



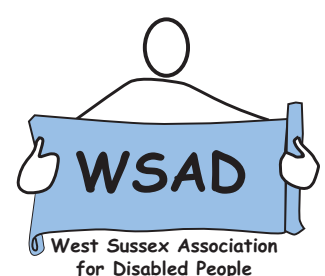
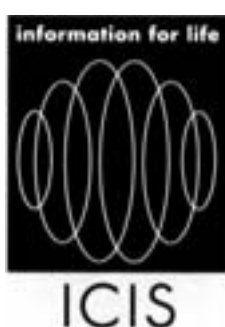
**Sussex
Disability
Employment
Directory
2007/2008**



Sussex Disability Employment Directory 2007/2008

An employees' and employers' guide to employment services in Sussex

Partner Organisation



Introduction

This directory was developed by the European Social Fund project Disability Equals Business (DEB) to assist employers in Sussex who employ disabled people or who have an employee who becomes disabled.

There are many more aspects to disability and employment than can be presented in this directory. Should you not find the information on disability and employment you require please contact the partner organisations:

East Sussex Disability Association (ESDA)
ICIS: information for life
Jobcentre Plus
Sussex Enterprise
West Sussex Association for Disabled People (WSAD)

Contact details for ESDA, ICIS, Sussex Enterprise and WSAD are on pages 33-35.

You can also find East Sussex local and community information from the East Sussex Community Information service (ESCIS), see page 33.

For employers in Brighton & Hove there is information and advice on employment available from Equal Brighton and Hove. For full information visit their website

www.equalbrightonandhove.org/engage

This directory lists organisations which can help both employer and employee find answers to disability employment matters. It does not list the many organisations that exist to help disabled people to gain skills prior to employment such as colleges. Neither does this directory list the many organisations who provide assistance with wider disability issues. Disabled people who require assistance, or have queries, should contact the partners listed above for further details.

The information in this directory was compiled by ICIS in partnership with West Sussex Association for Disabled People and East Sussex Disability Association.

Thank you to the European Social Fund and its DEB project for funding the production of this directory.

Organisations are included in this directory to help employers find the support or advice they require. Their inclusion does not constitute a recommendation of the organisation by the partners involved in collating the directory.

All information was correct to the best of our knowledge at the time of printing.

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Access to work & Jobcentre Plus services

ACCESS TO WORK

If you are recruiting a disabled person, you will know they have the skills and potential to do the work, but there may still be practical problems to overcome.

Access to Work (AtW) is available to help overcome the problems resulting from disability. It offers practical advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job. AtW does not replace the normal responsibilities of the employer to implement Health and Safety regulations or replace the responsibilities required by the Disability Discrimination Act.

How does it do this?

As well as giving advice and information to disabled people and employers, Jobcentre Plus pays a grant, through AtW, towards any extra employment costs that result from providing equipment and/or support for a disabled person.

How does the programme work?

If you have a disabled employee or if you want to recruit someone who is disabled, contact your local Disability Employment Adviser (DEA) through your nearest Jobcentre Plus Office or Jobcentre. The DEA will put you in touch with an Access to Work Adviser who will discuss your particular circumstances with you.

What type of help can be provided through Access to Work?

AtW can help in a number of ways. For example, it can help pay for:

- Communication support at interview (CSI) which meets the full cost of hiring an interpreter or other communication support worker to remove barriers to communication at interview;
- A support worker, which allows the applicant to use the services of another person. Types of support might include reading to a visually impaired person, communicating for a deaf or hearing impaired person via sign language, lip speaking or other methods (other than at interview which is covered by CSI), providing specialist coaching for a person with learning difficulties or helping a person with care needs;
- Special aids and equipment to help a disabled person function in the work place;
- Adaptation to premises or to existing equipment;
- Help with the additional costs of travel to, or in, work for people who are unable to use public transport.

How much is the Access to Work grant?

If you take on an unemployed person or have recruited someone less than six weeks ago, the grant is up to 100% of the approved costs approved by the AtW Adviser. For people who have been in the job for six weeks or more and need special equipment or adaptations to premises, AtW pays a proportion of the costs of support.

For full information contact:

Access to Work Business Centre

Norfolk House

High Street

Shoreham by Sea

West Sussex

BN43 5EN

Telephone enquiries: 01273 364750

Textphone: 01273 364782

WORKSTEP

What is WORKSTEP?

WORKSTEP provides job support to disabled people who face more complex barriers to getting and keeping a job, but who can work effectively with the right support. It enables eligible disabled people to realise their full potential to work within a commercial environment, with the aim of them progressing into open employment. The programme also offers practical assistance to employers.

What type of work is offered?

WORKSTEP can be in almost any type of job. It provides support to the disabled person and the employer that is tailored to their individual needs. It gives an opportunity to work in a variety of different jobs through a wide range of organisations from small high street shops to national companies.

Will there be support?

The WORKSTEP provider will work with the employer and colleagues at work and keep in touch to make sure everything is going smoothly. A development plan will be agreed between the WORKSTEP provider, the employer and the disabled person to ensure there is training and support for the disabled person to learn to do the job, and develop in it.

How do I find out about WORKSTEP?

Contact your Jobcentre Plus office or Jobcentre and they will put you in touch with a Disability Employment Adviser.

