

EMPLOYING A PERSON WITH DISABILITY

EMPLOYER TOOLKIT



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WHAT WE DO

At Feros Care we are focused on increasing the participation for people with disability in our workforce.

We foster a workplace culture that eliminates systemic and attitudinal barriers and promote social inclusion and acceptance at all levels.

The Feros Care disability employment strategy will achieve the following initiatives:

- Increase employment opportunities for people with disability to work at Feros Care.
- Create a workplace that fosters an inclusive culture where people with disability feel valued and encouraged to participate.
- Create a work environment that embraces, encourages and empowers people with disability.



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HERE'S WHAT MATTERS...

- Diversity makes good sense for business.
- Inclusive & accessible workplaces.
- Workplace adjustments.
- Finding the right person for the job, the first time.
- It's important to understand your legal responsibility.



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EMPLOYEES WITH DISABILITY

- Bring a strong sense of pride and loyalty to the workplace.
- Boost staff morale and teamwork.
- Can offer employers a competitive edge through un-tapped skills, experience and knowledge.
- Build strong connections with customers.
- Have higher rates of retention, better attendance and fewer occupational health and safety incidents.
- Perform as well as other employees.

**"I AM NO MORE LIKELY
TO BE INJURED AT
WORK THAN OTHER
EMPLOYEES.*"**

** (Deakin University 2002).*



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ORGANISATION AWARENESS & FINANCIAL SUPPORT



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DISABILITY AWARENESS

Here are ways you and your team can be welcoming to people with disability:

- Offer assistance if you feel it is needed, but never help without asking whether they want assistance.
- Treat the person as you would like to be treated.
- Find out more about disability and explore the 'social model of disability'.
- Get comfortable with the use of appropriate language.

**A 'reasonable adjustment' is a change that must be made to remove or reduce a disadvantage related to an employee's disability when doing their job.*

**UNDERSTAND
REASONABLE
ADJUSTMENTS***



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FINANCIAL SUPPORT FOR EMPLOYERS

Employment Assistance Fund (EAF) | Job Access

The Employment Assistance Fund provides financial assistance for disability, Deaf and mental health awareness training.

Employer Incentives | Australian Apprenticeships

Employers who take on a trainee with a disability may be able to receive assistance through Disabled Australian Apprentice Wage Support (DAAWS).

Subsidised wages for people with disability | Job Access

Wage Subsidy Scheme subsidies up to a maximum of \$10,000 may be available to businesses that hire eligible individuals into ongoing jobs.

Wage subsidies - Department of Education, Skills and Employment, Australian Government (dese.gov.au)

Disabled Australian Apprenticeship Wage Support Disabled Australian Apprentice Wage Support is an Australian Government incentive payable to an employer who employs an Australian Apprentice who satisfies the disability eligibility criteria in an Australian Apprenticeship.



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INCLUSIVE & ACCESSIBLE WORKPLACES



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IS MY WORKPLACE INCLUSIVE AND ACCESSIBLE?

- Human rights principles and policies of fairness, respect, equality, dignity and autonomy are promoted.
- Staff are aware and actively consulted in inclusive values.
- Representative of the local community or customers.
- Hiring managers and human resources practitioners are empowered and confident to hire people with disability.
- All employees are offered a range of supports and benefits.
- Promote health and wellness initiatives.
- Aware of any potential risks within the workplace and take action.

**EVERYONE IS
TREATED WITH
DIGNITY, RESPECT
AND FEEL EQUAL
AND VALUED.**



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WORKPLACE ADJUSTMENTS

MISCONCEPTION: workplace adjustments are expensive.

FACT: most workplace adjustments cost nothing or are very low.

Common adjustments in the workplace:

- Moving furniture, providing a ramp or other variations of access.
- Providing additional training, mentoring or support.
- Making changes to interview processes to accommodate different abilities.
- Providing supportive software such as Screen Readers or voice to text options.
- Flexible work arrangements, such as working part-time or different start and finish times.

Note: If the workplace adjustment does require significant cost, Job Access, a federal government service can assist organisations with up to \$30,000. Visit [Job access](#) for more information.



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WORKPLACE ADJUSTMENTS REQUEST

WORKPLACE ADJUSTMENTS FORM

Name:
Manager:
Date Completed:
Review Date:

WELLBEING AT WORK

What do you need us to know so you can do your best work? (Work environment, work preferences, ways of working etc.)

