

QUATSEE COURSE OF SUPPORTED EMPLOYMENT

LESSON 8

3rd PHASE OF S.E.: THE EMPLOYER ENGAGEMENT AND JOB-MATCHING

OBJECTIVES:

At the end of this lesson, you should:

- Understand the key factors to consider so as to get a good job-matching.
- Know how to perform the analysis of the compatibility workplace - candidate.
- Be able to describe the procedures and steps that precede the hiring.

Introduction

The professionals of supported employment, specially the job coaches, must demonstrate the following **technical competences** when deciding a job-matching:

- To analyse the compatibility between the candidate and the job by carefully comparing the information gathered in the corresponding protocols.
- If the general system is followed, selecting the candidate who best fits the job requirements, using an instrument for comparative analysis.

- If we proceed by using the *customized employment*, arrange a negotiated proposal that reconciles work routines and conditions individualized to the needs of the company.
- Encourage the candidate to become available to take the job with a positive attitude and revise learning behaviors related to the matching.
- Inform parents / guardians and other relevant people of the impending matching to ensure their agreement and collaboration.
- Manage or help to manage all the paperwork to start a new contract of employment: in the Employment Office, to the Social Security, in the agency, to purchase appropriate clothing, etc.

The job match: an art and a science

Job match is the most critical period of supported employment, is an art that requires good judgment, taking the time needed to assess and decide, and common sense. When you have analyzed the job and the candidate assessed, the circle of support and job coach make the last process of this phase and one of the most critical, that is, they study the compatibility between them, analyzing all factors involved, and decide together whether to take the job or not.

Self-employment may be a solution

Isabel's mother, our first candidate with cerebral palsy, thinks her daughter is able to work in an ice cream shop, being in control of the drinks, in front of a cash register designed especially for her. She is so convinced of this that has already rented a home in the resort town where they live, to open the business next summer. In order to feel safer, they have agreed to seek help from the supported employment service from the City Hall, which has hosted them very well and has decided to collaborate with them in order to Isabel learn and keep her *supported self-employment*.

We wanted to start with this example, because the job match does not always mean be a salaried in someone else company, it can also include the matching in one's company, with the support of the closest people. Consider that in the case of Isabel, her mother is a natural source of support, which must be taken into account and exploited.

8.1. KEY FACTORS TO CONSIDER IN THE JOB MATCH

Family

A) The family collaboration, especially from parents or guardians, is essential for success in the job match, primarily if this is the first job of his/her son / daughter. Many jobs may become frustrated if parents do not support openly and unambiguously the change of his/her son / daughter from passive to active citizen, and if they do not assume the risks that the change has.

All supported employment service must be well aware of the importance of this first key factor to establish a programme of work with the family, when there are reasonable doubts of his/her conviction on the new road that will take his/her son/daughter in life.

Based on our experience, we can say that, at first, it is better to start with candidates whose families have already taken the option definitely and in favour of their children to pursue opportunities of employment arising in the ordinary market, leaving for later the hesitant families. This will mean, on the one hand, energy savings, and on the other hand, a future investment for the team, since the accumulation of positive experiences with parents convinced, will be used later, for example, in a “*parent to parent*” programme to convince the distraught parents.

Motivation

B) The motivation of the candidate is also, of course, a key factor to consider in the job match. We have always said that we must look for a job that matches as closely as possible to the preferences of the person, therefore, it would be impossible to get a good job match if the job offered does not sufficiently motivates the candidate, or if we did not effectively motivate him/her for he/she to be interested in it.

Sometimes the rush or the unilateral interest of the professional not to miss a job, can ignore the awareness and motivation of the candidate for that job, thereby, we could ruin the matching process.

C) Physical requirements, another key factor: a candidate cannot be placed in a job if he/she cannot

Physical requirements

perform the basic tasks of the job, not even with support; we cannot negotiate with the employer work routines that our candidate cannot physically perform.

Transportation

D) **Ensure the transportation system** and the access to the company is a determining element that influences and must be taken into account when matching the candidate. If possible, we must ensure a definitive and independent system, but we can also move from a system of dependence of other people to an autonomous system, after learning or related efforts.