WORK PREPARATION

What is Work Preparation?

It's an individually tailored programme designed to help people with health conditions or a disability return to work after a long period of sickness or unemployment. It can also help people who are at risk of losing their job because of their disability by helping them overcome difficulties that are affecting their work. Work Preparation aims to help overcome obstacles that are preventing disabled people from finding suitable employment.

Work Preparation can help by:

- helping to identify the most suitable type of work
- providing work experience in a work environment
- learning new skills or updating old skills
- building confidence

How long will it last?

It may last for a few days or weeks depending on specific needs and it may be part time or full time. This is discussed with the DEA before starting Work Preparation.

Where will it be held?

Work Preparation programmes are run on behalf of Jobcentre Plus by organisations (usually called providers). These providers have the skills and experience to help people prepare for work. The programme may be held at the provider's premises in your local area or in the workplace with a local employer.

What happens at the end of Work Preparation programme?

The Work Preparation provider completes a final report and a copy is given to the disabled person and the DEA. An appointment is then made by the DEA to discuss progress and the recommendations in the final report. The disabled person then agrees an action plan for the future which may include looking for work, training or further education.

How can I find out more about Work Preparation?

Contact your Jobcentre Plus office or Jobcentre to make an appointment with the DEA. They will be able to discuss your particular needs regarding Work Preparation.

Disability Employment Advisers and Incapacity Benefit Personal Advisers

| Office | Disability Employment Adviser (DEA) | | Incapacity Benefit Personal Adviser (IBPA) | |
|----------------|-------------------------------------|------------------------------|--|--|
| Bexhill | Julie Vidler | 01424 783150 | Karen Langan | 01424 783150 |
| Bognor Regis | Denise Moore | 01243 846486 | Sue Knight | 01243 845335 |
| Brighton | Maria Lennox Sarah Pumfrey | 01273 647533 01273 647534 | Tristan Court Wendy Perkins Andy Pounder | 01273 647665 01273 647666 01273 647503 |
| Chichester | Debbie Mitchell | 01243 224103 | Penny Matthews | 01243 224141 |
| Crawley | Sue McKay Nicki Morris | 01293 728244 01293 728220 | Glenys Morgan Nicki Morris | 01293 728268 01293 728220 |
| Eastbourne | Sylvia Markwick Sharon Shelley | 01323 413079 01323 413259 | Suzanne Guest Marion Wood Jo Francis | 01323 413077 01323 413090 01323 413269 |
| Hastings | Hilary Weaver Roz Moffat-Bailey | 01424 452268 01424 452267 | John Walker Steph Miller | 01424 452269 01424 452277 |
| Haywards Heath | Ade Adeniran | 01444 338063 | Stuart Robinson | 01444 338033 |
| Horsham | Ade Adeniran | 01403 355723 | Joanna Bown | 01403 355723 |
| Hove | Hilary Carroll | 01273 368186 | Ray Mayes Emma Wareham Dee Robinson | 01273 368170 01273 368170 01273 368168 |
| Lewes | Alison Brett | 01273 368080 | Vicki Luffman | 01273 368093 |
| Littlehampton | Debbie Trend | 01903 545555 | Linda Frehley | 01903 545532 |
| Newhaven | Alison Brett | 01273 368320 | Lynne Davies | 01273 368322 |
| Worthing | Steph Fisher Fiona Harvey | 01903 286230 01903 286233 | Steph Fisher Fiona Harvey Gavin Teague | 01903 286230 01903 286233 01903 286231 |

Jobcentre Plus offices

Jobcentre Plus offers all the services previously delivered by Job Centres and Social Security offices. Where possible, customers should always use the telephone rather than visit an individual office. In addition to the contact numbers for the local offices the general freephone and local rate numbers are given below:

| | |
|--|---|
| Main Customer Contact Centre: | 0800 055 6688 |
| Textphone: | 0800 023 4888 |
| Disability Benefits Helpline: | 0800 88 22 00 |
| Tax Credit Helpline: | 0845 300 3900 |
| Child Benefit Helpline: | 0845 302 1444 (for child maintenance queries) |
| Jobseekers Direct: | 0845 606 0234 (jobs vacancies by area) |
| Milk tokens: | 0800 056 2665 |
| National Fraud Hotline: | 0800 854 4400 |
| State retirement/Pension credit queries: | 0845 606 0265 0800 606 0285 (textphone) |
| To claim pension credit: | 0800 99 1234 0800 169 0133 (textphone) |

Web: www.jobcentreplus.gov.uk

To make email contact with any Jobcentre Plus use:

Contact-Us@jobcentreplus.gsi.gov.uk

and type into the Subject line the major town nearest to the place of employment.

Jobcentre Plus - Bexhill

41 St Leonards Road
Bexhill on Sea
East Sussex
TN40 1HS
Tel: 01424 783140
Textphone: 01323 417954

Jobcentre Plus - Bognor Regis

Gloucester House
High Street
Bognor Regis
West Sussex
PO21 1HH
General enquiries: 01243 846300
Textphone: 0800 023 4888
Open Monday, Tuesday, Thursday, Friday, 9am - 5pm, Wednesday 10am - 5pm.

