

Human Resources

The Disability Employment Advisory Service (DEAS)



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TABLE OF CONTENTS

CONTENT	PAGE
INTRODUCTION	2
THE BENEFITS OF USING DEAS.....	2
FACILITATED RECRUITMENT	2
RETENTION SUPPORT FOR CURRENT EMPLOYEES	4
ROLES	5
FREQUENTLY ASKED QUESTIONS	5
FURTHER ASSISTANCE	6

INTRODUCTION

The Victorian Government has engaged the Disability Employment Advisory Service (DEAS) to further its commitment to diversity and the goals articulated in the *Disability Act*, namely to;

- increase employment opportunities for Victorians with disabilities, and
- ensure the public service is representative of the Victorian community.

The Department is working with DEAS to bring this service to its corporate and school workplaces (see the Department's [Disability Action Plan 2009-2012](#) on HRWeb).

This document sets out how the Department and DEAS work together to achieve these goals in the education context.

THE BENEFITS OF USING DEAS

- Enhanced diversity of skills achieved by recruiting from a broader talent pool of potential employees
- Increased retention and enhanced performance achieved through the high levels of productivity, motivation and loyalty demonstrated by employees with a disability
- Improved reputation in the community for demonstrating fairness and inclusion and as an employer of choice
- Enhanced understanding and confidence in recruiting and working effectively with people with a disability
- Greater capacity to meet reasonable adjustment obligations under legislation

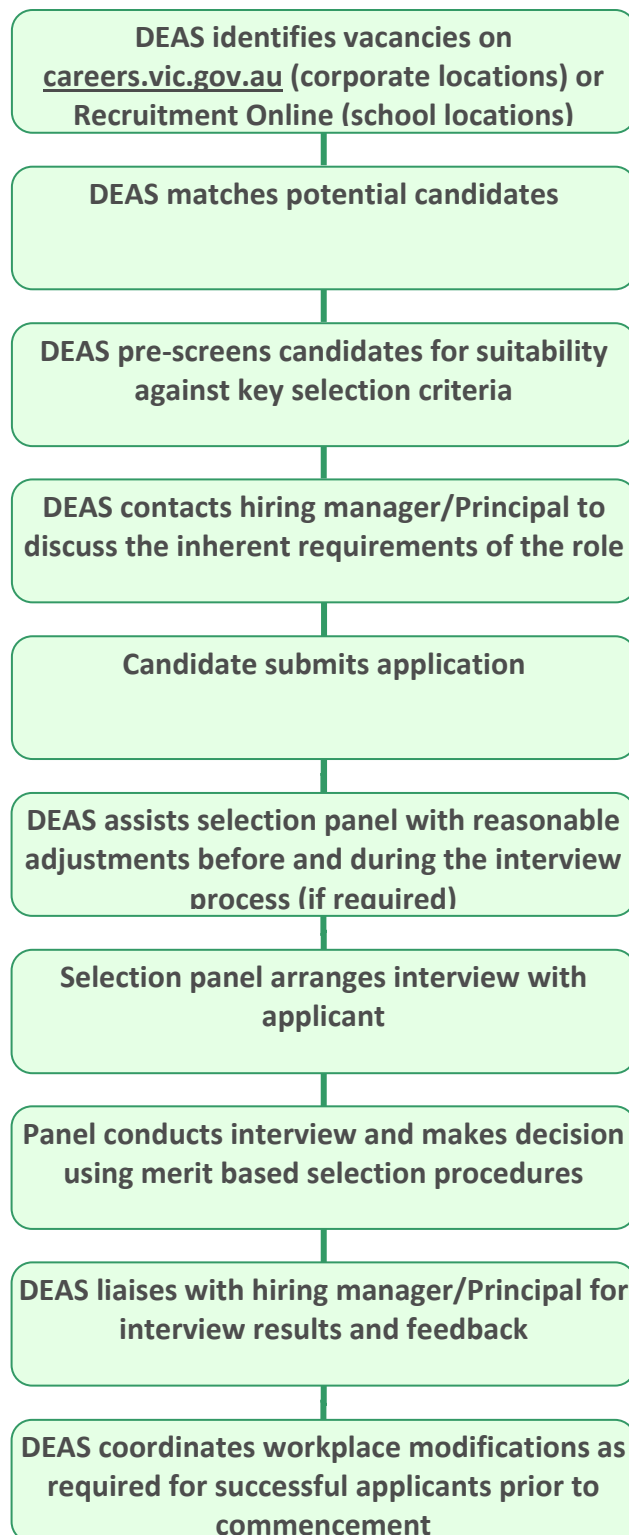
FACILITATED RECRUITMENT

DEAS assists suitably qualified candidates with a disability to apply for positions in Department corporate and school-based workplaces. DEAS works with candidates to ensure that they meet the requirements of the role and assists them with their application as required.