The ability of independent living

E) **The ability to live independently** is another important factor to be taken into account when matching, this includes the entire repertoire of behaviors to perform activities of daily living: the more our candidate dominates this repertoire and has more skills to solve problems in this context, the better results we will get in the matching. This does not mean that candidates should be able to live independently without the help of anyone, but they should be able to have solved their limitations with the necessary support, when required.

Natural supports

F) Finally, we must take into account **the natural supports and social relationships** of the business environment in which to insert the candidate. Do not forget that the main job match is the lace that occurs between people, or the matching in a human team. The job coach should work correctly this aspect before and after the hiring, following the typical patterns of the environment, but informing and promoting good collaborative attitude of colleagues.

8. 2. ANALYSIS OF COMPATIBILITY JOB - CANDIDATE

PRE-INCORPORATION CONSIDERATIONS

Before the analysis of the compatibility between the candidate and the workplace, we would like to highlight some considerations synthetically about the candidate for a contract and his/her family.

□ CONSIDERATIONS ABOUT THE CANDIDATE:

Considerations on the candidate

- Basic elements:

Information of professionals:

Verification of vocational profile.

Analysis and identification of variables that may affect integration: social environment, personal relationships, medication.

- Anticipation to likely situations:

Fear of growing.

Anxiety, pressure, stress situations.

Inexperience.

Inappropriate actions and reactions.

Misinterpretations.

- Role of the company

Approval and adoption of appropriate roles.

Rejection of inappropriate roles and establishing correct ones.

Use reinforcements and reproaches.

Considerations On the family

□ CONSIDERATIONS ABOUT THE FAMILY:

- Basic elements

Contact in address.

Facilitate smooth communication.

Detect influence on candidate.

Find behavioural patterns.

- Collaboration content

Participation Agreement/Membership programme.

Clarification on pensions.

Importance commitment to "non-intervention".

ANALYSIS OF COMPATIBILITY

Two types of analysis:

a) General system

Analyzing the compatibility between a specific job and a candidate. If we look at Table 1, we can distinguish two systems. In the general system, when analyzing the job, the employer indicates those key elements and those essential skills that the candidate must meet to perform well the tasks of the job. Then we choose from our stock of potential candidates, three or four that we consider suitable for the job and we make a comparison of their professional profiles, taking into account the requirements of the employer.

Finally, the candidate who best fits the job requirements and also meets additional conditions of motivation, resolved transport etc, will be selected.



GENERAL SYSTEM	The employer points what is more important	Comparison of candidates	SELECTION OF THE BEST CANDIDATE
CUSTOMIZED SYSTEM	Previous selection of the candidate	Negotiation with the employer	AGREEMENT ON INDIVIDUALIZED CONDITIONS

Table 1: Differences on the compatibility analysis.

b) Customized system

In the *customized* system, the candidate is not chosen in the end, but he/she is selected from the beginning and the most important exercise to do is negotiating with the employer good adaptations good conditions for our candidate to exercise effectively the assigned tasks and the employer must accept the individualized conditions set. This second system results in a job match that assumes specific characteristics of the candidate, accepts some necessary adjustments and the intervention of a technical support staff, and has the approval of the employer and coworkers.

Another interesting analysis to do is the answer agreement between the candidate, family and closest professionals.

The issue is to ensure by all means that the imminent matching will be successful for the candidate and the employer.

8.3. PROCEDURES AND NEGOTIATIONS PRECEDING THE HIRING

Finally, before signing an employment contract, all the steps and procedures that should be performed to place the candidate in a legal work status must be remembered.

Employment office

We will have to visit the employment office, because almost all contracts entitling subsidies require to be registered in that office.

Social security

If pensions are charged, the notification must be communicated to the Social Security, the same day it occurs, so that the effects on them are taken into account.

Clothes and essentials of work

According to the company to work, we must acquire the uniform or protective clothing for work, and procure the essentials associated with the job.

Transportation and punctuality

The issue of transportation must be clear, the *sine qua non* factor to start working and to show the employer that the candidate is punctual daily.

Documents of identification

We should prepare the medical card, certificate of disability, the current ID card, passbook or account number, and even residence certificate or driver's license, if necessary.

Health check

If a prior health check or any kind of medical-sanitary control was required, we must complete this requirement in advance, so we can have the test results when the employer requires them.

Signing of the contract

Do not forget to bring all the required documents for the signature of the contract.