Jobcentre Plus - Chichester

5 Southgate
Chichester
West Sussex
PO19 2EH
Tel: 01243 224162
Fax: 01243 224101

Jobcentre Plus - Crawley

Gresham House
20-22 Station Road
Crawley
West Sussex
RH10 1EZ

Tel: 01293 728200

Open Monday, Tuesday, Thursday and Friday 9am - 5pm, Wednesday 10am - 5pm

Jobcentre Plus - Eastbourne

St Annes House
2 St Annes Road
Eastbourne
East Sussex
BN21 3XX

Tel: 01323 413000

Textphone: 01323 417954

Jobcentre Plus - Hastings

Heron House
149-159 London Road
St Leonards-on-Sea
East Sussex
TN37 6LJ

East Sussex

Tel: 01424 452000

Textphone: 01323 417954

Jobcentre Plus - Haywards Heath

Kingsley House
31 Boltro Road
Haywards Heath
West Sussex
RH16 1BP

Tel: 01444 338000

Fax: 01444 338007

Open: 9am-5pm Monday, Tuesday, Thursday and Friday. 10am-5pm Wednesday.

Jobcentre Plus - Horsham

50 Marlborough House
East Street
Horsham
West Sussex
RH12 1HN

Tel: 01403 355723

Fax: 01403 355798

Jobcentre Plus - Lewes

Medwyn House
Mountfield Road
Lewes
East Sussex
BN7 2XR
Phone: 01273 368000

Jobcentre Plus - Littlehampton

Crown Building
33 Church Street
Littlehampton
West Sussex
BN17 5ER
Tel: 01903 545540
Fax: 01903 545561
Open: 9am-5pm daily, Wed 10am-5pm.

Jobcentre Plus - Newhaven

55 High Street
Newhaven
East Sussex
BN9 9PA
Tel: 01273 368300
Textphone: 01273 647555

Jobcentre Plus - Worthing

Crown House
High Street
Worthing
West Sussex
BN11 1NG
Tel: 01903 286000
Fax: 01903 286119
Textphone: 01903 286133

Recruitment and support in employment

This section lists organisations that support both employers and employees through the recruitment process, or provide ongoing support for disabled people while in work.

Breakaway Supported Employment - Chichester

Suite 34
Forum House
Business Centre
Stirling Road
Chichester
West Sussex
PO19 7DN
Tel: 01243 792127
Fax: 01243 786930
Email: breakawaychichester@fsmail.net

Catchment area: Chichester

Description of services:

Supported employment opportunities in West Sussex for adults with learning disabilities, aged 18-65, in the Chichester area. Provides on-site job coaching if extra time is needed to learn the job, and ongoing support to both candidate and employer through monitoring and review.

Breakaway Supported Employment - Horsham

The Annexe
1 Peel House
Bartelot Road
Horsham
West Sussex
RH12 1DF
Tel: 01403 754428
Fax: 01403 259942
Email: breakaway.horsham@southdownhousing.org

Catchment area: Horsham

Description of services:

Support for disabled people over 18 wanting to get a job, paid or unpaid, part or full-time, in the Horsham area. Provides on-site job coaching if extra time is needed to learn the job, and ongoing support to both candidate and employer through monitoring and review.

Breakaway Supported Employment - Worthing

Suite 1b
Caravelle House
17-19 Goring Road
Worthing
West Sussex
BN12 4AP
Tel: 01903 705100
Fax: 01903 705129

Catchment area: Worthing

Description of services:

Support for disabled people over 18 wanting to get a job, paid or unpaid, part or full-time in the Worthing area. Provides on-site job coaching if extra time is needed to learn the job, and ongoing support to both candidate and employer through monitoring and review.

Care Co-ops Community Services

Unit 5H
Westergate Business Centre
Westergate Road
Brighton
East Sussex
BN2 4QN
Tel: 01273 685300
Fax: 01273 687550
Email: info@careco-ops.org.uk
Web: www.careco-ops.org.uk

Catchment area: Brighton, Hove, Lewes, Newhaven and Shoreham

Description of services:

Support adults with learning difficulties and mental health problems who are looking to return to work. Offer work placements in catering, horticultural and admin work at their café, farm and head office. Support with writing CVs and identifying recruitment opportunities.

Work placements provide people with encouragement and training to enable them to return to paid work.

Employment Opportunities for People with Disabilities - Chichester

Central Regional Office
Dominican House
St Johns Street
Chichester
West Sussex
PO10 1TU
Tel: 01243 380140
Fax: 01243 538227
Web: www.opportunities.org.uk

Catchment area: West Sussex

Description of services:

Provides support and assistance to help people who are disabled or have health conditions find and remain within employment. Support for people whose job is at risk due to ill health or disability.

Employment Opportunities for People with Disabilities - Hastings

Ground Floor
Astec House
10-12 Sedlescombe Road South
St Leonards on Sea
East Sussex
TN38 0TA
Tel/Fax: 01424 447310
Tel: 0845 129 8621
Email: info@eopps.org
Web: www.opportunities.org.uk

Catchment area: East Sussex

Description of services:

Aims to help people who are disabled or have health conditions to secure and remain within employment, matched to their talents and aspirations. Support for people whose job is at risk due to ill health or disability.

www.employers-forum.co.uk (Employers' Forum on Disability)

Catchment area: National

Description of services:

Employers' organisation focused on disability as it affects business. It aims to make it easier to recruit and retain disabled employees and to serve disabled customers.

