

Overview

What is this Standard about?

This standard is about working with job seekers and employers to match individuals to jobs based on the job seeker's needs, skills and abilities, and available employment opportunities. It includes carrying out job analyses and assessments to ensure that employment opportunities are suitable and reflect the aspirations of the job seeker, their health, safety and wellbeing is addressed and that there are support structures in place.

In the context of this standard the term "job seeker" applies to an individual seeking some form of paid employment.

Who is this Standard for?

This standard is for all supported employment practitioners.

Performance criteria

You must be able to:

1. source current and potential vacancies from employers which match the skills, talents and preferences of job seekers
2. carry out **job analyses** to understand prospective employment opportunities
3. assist employers to identify their requirements for productivity, quality and professional standards, rules, codes of conduct and expectations for specific job roles
4. assist job seekers through recruitment and selection processes to help them gain employment
5. advise employers about recruitment and selection processes to ensure that best methods are used to assess the suitability of the job seeker for the specific job role
6. advise employers on to how to adapt standards and requirements in job specifications to facilitate paid employment
7. advise job seekers and employers on any **reasonable adjustments** that may be needed to ensure the productivity, health, safety and wellbeing of the job seeker
8. advise job seekers and employers on **natural support** mechanisms that can promote skills development and social inclusion in the workplace

Knowledge and understanding

You need to know and understand:

1. the different characteristics and social cultures offered by local employers
2. the nature of current and potential job vacancies in order to match job seekers to available vacancies
3. how to conduct **job analyses** to understand all aspects of employment opportunities
4. typical productivity, quality and professional standards, rules, codes of conduct and expectations found in different employment sectors and organisations
5. why some standards and requirements may need to be adapted in job specifications to ensure equal access to all prospective job seekers
6. how to **customise** and/or **carve jobs** that match job seeker's skills, talents and preferences
7. what can be learned about organisational culture from observing co-workers, and why this information is important
8. methods to match individual job seekers to paid employment opportunities
9. support that job seekers and employers may require to prepare for any recruitment and selection exercise
10. how to **advocate** on behalf of job seekers in order to encourage employers to recognise their skills, abilities and needs
11. how to risk assess and ensure with employers the safety, security and wellbeing of those in paid employment
12. why and how **reasonable adjustments** may need to be made to secure equal access to paid employment as well as the safety and welfare of those in paid employment
13. the forms of **natural support** available in the workplace from co-workers, systems and processes

Values

For a supported employment practitioner to practice competently he or she must apply skills and knowledge that is informed by a set of values. Supported employment practitioners are expected to be aware of and to apply a value based and ethical approach in their practice. It is also recognised that the values as well as the NOS may need to be placed within the local, national, social and political context in which supported employment activities are undertaken.

Supported employment practitioners embrace the philosophy that:

1. People with disabilities and/or disadvantages can make a positive contribution in the workplace.
2. People with disabilities / disadvantage should have access to a real job where
 - wages are paid at the going rate for the job,
 - the employee enjoys the same terms and conditions as all other employees;
 - the job helps the person to meet their life goals and aspirations;
 - the role is valued by managers and colleagues;
 - the job has similar hours and times at work as other employees, with safe working conditions.
3. Practitioners uphold the "zero rejection" philosophy of supported employment so that, with the right job and the right support, everyone who wants to work, can work.
4. Supported employment does not adhere to a work readiness model and a 'place, train and maintain' approach is implemented.
5. Job search should happen at the earliest opportunity.
6. People are encouraged to exercise choice and control in achieving their career aspirations. Support is individualised and all options assume successful employability.
7. There is genuine partnership between the person, their family carers, employers, community supports and the provider of supported employment.
8. People are supported to be full and active members of their workforces and wider communities, both socially and economically.
9. Support services recognise the importance of the employer as a customer of supported employment in their own right with requirements that need to be satisfied.
10. Supported employment draws on Social Role Valorisation (SRV) in recognising that employment is a valued social role and becoming

employed can help reverse societal devaluation, with wider positive consequences for the person.

11. Supported employment draws on the social model of disability recognising that disability is the product of the physical, organisational and attitudinal barriers present within society. The removal of discrimination requires a change of approach and thinking in the way in which society is organised, in this case removing barriers to employment.

12. Supported employment should encourage the career development of individuals by promoting training opportunities and seeking options for increased responsibility.

Glossary

Advocate: To support or defend the rights of the job seeker

Carve Jobs: Jobs can be carved by selecting and combining duties from one or more existing jobs into a new position.

Customise: Jobs can be customised based on an individualised match between the strengths and interests of a job seeker and the identified business needs of an employer.

Job Analysis: is a different way of looking at a job as opposed to a job description. A job analysis will look at all aspects of the job including:

- The precise tasks that an employee will be asked to perform regularly or occasionally, together with their priority taking into consideration productivity and quality;
- Physical, sensory, communication and basic skills requirements for the job;
- Workplace culture and standards;
- The workplace environment including any pressures and natural supports

Natural Supports: The focus on natural supports emphasises the participation of supervisors and co-workers in the hiring, training and supervising supported employees. The concept of natural support highlights the need to understand the worksite culture and what is "natural" or "typical" for that particular situation."

Reasonable Adjustment: Equality Law recognises that bringing about

equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker or job applicant, this is the duty to make reasonable adjustments.

External Links

British Association for Supported Employment:
<http://base-uk.org/> for England, Scotland and Wales

Scottish Union of Supported Employment:
<http://www.susescotland.co.uk/>

Northern Ireland Union of Supported Employment:
<http://www.niuse.org.uk>

European Union of Supported Employment:
<http://www.euse.org/>

Work with job seekers and employers to match individuals to jobs

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| Developed by | BASE |
| Version Number | 2 |
| Date Approved | July 2017 |
| Indicative Review Date | July 2020 |
| Validity | Current |
| Status | Original |
| Originating Organisation | LSIS |
| Original URN | LSI SE06 |
| Relevant Occupations | Supported Employment Practitioners; Job Coaches; Careers Advisers and Vocational Guidance Specialists, Line Managers, Supervisors and Team Leaders; Health Associate Professionals; Welfare Professionals |
| Suite | Supported Employment |
| Keywords | Supported Employment |