

My Work

Document Management

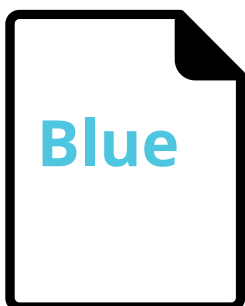
EASY READ VERSION



This factsheet is about **working in Document Management** at OCC Enterprises.

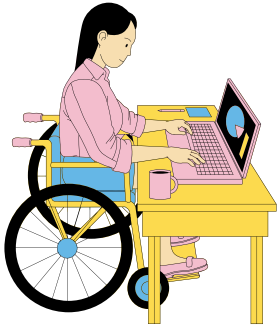


You can ask someone to help you read this sheet.



Some words on this sheet are in **blue**. You can find out the meaning of these words on **page 10**.

About OC Connections' Enterprises



At OCC Enterprises, people with disability can:

- work

and

- get the extra support they need.

This is called **supported employment**.



When you work in supported employment you can learn **skills** to help you get a job in **open employment**.



You can find out more about supported employment at OCC Enterprises by reading the My Work Easy Read brochure.

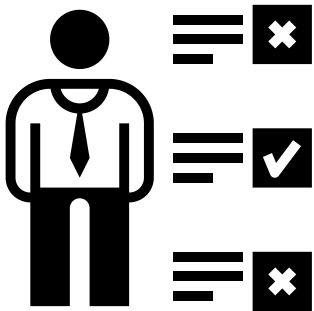
What is Document Management

Document Management is when you:

- scan
- photocopy
- save to pdf
- file
- archive



paper documents in an office.



You do not need to have these skills when you start work with us.

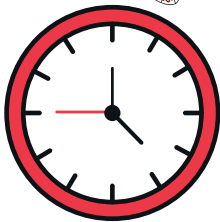
You will learn these skills when you work at OCC Enterprises.

What do I need to work in Document Management at OCC Enterprises?



You will need to be able to:

- work in a **team**
- communicate with other people
- work the same times each week



You will then learn the skills needed to do the job.

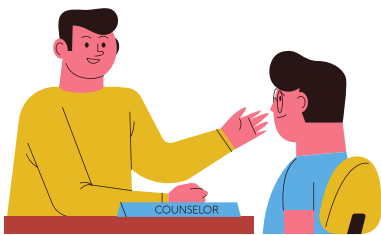


You will also need the right funding from NDIS.



The funding you need is **NDIS funding for employment**. You can speak to your NDIS planner, support coordinator about your funding.

How do I know this is the right job for me?



You can talk to us about:

- the job
- your skills
- your **goals**
- your funding
- your support requirements
- and any other questions.

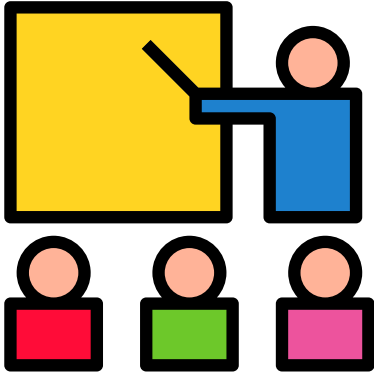
You can undertake a half day (unpaid) work trial to see if the job suits:

- your skills and your goals



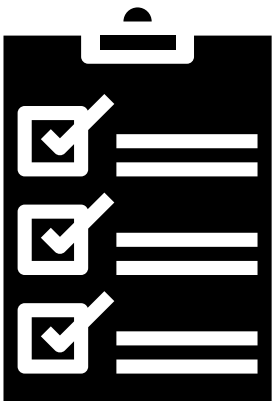
If the job is not for you, we can find other options to help you get ready for work.

Training while you work



If you work at OCC Enterprises you can get extra **training**.

This means you will learn new skills.



We will meet with you to see what:

- you have learnt
- you are good at, and
- extra training you need.

Work Trials

You can do a work trial at OCC Enterprises.

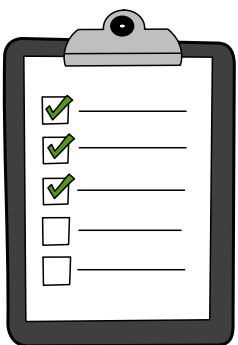
You can do this if you want to get a job with us.

A work trial is where you:

- work for half a day
- try different **tasks**

and

- meet other people who work there.



A work trial helps us understand your goals and support needs.



You do not get paid for the work trial.

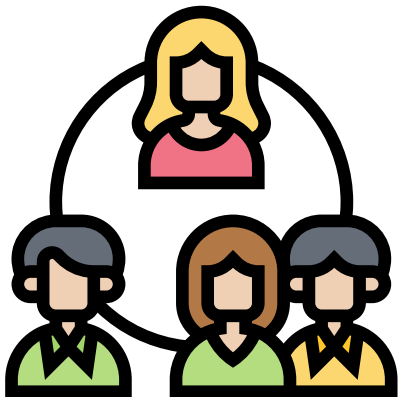
Where will I work and who will I work with?



You will work at:

1088 Centre Road, Oakleigh South

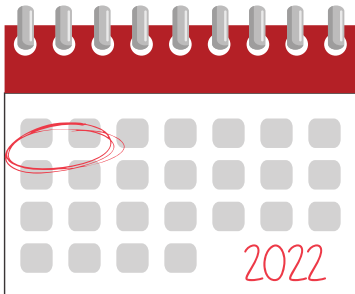
There might be other locations available in the future.



You will work with:

- A supervisor
- A team leader
- Other supported employees

When would I start and what hours would I work?



If you were successful you would start:

- early 2022



If you need to do further training to get work ready, you might be able to start

- later on in 2022

We will talk to you about the days and hours you can work and find the best times and days to suit both you and your team.



You could work:

- a full day (6 1/2 hours)
- a half day (hours to be agreed on)
- 1, 2, 3, 4 or 5 days a week

This will depend on the work available and your availability.

How do I apply?



Contact Veronica Galdames

Email:

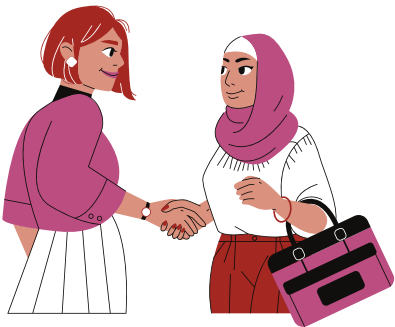
vgaldames@occenterprises.org



Phone:

0427 006 954

Veronica will make a time for you to:



- meet and discuss:
 - your goals
 - support needs and
 - funding.
- take a work trial

What do these words mean?

goals

Things you want to do in your life:

- now

and

- in the future
-

skills

To know how to do something well.

For example if you have computer skills then you know how to use a computer well.

open

employment

A business that is not run by a disability support service provider.

team

A group of people you work with.

funding

Money you get from the government to help pay for the support you need because you have a disability.

What do these words mean?

scan When you put a document in a machine that copies the document for saving to a computer.

file Putting paperwork where it belongs:

- in a cabinet or folder
- or on the computer

save to pdf Saving a document on the computer.

archive Putting a group of files away for storage

- in a box
- on a computer

training Learning how to do new things

tasks Jobs or things you have to do