Employment Service Hotline

Jobs Hotline: 0845 606 0234
Employer Direct (tel): 0845 601 2001
Employer Direct (text): 0845 601 2002

Catchment area: East and West Sussex

Description of services:

Jobs Hotline is charged at a local rate number and can give immediate access to a database of jobs available, locally or nationally. Open 8am-6pm, Monday-Friday, 9am-1pm on Saturday.

Employer Direct is a service for employers to register details of current vacancies and make them instantly available on the Jobcentre Plus and Worktrain websites and in over 1,000 Jobcentre Plus offices and Jobcentres nationally. The line is open 8am-8pm Monday-Friday and 10am-4pm on Saturday.

Enham Employment Services

Eastleigh Community Enterprise Centre
Unit 3
Barton Park
Eastleigh
Hampshire
SO50 6RR
Freephone: 0808 100 3134
Tel: 023 8068 7710
Fax: 023 8068 7714
Email: enquiries@enham.org.uk
Web: www.enham.org.uk

Catchment area: East and West Sussex

Description of services:

Supports people on incapacity benefit with physical impairments, mental health issues or learning needs, back into employment. Provide Work Preparation courses to give clients work tasters. Runs residential training courses to help retrain adults to ensure their successful return to the workplace. Provides support to help clients find and secure employment through the New Deal for Disabled People. Provides Workstep support when in work to ensure the client is successful in sustaining work. Works with employees and employers to ensure support for returnees from long term sickness.

Impact Workability – East Sussex

2nd Floor
Dyke House
110 South Street
Eastbourne
East Sussex
BN21 4LZ
Tel: 01323 416788
Fax: 01323 732011
Email: workability.east.sussex@impact-initiatives.org.uk
Web: www.impact-initiatives.org.uk

Catchment area: East Sussex

Description of services:

A service for unemployed adults (18-65) with mental health needs, physical or sensory impairments, or Acquired Brain Injury who are interested and motivated in exploring education, training and work opportunities. Works in conjunction with voluntary and statutory organisations and employers.

Impact Workability - West Sussex

Dove Lodge
49 Beach Road
Littlehampton
West Sussex
BN17 5JG
Tel: 01903 730044
Fax: 01903 735958
Textphone: 01903 735957
Email: workability.west.sussex@impact-initiatives.org.uk
Web: www.impact-initiatives.org.uk

Catchment area: West Sussex

Description of services:

A service for unemployed adults (18-65) with mental health needs, physical or sensory impairments, or Acquired Brain Injury who are interested and motivated in exploring education, training and work opportunities. Works in conjunction with voluntary and statutory organisations and employers.

www.jobbrokersearch.gov.uk (New Deal for Disabled People)

Catchment area: National

Description of services:

Website listing New Deal for Disabled People job brokers by local area.

Mencap Pathway Employment Service

Room 26-28
Dove Lodge
49 Beach Road
Littlehampton
West Sussex
BN17 5JG
Tel: 01903 722812
Fax: 01903 718579
Email: help@mencap.org.uk
Web: www.mencap.org.uk

Catchment area: West Sussex

Description of services:

Mencap Pathway finds work opportunities for people with learning difficulties, from work experience through to full time employment. Supports people in the work place and works with employers to help them fully include people with learning difficulties in their work force.

Pathways to Work West Sussex

Room 13
Enterprise House
Foundry Lane
Horsham
West Sussex
RH13 5PX
Tel: 01403 258720
Email: pathways.info@westsussex.gov.uk
Web: www.pathwaystowork.org

Catchment area: West Sussex

Description of services:

Provides support, information and guidance on training and employment issues for people with mental health needs and problems associated with substance misuse, physical and sensory impairments, acquired brain injury and learning difficulties.

The service is being re-branded in October 2007, when it will be known as Steps to Work.

RBLI Employment Solutions - Sussex & Surrey

Suite 6
Kingfisher Court
Brambleside
Bellbrook Business Park
Uckfield
East Sussex
TN22 1QQ
Freephone: 0800 783 1144
Tel: 01825 761811
Fax: 01825 762925
Email: employmentsolutions@rbli.co.uk
Web: www.employmentsolutions-rbli.org

Catchment area: East and West Sussex

Description of services:

Supports people who are disabled or have health needs (and are claiming incapacity or a disability-related benefit) in getting back to work. Provides on-going support for people in employment and for people who require support to retain their existing job.

Remploy

Employment Services
Blenheim Court
19 George Street
Banbury
Oxfordshire
OX16 5DP
Tel: 0845 845 2211
Email: employmentservices.esf@remploy.co.uk
Web: www.remploy.co.uk/employers/

Catchment area: National

Description of services:

Enables disabled people, or people with a health condition, to gain or retain employment. Works in partnership with businesses offering recruitment services and retention support. Offers a Return to Work service to support businesses when employees experience long-term sickness or absence. In-work support to employees and employers, job coaching, employment based training, and development training.

