

EAST WORK

ACFE Provider ID No. 10468

Job Club 2010

Job Club is a **jobseeker support program** designed to assist Eastwork clients in their job search activities through the development and completion of a 10 step job search plan.

Job Club members receive access to:

- Weekly metropolitan newspapers
- Weekly local newspapers
- Access to computers for:
 - ✓ job seeking
 - ✓ developing resumes
 - ✓ writing cover letters
 - ✓ researching employers
 - ✓ researching careers
 - ✓ sending job applications by email
- Job seeking tips and tools
- Experienced trainers and career practitioners
- Shared experiences from other Job Club members
- A supported environment where you can develop a job search plan that will work for you
- Opportunity to develop employability skills that will increase your chance of employment



Employability skills that will be developed through attending Job Club include:

- **Communication** – effective letter and resume writing, learning what to say in an interview, developing telephone skills
- **Teamwork** – sharing experiences with other job club members
- **Problem solving** – developing a job search strategy, career options
- **Initiative** – taking steps towards employment and independence
- **Planning** – creating a job search plan
- **Self-management** – taking responsibility for your future and your career pathway, setting goals, identifying training needs
- **Technology** – using computers as a job seeking tool

About Us: Established in 1991, Eastwork is a community based, not for profit organisation assisting people with disabilities and disadvantaged to reach their vocational goals.

Cheltenham Training Rooms
Monday morning 9.30 – 10.30 am

Frankston Training Rooms
Tuesday morning 9.30am – 10.30am

Camberwell Training Rooms
Wednesday morning 9.30 – 10.30 am

Investment and Dates:

Job Club is **FREE** for Eastwork Disability Employment Services clients and meets weekly.

To join Job Club:

Speak to your Employment Consultant or contact Eastwork Training
Ph: 03 9583 7888