Access Requirements and Workplace Adjustments

Some people have access requirements and need workplace adjustments to be made. We have created a list that outlines some of these options.

Please indicate the ones that apply for you and what we need to do to meet your requirements.

Here is an example of how to fill out the form:

Access need or workplace adjustment	What do we need to do?
<input checked="" type="checkbox"/> Lighting adjustment	I need natural lighting in the meeting room or to be able to wear my sunglasses inside.

Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Accessible parking	
<input type="checkbox"/> Auslan communication services	
<input type="checkbox"/> Chemical-free environment	
<input type="checkbox"/> Easy Read documents	
<input type="checkbox"/> Ergonomic chair	
<input type="checkbox"/> Flexible breaks at work	

<input type="checkbox"/> Flexible interview time	
<input type="checkbox"/> Flexible working arrangements	
<input type="checkbox"/> Interview questions sent in advance	
<input type="checkbox"/> Interview conducted online	
<input type="checkbox"/> Interview conducted over the phone	
<input type="checkbox"/> Lighting adjustment	
<input type="checkbox"/> Mobility assistance	
<input type="checkbox"/> National Relay Services	
<input type="checkbox"/> Noise adjustment	
<input type="checkbox"/> Plain English documents	
<input type="checkbox"/> Screen magnifier accessible documents	
<input type="checkbox"/> Screen reader accessible documents	
<input type="checkbox"/> Standing desk	
<input type="checkbox"/> Support worker / support person	
<input type="checkbox"/> Temperature adjustment	
<input type="checkbox"/> Transportation assistance	
<input type="checkbox"/> Wheelchair access	
<input type="checkbox"/> I have other access requirements	

Please contact *manager's name* on *phone number* or *email address* if you would like to discuss your wellbeing, access requirements and workplace adjustments in another way.

**EASY
ADJUSTMENT
REQUEST
EXAMPLE**



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RECRUITMENT



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RECRUITMENT

Undertaking best practice, non-discriminatory recruitment practices can ensure all potential applicants, regardless of their cultural background, disability or gender, will feel comfortable and welcome to apply for the position.

The expense and time taken to recruit makes it important to ensure you find the right person for the job first time around.

Making the most of your recruitment opportunity is paramount.



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YOUR POSITION DESCRIPTION

Consider:

- Do the questions relate to the skills and abilities needed to do the job?
- Are the questions described in inclusive and non-discriminatory language?
- Do the questions relate to the fundamental requirements of the job? If no, would this be perceived as indirect discrimination?

For example: requirement is that the position holder must have a driver's licence, when taxis or public transport could be used as an alternative.



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ADVERTISING THE POSITION

Ensure your process is inclusive for all potential applicants.

Here's how:

- Focus on what is to be achieved rather than how it is achieved.
- Prioritise essential skills above desirable skills.
- Make the advertisement easy to read and understand.
- Provide information in alternative formats that are accessible for all applicants.
- Broaden the way you advertise and accept applications – this will attract more candidates and more skilled workers to the position.
- You can also encourage people to apply by including a statement welcoming diversity.

See Feros Cares' statement here: <https://www.feroscare.com.au/careers/>



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THE INTERVIEW PROCESS

Be aware of any adjustments that may be required to participate in interview:

- Vision impairment needs.
- Is an Auslan interpreter required?
- Access needs.
- Brief receptionist and co-interviewers on any specific requirements if appropriate.
- Provide information in an alternative format.

You can always ask:

“Do you have any requirements for the interview?”



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THE INTERVIEW PROCESS

Prepare the right questions:

- Determine whether a person can complete the basic requirements of the job.
- Identify reasonable adjustments required during the recruitment process and / or to perform the job.
- Establish entitlements and obligations such as superannuation, workers compensation or access to productivity-based wages.

(Job Access Resource Toolkit 2019)



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QUESTIONS YOU CAN AND CAN'T ASK

The only questions you can ask about a disability or injury relate to:

- Any adjustments required to ensure a fair and equitable interview/selection process.
- If, or how, the disability may impact on some aspects of the essential requirements of a job.
- Any adjustments that may be required to complete the essential requirements of the job.

Any other questions about a person's disability are inappropriate, including questions about:

- How the person acquired their disability/ies.
- Specific details of the person's disability that are not related to the specific requirements of the job.



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**FOR FURTHER
INFORMATION CONTACT
OUR FRIENDLY LOCAL
AREA COORDINATION
TEAM
1300 986 970**

THANKYOU



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