RNID

19-23 Featherstone Street

London

EC1Y 8SL

Helpline: 0808 808 0123

Text Helpline: 0808 808 9000

Tinnitus Helpline: 0808 808 6666

Tinnitus Helpline (text): 0808 808 0007

Admin: 020 7296 8000

Fax: 020 7296 8199

Email: informationline@rnid.org.uk

Tinnitus: tinnitushelpline@rnid.org.uk

Web: www.rnid.org.uk

Catchment area: National

Description of services:

Offers a range of services for deaf and hard of hearing people, and provides information and support on all aspects of hearing. Provide deaf awareness training and advice for employers, and a consultancy service for deaf and hard of hearing staff.

The information line is open 9am-5pm, Monday-Friday.

Royal National Institute of Blind People (RNIB)

Employment and Life Long Learning

London and South East Regional Centre

105 Judd Street

London

WC1H 9NE

Helpline: 0845 766 9999

Tel: 0845 702 3153

Fax: 020 7388 2044

Web: www.rnib.org.uk/employment

Catchment area: National

Description of services:

The RNIB provides a one-to-one service for visually impaired people on vocational guidance, work preparation, retention of employment and work based assessments. Carries out Access to Work assessments. Provides an Employment Consultancy to employers. To download factsheets and guidelines for employers, visit the website and go to the Daily life / Employment section.

Queen Elizabeth's Foundation

Leatherhead Court
Woodlands Road
Leatherhead
Surrey
KT22 0BN
Tel: 01372 841100
Fax: 01372 844072
Email: info@qef.org.uk
Web: www.qef.org.uk

Catchment area: National

Description of services:

Offers vocational training, supported employment, brain injury rehabilitation, information service, and mobility assessment and training.

Scope Employment Services

Link Place
Off Hollingdean Road
Brighton
East Sussex
BN1 7GA
Tel: 01273 542803
Fax: 01273 330576
Email: job.broker@scope.org.uk

Catchment area: East Sussex

Description of services:

Scope Employment Services provides support for disabled people to gain or return to paid employment. Works one-to-one with clients, with employers and employees. Runs Workstep and Job Broker programmes.

Open Monday-Friday, 9am-5pm.

Scope Leadership Recruitment

6 Market Rd
London
N7 9PW
Tel: 020 7619 7111
Minicom textphone: 020 7619 7187
Email: graduates@scope.org.uk
Web: www.scope.org.uk/graduates

Catchment area: National

Description of services:

A national scheme for employers and employees. Leadership Recruitment aims to provide disabled people who are graduates (or of similar calibre) with their first step into a chosen career.

Leadership Recruitment is a work-based development programme. It consists of a 12-month contract of employment with Scope, during which trainees undertake either two six-month work placements or a one-year placement with participating employers.

Shaw Trust Employment

EMC Clocktower
Great Western Road
Brentford
TW8 9AN
Tel: 0800 085 1001
Fax: 020 8221 1891
Email: enquiries-london@shaw-trust.org.uk
Web: www.shaw-trust.org.uk

Catchment area: National

Description of services:

The Shaw Trust helps disabled and disadvantaged people find routes into employment. May be able to help with training and preparation for work, work experience, work placements and moving into open employment.

Operates Workstep in London and the South East, supports people into employment and whilst at work.

Steps to Work

See Pathways to Work West Sussex on page 15.

Supported Employment

Castleham Hove
Knoll Business Centre
Old Shoreham Road
Hove
East Sussex
BN3 7GS
Tel: 01273 295961
Email: set@brighton-hove.gov.uk

Catchment area: East and West Sussex

Description of services:

Provide employment support and Workstep programme in Brighton and Hove, and surrounding areas of East and West Sussex. Help people at risk of losing their job because of a disability, and help disabled people in the workplace with job support and coaching.

The Disabled Workers Co-operative

3 High Street
Llandovery
Carmarthenshire
SA20 0PU
Email: admin@disabledworkers.org.uk
Web: www.disabledworkers.org.uk

Catchment area: National

Description of services:

A registered charity which aims to raise the independence of disabled people. Employers who are positive about employing disabled people can post their vacancies on the website, so that disabled jobseekers can search and apply for jobs online.

Tomorrow's People Trust

Headquarters:

Rothermere House
49 –51 Cambridge Road
Hastings
East Sussex
TN34 1DT
Tel: 01424 717213
Web: www.tomorrows-people.co.uk

Eastbourne office:

2nd floor
Minster House
York Road
Eastbourne
East Sussex
BN21 4ST
Tel: 01323 418123

Catchment area: East Sussex

Description of services:

A national employment charity helping people find and keep a job. Work one-to-one with people offering training and advice, job search support, CV writing and interview skills. Once in work they provide support to the employee and employer over the long-term to ensure their success is permanent.

Workbridge

Suite C8
4th Floor, Kensington Charity Centre
Charles House
375 Kensington High Street
London W14 8QH
Tel: 020 7471 5577
Fax: 020 7471 5570
Email: workbridge-staff@rlsb.org.uk
Web: www.rlsb.org.uk

Catchment area: National

Description of services:

The employment service of the Royal London Society for the Blind. Helps visually impaired people gain employment, retain employment and progress their chosen careers. Provides support tailored to the needs of disabled employees, including specialist equipment advice and loan, job coaching, visual impairment awareness training and help with Access to Work applications.

