



STABLE & GROUNDED

Stable.Supported.Empowered

A Practical Guide and Checklist for:

Participants and Support Coordinators.

To assess if they are:

Work-Ready.

www.stableandgrounded.com.au



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WHAT DOES WORK-READY LOOK LIKE?

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How to Know if You're Work-Ready

Many people want a job, but wanting work and being ready for work are two different things.

This guide helps participants and support coordinators understand:

- ✓ Signs someone is ready for employment
- ✓ Areas that may need strengthening first
- ✓ How to build capacity for sustainable work

Created by the qualified rehabilitation counselling team at Stable & Grounded.



CORE WORK READINESS PILLARS

BIO

Thorough understanding of your functioning, health & biology and how this fits with work.

PSYCHO

Understanding what work places fit your abilities including your values, learning style, beliefs, coping strategies, emotional regulation

SOCIAL

Understanding how everything else in your life contributes to success in the workplace.



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WHY WORK READINESS MATTERS

Many participants are referred to employment services before they are actually work-ready.

- This can lead to:
- Repeated job losses
- Frustration and loss of confidence
- Burnout for participants and families
- Disengagement from services
- Impacts self-confidence and self-esteem

True work readiness involves functional capacity, not just motivation.

At Stable & Grounded we work from a biopsychosocial rehabilitation approach, meaning we consider:

- Physical capacity
- Psychological readiness
- Social and environmental supports
- Functional daily living skills
- Ability to complete required training for the job
- How would this role suit our life
- How does this role suit our abilities
- What is our learning style and what needs do we have to learn the role

Work readiness is not about being able to secure a job.

It is about having enough stability and capacity to sustain employment in a way that makes work meaningful.



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WORK READINESS CHECKLIST

You don't need to tick every box, but these indicators help identify readiness.

Daily Living Skills - (Can they/you)

- ☐ wake up consistently at a set time
- ☐ attend appointments reliably
- ☐ manage basic personal care independently
- ☐ travel independently or with a clear plan

Emotional & Mental Capacity

- ☐ able to manage stress without shutting down completely
- ☐ able to receive feedback without significant distress
- ☐ able to ask for help when needed
- ☐ able to regulate emotions in public settings

Social Capacity

- ☐ able to communicate with unfamiliar people
- ☐ able to follow workplace instructions
- ☐ able to participate in a team environment
- ☐ able to manage minor conflict

Functional Reliability

- ☐ arrives on time to commitments
- ☐ completes agreed tasks
- ☐ maintains focus for 1–3 hours
- ☐ can return after setbacks



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WORK READINESS CHECKLIST

Do you understand how the workplace fits your needs:

- ☐ How long you can sit/stand for
- ☐ What equipment accommodations you may need in the workplace
- ☐ What level of physical and psychological functioning the role requires

Do you know:

- ☐ What technology does the role use, do you know how to use that technology?
- ☐ What is the training process for the role, are you able to complete that training or do you need to ask for accommodations?
- ☐ What support the employer can provide to help you be successful at work.

- ☐ What type of work environment would be set you up for success
- ☐ What a day in the life of that role looks like
- ☐ Does the requirements of the role suit your personality and abilities?
- ☐ able to manage minor conflict
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- ☐ able to manage minor conflict

Advocacy and support

- ☐ Know how to access support in the workplace
- ☐ Know who you can go to if you're not treated in a way that makes you feel accepted
- ☐ Have the courage to speak up
- ☐ Know what you can ask for in the workplace



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WHAT WE OFFER PARTICIPANTS & SUPPORT COORDINATORS

You may find our Work-Ready program helpful when participants:

- Want to work but struggle with consistency
- Are not ready for IEA yet
- Have had repeated job breakdowns
- Experience anxiety in workplace environments
- Need confidence-building and emotional regulation support

Referrals are suitable under:

NDIS Capacity Building – Finding & Keeping a Job

We provide:

- Gaining an understanding of current functional capacity and building a pathway to address any gaps
- Working with other allied health professionals if we need to understand an aspect in further details
- Capacity building programs
- progress reports for planning reviews
- Vocational assessments
- Vocational counselling
- Psychometric testing - where needed
- Skills inventory, transferable skills analysis
- Learning style testing



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BUILDING CAPACITY THAT LASTS

Stable & Grounded provides evidence-informed, collaborative support focused on measurable improvements in functional capacity, psychosocial safety, and participation across home, community, and work settings

WHY PARTNER WITH US?

- **Collaborative** - We actively partner with referrers and multidisciplinary teams.
- **Adaptive** - Services are tailored to presentation, readiness, and functional need.
- **Accountable** - We do what we say we will do
- **Outcome Focused** - We measure change and communicate it.



CORE SERVICE PILLARS

IMPROVED DAILY LIVING

Focused on functional independence, decision-making, and emotional stability.



EMPLOYMENT CAPACITY

Work-ready foundational programs and adjustment to injury/illness .



EXPERIENTIAL TOOLS

Experiential tools providing real-time feedback for emotional regulation and trust building .



THREE WAYS TO REFER



Our referral hub on our website
www.stableandgrounded.com



Book an intake for yourself
or your dependent via our website



Email us
contact@stableandgrounded.com

