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SECTION THREE RECRUITMENT

help sheet

ACCESSING SERVICE PROVIDERS

Having worked through your Help sheets in the subject areas of “Planning for an Indigenous Workforce” and “How to Engage” the next step is “How to Recruit”.

Service Providers

There are a range of service providers in operation who have the expertise and are funded to create employment opportunities for Indigenous people. These providers can assist in accessing Indigenous people with an interest to work in Hospitality. They can also work with potential employees to develop skills and attributes which are required for presenting for jobs within your business.

It is helpful as a process when developing your Indigenous Employment Strategy to identify the positions of entry and the skills and attributes required for a person to be considered for employment. Communicating these to a service provider will help them to meet the needs of your business and make the process more efficient.

For example, assistance from a provider could include:

- ▶ recruiting potential candidates.
- ▶ providing targeted pre-employment training to meet your identified needs.
- ▶ resume building and interview skills.
- ▶ facilitate group information sessions/interviews.
- ▶ conduct workplace familiarisation visits.
- ▶ provide workplace mentoring.
- ▶ assistance with uniforms in some cases.
- ▶ Wage subsidy assistance in some cases.

Refer to the information below and also the “Partners and Drivers” Tool included in this pack for contact details in your Region.

Service Providers in your Region

Job Services Australia

Job Services Australia (JSA) providers are funded by the Department of Education, Employment and Workplace Relations (DEEWR) to meet the employment and recruitment requirements of both job seekers and employers.

Job Services Australia replaces previous employment services such as Job Network and will provide new opportunities for Australians to receive one-on-one assistance and tailored employment services.

To search for your local provider click here

<http://jobsearch.gov.au/provider/providersearch.aspx>

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Indigenous Employment Program (IEP)

The objective of the reformed Indigenous Employment Program (IEP) is to increase Indigenous Australians employment outcomes and participation in economic activities, contributing to the Governments commitment to halving the gap between Indigenous and non-Indigenous employment outcomes within a decade.

The IEP supports a broad range of activities that are responsive to the needs of employers, Indigenous Australians and their communities. Support is available for activities that help to achieve the objective of the IEP and that offer value for money. These could include activities that will:

- ▶ encourage and support employers to provide sustainable employment opportunities for Indigenous Australians.
- ▶ encourage and support Indigenous Australians to take up training and employment opportunities, stay in jobs and enhance their future employment prospects.
- ▶ assist Indigenous communities, industry bodies and groups of employers to develop Indigenous workforce and economic development strategies that support local and regional economic growth or
- ▶ assist Indigenous Australians to develop sustainable businesses and economic opportunities in urban, regional and remote areas.

For further information visit

<http://www.deewr.gov.au/Indigenous/Employment/Programs/IEP/Pages/default.aspx>

WANT TO KNOW MORE?



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