Disability contacts and support services

This section lists county or UK organisations providing support services for people with disabilities. There are many other services in East and West Sussex providing general support and advice for disabled people. To find out about other services that may be able to help contact ESDA or ICIS (see pages 33 and 34)

4SIGHT Resource Centre - Bognor Regis

1 Longford Road
Bognor Regis
West Sussex
PO21 1AA
Tel: 01243 828555
Fax: 01243 838003
Email: enquiries@4sightsussex.co.uk
Web: www.4sightsussex.co.uk
Open 9am-4pm Monday to Friday.

Catchment area: Bognor and western area of West Sussex

Description of services:

Service for visually impaired people in the Bognor and western area of West Sussex. Holds demonstrations, sale and occasional loan of equipment, general information and help for people with a visual impairment in West Sussex.

4SIGHT - Crawley

The Orchard
1-2 Gleneagles Court
Brighton Road
Crawley
West Sussex
RH10 6AD
Tel: 01293 657090 (for Crawley and Horsham)
Tel: 01293 657094 (for East Grinstead, Haywards Heath and Mid Sussex)
Email: enquiries@4sightsussex.co.uk
Web: www.4sightsussex.co.uk

Catchment area: Crawley, East Grinstead, Haywards Heath, Horsham and Mid Sussex

Description of services:

Service for visually impaired people in the North and Mid Sussex area of West Sussex. Provide information on aids and equipment.
The office is open 10am-4pm Monday to Friday.

4SIGHT Resource Centre - Shoreham

Crossley House
8 Tarmount Lane
Shoreham-by-Sea
West Sussex
BN43 6DA
Tel & Fax: 01273 454343
Email: enquiries@4sightsussex.co.uk
Web: www.4sightsussex.co.uk

Catchment area: Shoreham and eastern area of West Sussex

Description of services:

Information and support for people with a visual impairment from Worthing to Southwick, Fishersgate and north to Pulborough. Provide information on aids and equipment.
Open Monday to Friday 10am-2pm.

Action for Blind People

14-16 Verney Road
London
SE16 3DZ
National Helpline: 0800 915 4666
Fax: 020 7635 4829
Email: info@actionforblindpeople.org.uk
Web: www.actionforblindpeople.org.uk

Catchment area: National

Description of services:

National charity for visually impaired people providing supported housing, holiday hotels, and employment support. Provides advice for employers on employing people with visual impairments. Self-employment advisers offer support to blind and partially sighted entrepreneurs wishing to set up in business.

Blatchington Court Trust

Ridgeland House
165 Dyke Road
Hove
East Sussex
BN3 1TL
Tel: 01273 727222
Fax: 01273 722244
Email: enquiries@blatchington-court.co.uk
Web: www.blatchington-court.co.uk

Catchment area: East and West Sussex

Description of services:

Promotes the education and employment of visually impaired young people under the age of 30, mainly, but not exclusively, from Sussex. Open Monday to Friday 9am-5pm.

Disability Law Service

Ground Floor
39-45 Cavell Street
London
E1 2BP
Tel: 020 7791 9800
Fax: 020 7791 9802
Minicom: 020 7791 9801
Email: advice@dls.org.uk
Web: www.dls.org.uk

Catchment area: National

Description of services:

Confidential, free legal advice to disabled people, their families and carers on matters such as employment, disability discrimination, community care, education, welfare benefits and consumer or contract issues. Advice is available in writing or by telephoning the advice line between 10.30am-1pm and 2.30pm-5pm Monday to Friday.

Disability Rights Commission

FREEPOST
MID 02164
Stratford-on-Avon
Warwickshire
CV37 9BR
Information Line: 08457 622633
Fax: 08457 778878
Textphone: 08457 622644
Web: www.drc-gb.org

Catchment area: National

Description of services:

An independent body set up by the government to help secure civil rights for disabled people. Gives advice on disability issues to disabled people, employers and service providers.

Mencap

Education and Employment Business Unit
6 Nightingale Court
Nightingale Close
Rotherham
South Yorkshire
S60 2AB
Tel: 01709 830956
Fax: 01709 364691
Web: www.mencap.org.uk

Catchment area: National

Description of services:

Mencap unit providing education and employment services to help people with learning difficulties achieve their goals. Provide training to develop life and social skills and to prepare for work, and support with getting and keeping a job.

Mental Healthline - West Sussex

Swandean
Arundel Road
Worthing
West Sussex
BN13 3EP
Tel: 0845 300 2727

Catchment area: West Sussex

Description of services:

24 hour confidential helpline for people coping with mental health problems, extreme distress and suicidal feelings, their carers or families and anyone needing advice or information about mental health services.

Mind

15-19 Broadway
Stratford
London
E15 4BQ
MindinfoLine: 08457 660163
Email: info@mind.org.uk
Web: www.mind.org.uk

Catchment area: National

Description of services:

Provides information on all aspects of mental health for people with mental health problems, service providers, employers and the public. Produces books and factsheets on employment issues such as employing people with mental health problems.

Open Monday to Friday, 9.15am-5.15pm.

RNID

National charity providing services for deaf and hard of hearing people, see page 17.

