

making
our future
work



skills for a job

SKILLS YOU USE EVERY DAY COULD HELP YOU GET A JOB!

skills for a job

Skills that we use every day like cleaning, shopping, cooking, arranging community projects, coaching sports, fixing the car, and lots of other skills can all be used in the workplace.

I can do that

Many people don't know what skills they may have just by doing every day things. Many everyday skills can be used in a job.

Before you go for a job interview or send in a job application, think of the skills you might have that will help you get a job. It is useful to be able to say what skills you have, even though you may not have done this type of work before.

just in case

Are you the one everyone rings to find out how long they have to wait for Youth Allowance, where to go to have a medical, what they get on ABSTUDY or any other government funding?

Some people seem to have all the bits of information. If you are like this, this means you may have information getting (retrieval) and giving (referral) skills, communication, negotiation and research skills.

These are skills used by librarians, researchers, people who work in public relations, community help services, secretaries and personal assistants and public servants.

do tell

Do people go to you for help in a crisis? Maybe you think you are just a friendly ear, or that this happens to everyone. In fact, you are not just being nice, but like a counsellor, you are trying to help

everyday skills



Have you ever helped coach a sporting team, helped at the local school, organised a community meeting, got people together for a community event, sold crafts or helped raise money for a community project? Your skills in doing these activities are something else you can talk to an employer about.

Skills may include:

- **willingness to work**
- **maturity**
- **leadership**
- **communication skills**
- **team-work**
- **ability to use your hands**
- **artistic and design flair**
- **sales ability**
- **community spirit**
- **responsibility**
- **money handling skills**

Common sense is a skill you learned and developed even if you have never called it a skill before, and even if no-one has ever paid you for using it. For example, if you shop around for the best deal before you buy a television for your home, why couldn't you shop around for a good deal on spare parts at work?

Jobs, both paid and unpaid, demand research skills, communication skills, negotiation skills and decision-making skills. If you can do it at home, you can do it at work.

Be ready to sell your skills at your next job interview:

- 1. list some of the things you do every day,**
- 2. list the skills you use when you do these things,**
- 3. list the kinds of paid work that rely on these skills.**

If you need any extra help finding this information contact your local Centrelink office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS) – Centrelink or your local council can give you details.

Most Centrelink centres have Indigenous Services Officers.

Why not drop in and have a talk to one, or call 13 1021 to make an appointment.

COVER ART by Canberra-based Aboriginal artist, John (Johnno) Johnson. This picture depicts how information and skills can be picked up as you travel the river of life. Community people are there to help you along.