in a clerical/ hospitality support role.

The proposed employees will be fully supported by a Field Coordinator provided by SMP. This Coordinator will be responsible for all on the job training, ensuring all tasks set are completed, efficiently and cost effectively, meeting each department's requirement.

The part time employees will work 4-6 hours each day, 2 days per week. Days and hours are fully negotiable.

### **Suggested Clerical Duties**

#### **Mail delivery and collection**

- Distribute incoming mail
- Redirect incorrectly received mail
- Courier items between departments (agencies) floors
- Courier items within Shared Services

#### **Photocopier**

- Retrieve weekly meter readings and log data onto database
- Replenish photocopier machine paper and staples

#### **Supplies**

- Maintain, replenish and tidy stationary stock at all levels throughout Faculty
- Replenish course/unit brochures and handouts at information handout points
- Assist with distribution

#### **Data Entry**

- Basic data entry as required

#### **Filing and Archives**

- Code documents
- Convert hardcopy documents to electronic form
- File documents
- Discard/shred documents

#### **Tidying and cleaning**

- Clean whiteboards
- Ensure that resource are kept neat and tidy

## **Suggested Hospitality Duties**

### **Meeting Rooms**

Prepare meeting rooms for meetings

Set out glasses and refreshments as required set out biscuits, cakes and light foods as required

Tidy meeting room after use

Make and deliver coffees, teas, biscuits as required

Clean and pack up glasses, plates etc

### **Supplies**

Distribute milk to various fridges from delivery points

Stock all kitchens with fresh Tea, coffee, sugar, biscuits etc

Maintain clean tea towels and paper towel

### **Tidying and cleaning**

Keep kitchen devoid of litter and maintain in a tidy state

Keep fridges clean

Keep microwave clean

Clean coffee machine

Clean spillages

Wipe cupboards as required

Other duties as directed

**Tasks listed may not be required each day, however may be required during working week**

## **WORK TRIAL**

I am keen to establish a working relationship, commencing with an unpaid Work Trial. The trial will allow yourself, your co-workers and SMP to evaluate the service for viability including cost-effectiveness. I envisage a 4 week unpaid Work Trial of 2 days a week, with shifts of 4 hours duration. Days and hours are negotiable.

## **PAID EMPLOYMENT – COSTS**

Following a successful trial, SMP will undertake to have a Productivity Assessment completed to determine an exact rate of pay which is Award based, but which reflects a fair days pay for a fair days work. The Supported Wage Management Unit conducts this assessment and provision for this is contained within your award. During the assessment period (of up to 12 weeks), the minimum cost each week, per employee is \$62.00. I would be pleased to facilitate this process and there is no cost to you for the assessment.

## **WAGE SUBSIDY**

Following the acceptance of each individual productivity wage rate, the employer will be eligible to receive a wage subsidy. The subsidy of up to \$1500 including GST is paid on week 13 of employment - of the “assessed wage”. For e.g. 12 weeks @\$62 would be \$744. Therefore the subsidy would equate to \$744 per individual plus GST.

## **BENEFITS AND SOCIAL DIVIDENDS**

Recruiting an employee for basic clerical or outside works has proven to be efficient and cost effective in similar work environments. The social dividend is enormous. History also demonstrates a happier work force, by removing routine tasks from duty statements and allowing higher skilled co-workers to complete the tasks that suit their individual abilities.

I am happy also to facilitate the relevant PR highlighting the valuable contribution given by individual agencies within the Public Sector promoting access and inclusion; and look forward to your positive response.

Yours faithfully,

Shirley Russell  
Employment Services Manager  
South Metropolitan Personnel  
Ref 014/06