West Sussex Deaf & Hard of Hearing Association

5a Hazelgrove Road
Haywards Heath
West Sussex
RH16 3PH
Tel: 01444 415582
Fax: 01444 415587
Minicom: 01444 415593
Email: wsdeaf@wsdeaf.org.uk
Web: www.wsdeaf.org.uk

Catchment area: West Sussex

Description of services:

Provides support for people who are deaf, hard of hearing or who are deaf/blind (dual sensory loss).

Resource Centre open Monday, Wednesday, Friday 9.30am-1.30pm and Tuesday and Thursday 9.30am-4pm.

General advice and information

This section lists organisations providing general support, advice or information on employment and employment-related issues. For details of other services providing support and information contact your local Jobcentre Plus, ESDA or ICIS (see pages 7-9, 33 and 34).

ACAS (Advisory, Conciliation and Arbitration Service)

Brandon House
180 Borough High Street
London
SE1 1LW
Helpline: 08457 47 47 47
Minicom: 08456 06 16 00
Web: www.acas.org.uk

Catchment area: National

Description of services:

Aims to improve organisations and working life through better employment relations. Provides up-to-date information, independent advice and training and works with employers and employees to solve problems and improve performance. Phone the helpline, Monday-Friday, 8am-6pm, for answers to employment questions.

Community Legal Service Direct

Helpline: 0845 345 4345
Typetalk: 18001 0845 345 4345
Minicom: 0845 609 6677
Web: www.clsdirect.org.uk

Catchment area: National

Description of services:

Free confidential legal advice service. Advice line open Monday-Friday, 9am-6.30pm

www.direct.gov.uk/en/Dio11/EmploymentInteractiveTools/index.htm (Employment interactive tools website)

Catchment area: National

Description of services:

User-friendly guide through different aspects of UK employment law. Includes topics such as adoption rights, employment relations, flexible working rights, maternity rights, national minimum wage and paternity rights.

Know Your Rights Line

Trade Union Congress
Congress House
Great Russell Street
London WC1B 3LS
Tel: 0870 600 4882
Fax: 020 7636 0632
Email: info@tuc.org.uk
Web: www.tuc.org.uk

Catchment area: National

Description of services:

Helpline open Monday-Friday, 8am-10pm and Saturday 9am-5pm. Provides free leaflets on rights for workers and on dealing with workplace issues. Topics include part-time working, agency work, maternity rights, working time rights and a general leaflet on 'your job and the law'.

Retirement Counselling Service

Apex House
Chiltern Avenue
Amersham
Buckinghamshire HP6 5AE
Tel: 01494 433553
Fax: 01494 724433
Email: dwildey@call-rcs.co.uk
Web: www.the-retirement-site.co.uk

Catchment area: National

Description of services:

Provides pre-retirement seminars and counselling around the country for staff of smaller companies or larger companies with few retirees or unexpected retirees.

Social Firms UK

Furness House
53 Brighton Road
Redhill
Surrey RH1 6PZ
Tel: 01737 764021
Fax: 01737 766699
Email: info@socialfirms.co.uk
Web: www.socialfirms.co.uk

Catchment area: National

Description of services:

A Social Firm is an economically viable business operating on the open market using its production to create sustainable employment for disabled people in healthy working environments.

Training

This section lists training providers providing courses and training opportunities for disabled people, or for employers on disability awareness and equality. For details of other training and learning opportunities in East and West Sussex contact ESDA or ICIS (see pages 33 and 34).

A-Z Education Training

Blackdown Lodge
Blackdown Lane
Punnetts Town
East Sussex
TN21 9JD
Tel/Fax: 01435 830411
Email: a.zoffice@btinternet.com

Catchment area: East Sussex

Description of services:

Courses on a wide range of social caring issues including the protection of vulnerable adults, boundaries and good practice, assertiveness, Autism and Aspergers, training the trainers, child protection, psychology, dementia, elder abuse, key working, learning disability awareness and listening skills.

Aldingbourne Trust - Powerful Trainers

Blackmill Lane
Norton
Chichester
West Sussex
PO18 0JP
Tel: 01243 546035
Fax: 01243 544807
Email: workaid@aldingbournetrust.co.uk

Catchment area: West Sussex

Description of services:

Powerful Trainers are a group of people with learning difficulties who are employed by the Aldingbourne Trust. They train staff, carers and others working in the community about their experiences of having a learning difficulty.

CAPITAL - Clients & Professionals in Training and Learning

The Lodge
Swandean
Arundel Road
Worthing
West Sussex
BN13 3EP
Tel: 01903 262482
Fax: 01903 262492
Email: enquiries@capitalproject.org

Catchment area: West Sussex

Description of services:

CAPITAL is for people who have used or are users of mental health services in the West Sussex area. Members are trained to give presentations to staff on health and social care courses, or as part of induction training, to raise awareness of client experiences.

ESDA

Providers of Disability Equality Training, see page 33.

Momentum

89 Whyke Lane
Chichester
West Sussex
PO19 8AU
Tel: 01243 784406
Mobile: 07930 481356
Email: VWMomentum@aol.com

Catchment area: West Sussex

Description of services:

Independent training and consultancy service offering substance misuse awareness training, policy development (particularly for the voluntary sector), stress and change management, staff training and development, mentor training and individual personal development and coaching.

