

## SUPPORTING EMPLOYMENT

# General dos & don'ts when recruiting an employee with FASD



### Don'ts

- Assume that they are unemployable or are not motivated to work.
- Assume that persons with FASD and/or justice background are unable to gain the necessary skills and knowledge for employment.
- Assume they lack the necessary education, training or skills for employment.
- Assume what types of jobs are better suited for them
- Ask the person if they have a disability or a criminal background during the interview.
- Assume that your workplace is accessible and that accommodations or adjustments are expensive to implement.
- Assume that you or the management team will require costly intensive and specialised training.
- Assume that the work environment will be unsafe or unsuitable.
- Speculate that they might not be able to complete a job.
- Assume that the cost of insurance cover will increase as a result of employing someone with a disability.

### Dos

- ✓ Learn about employment agencies and disability employment services that can help you find and recruit staff.
- ✓ Learn about FASD so that people are treated with dignity and respect.
- ✓ Adopt an FASD informed approach to working with people with a disability.
- ✓ Ensure that application forms and other company forms are in formats that are clear and easily completed.
- ✓ Consider using written job descriptions that clarify the essential functions of the job.
- ✓ Ensure that you are familiar with the Disability Discrimination Act 1992
- ✓ Treat the person with FASD with the same respect you would give to other applicants.
- ✓ Develop an understanding of the adjustments you may need to make.
- ✓ Learn strategies on how to best communicate and work with people with FASD.
- ✓ Ensure that you maintain confidential records.
- ✓ Understand that a person with FASD and with a criminal record is on a course of recovery.
- ✓ Expect that with appropriate accommodations, the person can gain or regain significant functioning in personal and work endeavors.