Job Seeker Activities

What are they

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| Australian Government logo with Department of Social Services underneath  Department of Employment and Workplace Relations logo | The Australian Government   * Department of Social Services wrote this.   We say **DSS** for short.   * Department of Employment and Workplace Relations   We say **DEWR** for short.  When you see the word **we** it means DSS and DEWR. |
| A person holding a white book with easy read on the cover | We wrote this in an easy to read way.  We use pictures to explain some ideas. |
| The word bold is in bold and the words not bold are in plain text | We have some words in **bold**.  This means the letters are thicker and darker.  These are important words. |
| An easy read document with pictures and lines for text. | This is an Easy Read summary of another document.  This means it has the most important ideas. |
| Two people with their arms around each other with thumbs up. | You can ask for help to read this document.  You can ask   * A friend * Family members * A support person. |

What are mutual obligation activities

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| a book with rules on the front and a green tick and red cross | We have **laws** for   * People who get Centrelink money for **not** having a job   We call this **job seeker**. |
| fanned out money | * The things they need to do to get their Centrelink money.   We call these **activities**.  Laws are **rules** for how we live. |
| Notebook cover with 'My Plan' and a smiling woman pictured. | The activities could be   * Making a job plan |
| Person writing on a checklist held by another hand. | * Get a set number of points   You get points for doing things like putting in a job **application**. |
| A hand holding a pen over an easy read application form | **Applications** are forms you fill out to say you want to work at a job. |
| a person on a phone organising a job appointment | * Turn up to appointments about getting a job * At all * On time |
| a person sitting at a computer with jobs on the screen and a green tick | * Take part in activities that we say you have to   These are called **compulsory** activities. |
| Person in a gray suit reading a newspaper with the headline 'Jobs Available.' | * Look for a job |
| Two people shaking hands with a checklist labeled 'Plan' in the background. | * Do what is in your job plan |
| Two men shaking hands in business attire. | * Act in a safe way in your * Appointments * Activities |
| A professional interview with three interviewers facing an interviewee. | * Go to job interviews * Act in a safe way in the job interviews |
| Man in a suit on the phone, writing, with a laptop displaying 'Universal Jobmatch' in the background. | * Try and get a job if someone helps you. |
| Person holding a clipboard with a completed checklist. | All the activities are called **mutual obligations**. |
| Man in a suit holding a clipboard with two red X marks and a red marker. | It is called **mutual obligation failure** if you do **not** do them. |
| fanned out money with a red cross | If you do **not** do them we can   * Make changes to * Stop   Your Centrelink money. |

What you need to do

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| Clipboard with a red 'X' mark on the paper. | You do **not** need to do anything at the moment. |
| Person holding a clipboard with a completed checklist. | You need to keep doing your activities. |
| Two people having a serious conversation, one explaining and the other listening. | Talk to   * Your employment provider |
| Woman sitting on a plaid armchair, talking on a phone. | * The Digital Services Contact Centre   **1800 314 677**  To make sure your activities are right for you. |

Support

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| Woman raising her arm with a speech bubble containing a question mark. | You might   * Have questions |
| A man stands with crossed arms and thought bubbles showing him in various worried poses. | * Be worried |
| 3 people standing with thumbs down | * Want to make a **complaint**.   **Complaints** are when you tell someone they have **not** done a good job.  Everyone has the right to make a complaint. |
| A smartphone screen displaying a dial pad and a phone number. | You can call the DEWR National Customer Service Line  **1800 805 260** |

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