Equipment

This directory does not include details of the many organisations that supply computers and other work equipment for disabled people. Advice and information about adapted or accessible equipment can be obtained through Access to Work, and details of suppliers can be obtained from ESDA or ICIS (see pages 33 and 34).

For information about equipment for people who have visual or hearing impairments contact the following organisations.

4SIGHT Resource Centres in West Sussex

See page 22-23

West Sussex Deaf & Hard of Hearing Association

See page 27

Useful contacts

East Sussex Disability Association (ESDA)

1 Faraday Close
Eastbourne
East Sussex
BN22 9BH
Tel: 01323 514500
Fax: 01323 514501
Email: info@esda.org.uk
Web: www.esda.org.uk

Catchment area: East Sussex

Description of services:

East Sussex Disability Association provides services for disabled people in East Sussex, not including Brighton and Hove.

General office open 9am-1pm and 2-5pm, Monday to Friday. Information and advice services are open 10am-1pm and 2-4pm, Tuesdays and Thursdays, for welfare rights advice and general information about disability related issues such as employment discrimination.

Provides services for disabled people and employers such as research consultancy, Disability Equality Training, a Holiday Service and a Disabled Living Centre (DLC). The DLC provides advice on appropriate aids and adaptations for independent living at work and at home. The service is staffed by an Occupational Therapist and is open for enquiries 9.30am-1.00pm Monday to Friday (01323 514515).

Apart from telephone advice, all services are available by appointment only.

East Sussex Community Information Service (ESCIS)

Library and Information Services
Brooks Road
Lewes
East Sussex
BN7 2BY
Tel: 01273 481754
E-mail: info@escis.org.uk
Web: www.eastsussex.gov.uk/libraries

Catchment area: East Sussex

Description of services:

A computer database of local and community information developed and managed by the Library and Information Services of East Sussex County Council in association with Brighton and Hove Library Service.
It is free to be listed on the database and free to use.

ICIS : information for life

35 Worthing Road
East Preston
West Sussex
BN16 1BQ
Enquiry Line: 0800 859929 or 01903 859929
Tel: 01903 859929
Fax: 01903 777601
Email: enquiries@icis-info4life.org.uk
Web: www.icis-info4life.org.uk

Catchment area: West Sussex

Description of services:

ICIS provides a confidential and impartial information service for people of all ages in West Sussex who are experiencing difficulties in their lives. Helps people find services providing support, advice or help for themselves or others on all aspects of daily living and working with a disability or disadvantage.

Enquiry line open Monday to Friday, 10am-12.30pm and 1.30pm-4pm.

Maintains databases of information on the website so that people can search for help and support themselves. Produces a quarterly newsletter for organisations about support and help for people in West Sussex.

ICIS maintains the website www.westsussexcarers.org.uk, which is a source of information and contacts for carers in West Sussex.

Sussex Enterprise

Greenacre Court
Station Road
Burgess Hill
West Sussex
RH15 9DS
Tel: 0845 678 8867
Fax: 01444 259255
Email: info@sussexenterprise.co.uk
Web: www.sussexenterprise.co.uk

Catchment area: Sussex

Description of services:

Provides support and advice for businesses in Sussex. Produces a business directory of members and non-members, has a legal and tax advice line for members and organises events including training courses, networking and business briefings.

West Sussex Association for Disabled People (WSAD)

9a South Pallant
Chichester
West Sussex
PO19 1SU
Tel: 01243 774088
Fax: 01243 533061
Email: info@wsad.org.uk
Web: www.wsad.org.uk

Catchment area: West Sussex

Description of services:

West Sussex Association for Disabled People aims to provide advice, information, support and social contact for physically disabled people throughout West Sussex.

Open 10am-4.30pm, Monday to Friday.

Runs www.askdes.org.uk, a website advertising second hand disability equipment.

Change of postal address from 1 October 2007 to:

7 St. John's Parade
Alinora Crescent
Worthing
West Sussex
BN12 4HJ

For telephone contact phone 01243 774088 to obtain the new number.

Glossary of terms

Access to Work

A programme managed by Jobcentre Plus providing grants for equipment and services, which can help a disabled person and their employer overcome work related obstacles resulting from disability.

DEA

Disability Employment Adviser. DEAs are based at main Jobcentre Plus offices and advise employers and disabled employees on disability employment.

IBPA

Incapacity Benefit Personal Adviser. IBPAs are based at main Jobcentre Plus offices and conduct interviews with each person who makes a new claim for Incapacity Benefit or for Income Support on the grounds of health.

New Deal for Disabled People

New Deal for Disabled People is a programme for disabled people looking for support in preparing for and finding work. New Deal is delivered through a network of Job Brokers who have been chosen by Jobcentre Plus because of their experience of working with people with health conditions or disabilities.

Open Employment

Where a disabled employee is working without the support of a support organisation and under the same terms and conditions of employment as other employees.

Supported Employment

Where a person with severe disabilities is employed in an integrated work setting and receives intensive support or extended services in order to perform such work.

Workstep

A programme managed by Jobcentre Plus to give practical support to the employer and employee in the workplace with the aim of assisting the disabled person to gain open employment.

Work Preparation

A programme managed by Jobcentre Plus to give individually tailored support to a disabled person to enable them to prepare for employment or to retain employment if their disability is affecting their work.

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