

A guide to support job seekers and employees through JobAccess

This guide tells you what JobAccess is and how JobAccess can help you with your job search and your job once employed. You can find more information on the [JobAccess website](#).

What is JobAccess?

JobAccess can give you advice and information about employment for people with disability.

JobAccess is managed by the Department of Social Services (Australian Government).

What can JobAccess help with?

Finding a Disability Employment Service Provider (DES)

JobAccess can help you find a Disability Employment Service Provider (DES). Find out more on the DES webpage.

A DES can help you find a job. [Find out how DES can help you via the DES webpage](#).

Employee Assistance Fund (EAF)

JobAccess can help pay for the support and tools you need to do your job. This JobAccess program is called Employee Assistance Fund (EAF). More information can be found on the [JobAccess EAF webpage](#).

These supports are called workplace adjustments or reasonable adjustments.

Finding someone to assess your workplace to see what support can help you (workplace assessment)

A workplace assessment can tell you what changes a workplace needs to support you. Visit the [JobAccess webpage on getting a workplace assessment](#).

A workplace assessment is done by a Workplace Assessor.

JobAccess can help you find and organise a workplace assessor if you are applying for the Employee Assistance Fund.

You can also find a [list of workplace assessors on](#) the Department of Social Services website.

How do I ask JobAccess for help?

You can visit the [JobAccess website](#).

You can call 1800 464 800.

Fill out an [online enquiry form](#).

Email jobaccessadvice@workfocus.com

How do I get the Employee Assistance Fund (EAF)?

1. Contact a JobAccess Adviser for free, confidential advice on workplace adjustments or visit the [JobAccess EAF webpage](#).
2. Tell your manager or a HR staff member you would like to apply for the Employee Assistance Fund to help you with support and tools to do your job. JobAccess will contact your employer, so this is important.

If you are worried about having a conversation with your manager or HR you can [contact JobAccess for free, confidential advice](#).

3. If your manager or HR haven't heard of JobAccess, you can send them the [JobAccess Employers webpage](#) which has information for employers.

The JobAccess website is <https://jobaccess.gov.au/>.

4. Submit an application online. JobAccess has helpful [instructions on how to submit an EAF application](#).

Your manager or a HR staff member can help you apply for EAF.

You can also ask a friend to apply for EAF for you. If you do this, you will need to complete a nominee form. The service provider will help you with this.

5. A JobAccess Allied Health Advisor will contact you to talk about what you need to help you with your job.
6. The Allied Health Advisor will send you an email to say what your company can buy and how much they can spend on each item. You can pass this on to your manager or HR staff if they don't have a copy of this.

Important: do not purchase any tools or supports until you have confirmation of approval from JobAccess.

7. Once you have the email from JobAccess, your employer can purchase the tools and supports.
8. Your employer will organise to be reimbursed by JobAccess for any approved tool and supports.

More helpful resources

These JobAccess resources provide more helpful information. Visit the [JobAccess website](#).