DEAS also assists hiring managers and school leaders to approach disability employment with greater confidence. This can include pre-application discussions regarding the nature of the disabilities and the requirements of the role.

Selection panels are to include DEAS applicants in the interview shortlists.

DEAS facilitated recruitment process operates as follows:



RETENTION SUPPORT FOR CURRENT EMPLOYEES

DEAS can provide support when current employees with disabilities need assistance to either continue working or to work at their full capacity. DEAS may assist by undertaking the following steps:

1. A Situational Brief with the manager or Principal to determine the most appropriate individual assessment, recommendation and support measures. This meeting will include discussion of the background and challenges of the situation.

2. A Needs Assessment (if required) may include:

- Additional conference with the manager or Principal and employee to further discuss the background and challenges
- A workplace assessment with the employee to analyse capability against the current and/or previous Job Specifications and required tasks. This assessment will often be undertaken by an appropriate professional.
- Recommendation and facilitation of any required or relevant testing

Assessment measures may include:

- Mediation
- Job Task Analysis
- Workplace/Work Station Assessment
- Vocational/Job Capability Assessment
- Fitness for Duties Examination
- Clinical Psych Assessment
- Activities of Daily Living Assessment
- Cognitive / Neuro-Psych Assessment
- Exercise Physiology/dietician assessment
- Functional Capacity Evaluation

3. A Recommendation Plan outlining DEAS advice and suggestions on what (if any) support is required.

The recommendations may include:

- Advice in regard to accessing appropriate workplace adjustments
- Advice as to how to work through the situation informally
- A Return to Full Work Capacity Plan
- Mediation
- Job re-design or workplace adjustments
- Training, coaching, mentoring or education for employees, managers and/or colleagues
- Ongoing contact and support for employees and/or managers
- Liaison with the Department's Employee Health Unit

ROLES

DEAS will:

- liaise with hiring managers to discuss the requirements of advertised vacancies
- refer suitable candidates with disabilities to corporate and school-based vacancies
- discuss candidate suitability with hiring managers and Principals
- work with selection panels to ensure interviews are accessible
- assist managers and Principals to arrange any workplace modifications required
- obtain feedback to assist unsuccessful applicants to improve their prospects for future applications
- work with managers and Principals to assist current employees with disabilities to remain in the workforce

Managers and Principals will:

- discuss the requirements of advertised roles with DEAS
- discuss the abilities and disabilities of the proposed candidates with DEAS
- include DEAS referred candidates on the shortlist for interview (*DEECD Disability Action Plan 2009-2012*)
- assess candidates using standard merit based selection procedures
- make reasonable adjustments to the workplace to assist new and existing employees as appropriate
- provide feedback to DEAS case manager to assist unsuccessful applicants with their future applications for similar roles

FREQUENTLY ASKED QUESTIONS

Is the requirement to interview DEAS candidates consistent with merit based employment?

DEAS undertakes rigorous screening and matching of candidates prior to making a referral to any vacancy. This often includes discussions with the hiring manager or Principal about the role, and the nature of the candidate's disability. This pre-screening service enables DEAS referred candidates to be added to the short-list for interview with confidence that the applicant can meet the key selection criteria.

The selection of the best applicant is then undertaken using merit-based recruitment principles. Candidates without disabilities are not disadvantaged by the services offered by DEAS.

Will this create extra work for selection panels?

Hiring managers and Principals may be asked to provide DEAS with information about the requirements and nature of the role and to ascertain whether particular candidates with disabilities are suitable for referral.

Following the selection process, DEAS may request feedback on the applicant to assist to develop their skills and knowledge. No other additional work is expected.

Will the initiative affect other equal employment initiatives?

DEAS is not expected to affect our responsibilities or programs designed for other equal opportunity groups.

What obligations do managers have with respect to workplace adjustments?

The law requires employers to make reasonable adjustments to provide people with disabilities equal opportunity in obtaining and retaining employment. More information about reasonable adjustments can be obtained from the [Disability](#) page on HRWeb.

FURTHER ASSISTANCE

About a specific application or the services offered by DEAS

To enquire about a specific application or the services offered by the Disability Employment Advisory Service contact the service directly.

Disability Recruitment Advisor

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About Recruitment Online

For assistance using recruitment online email schools.recruitment@edumail.vic.gov.au or phone Schools Recruitment on 1800 641 943.

About HR matters in corporate locations

Managers and staff in non-school locations can obtain advice, assistance or further information by contacting their [Corporate HR Services Consultant](#).