



Promoting Inclusion for People with Intellectual Disabilities

Supporting People To Work / Have A Career Policy

Kare Policy Document.

Policy Owner: Operations manager with responsibility for Supported Employment.

Rev. No.	Approved by the Policy Management Committee.	Approved by Kare Board/Sub Committee.	Launched at Heads of Units	Operational Period
Rev.3	24 th January 2023	N/A	February 2023	February 2023 -

*** Additional revisions at the end of this document.

Section 1: Policy

1.1 Background to this Policy -

Kare as part of Adult Services has always provided the opportunity for people who use the service to gain and maintain paid employment in the open labour market. This document has been prepared to outline the current policy, process and procedures that underpin the work and career programme. The document follows best practice guidelines as outlined by the European Union of Supported Employment Framework.

Other Kare policies relevant to this policy are:

- Individualised Planning Policy
- Risk Management Policy
- Data Protection/record Management Policy

1.2 Aim of this Policy

The aim of this policy is to outline how people who use the service are supported in the area of Work/career.

1.3 Scope of this Policy

Paid Employment roles for people who use Kare Adult Services and Supports

Pre – Employment Supports programmes for people who use Kare Adult Supports which include Work Experience and Job Place Training programmes. This policy does not cover Volunteer roles in either the voluntary or business sector.

1.4 Policy Statements - Paid Employment

1.4.1 Each person looking for work is regarded as unique, with his/her own interests, preferences, conditions and life history.

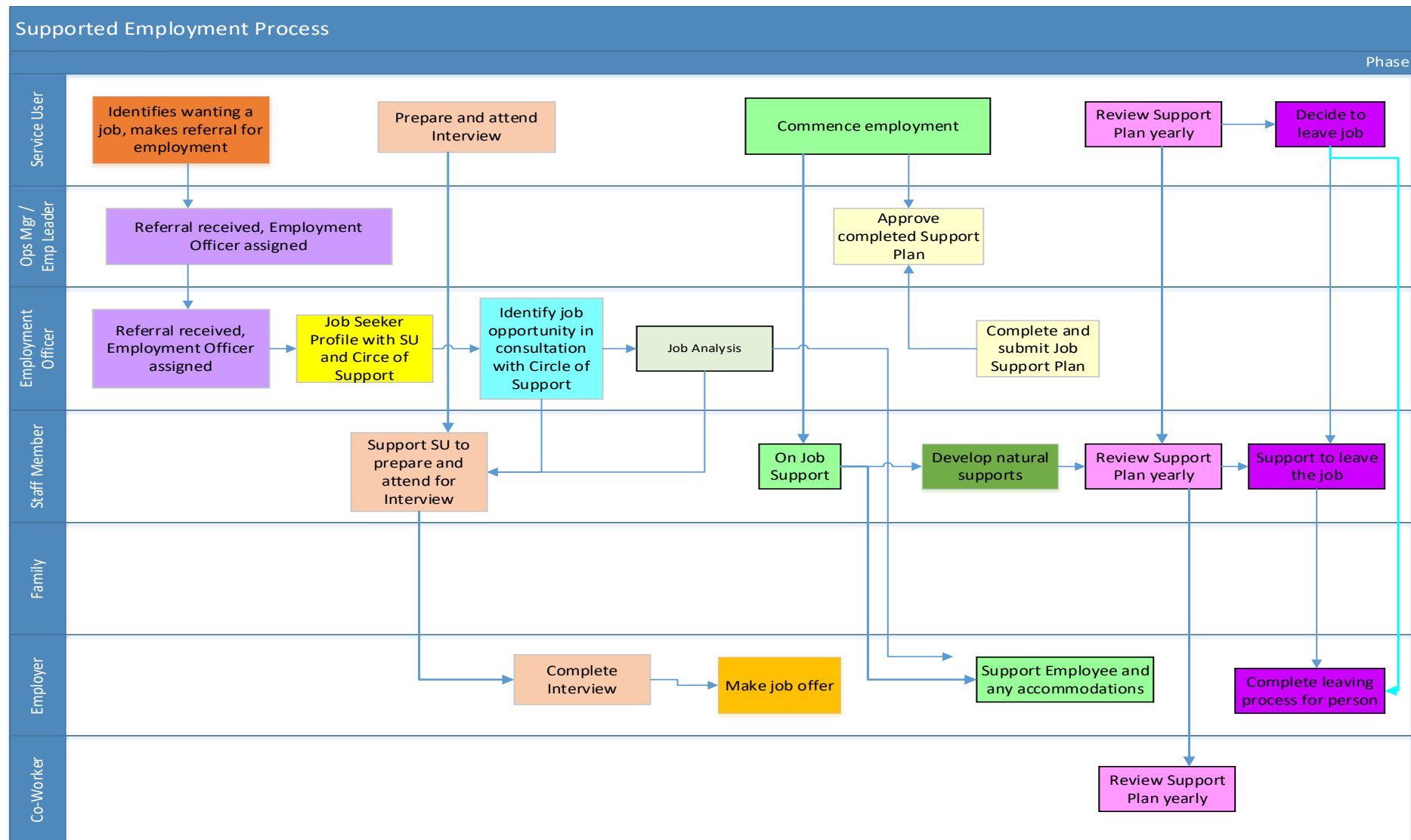
1.4.2 Work activities are always age appropriate, dignifying and enhancing.

- 1.4.3 Work and career plans assist people to understand their opportunities fully, so they can choose work opportunities within their preferences and with an understanding of the consequences of their choices.
- 1.4.4 Kare will develop Work and career plans to assist people to make decisions on their lifestyle and participation in society and to be an employee of a company the same as everyone else.
- 1.4.5 People's personal information is treated confidentially. The person has access to his/her personal information gathered and any disclosure is at the discretion of and with the agreement of the person, in line with data protection regulation (GDPR).
- 1.4.6 People with Disabilities entering the workforce are entitled to the same legal protections in relation to employment as everyone in society. This includes rules in relation to minimum wage, working time acts etc.
- 1.4.7 Kare's Employment service will support each person to receive and abide by the same terms and conditions of employment as all those in the workforce and to access any supports that are available in the community that will assist them achieve success.
- 1.4.8 Kare believes in the concept of "Zero Rejection" in Supported Employment. Kare will support those who request the opportunity for employment regardless of their level of Intellectual Disability.

1.4.2 Pre-Employment Supports

- 1.4.2.1 Kare's Work Experience and Job Sampling Programme is to enable the person sample what it is like to have a job. It is unpaid and will be for a set period usually 4/6 weeks. There is no expectation on the employer other than offering work experience
- 1.4.2.2 Kare's Workplace Training Programmes provide the opportunity to those who have expressed an interest in developing a career path, to develop their skills through time limited a placement. There is no guarantee of employment at the host businesses. See App 3 for a description of the current workplace training programmes in operation.

Section 2: Supported Employment is a system designed to support people who want to be part of the workforce, to find and keep a job and at the same time, help employers to fill vacancies and build diversity in their workforce.

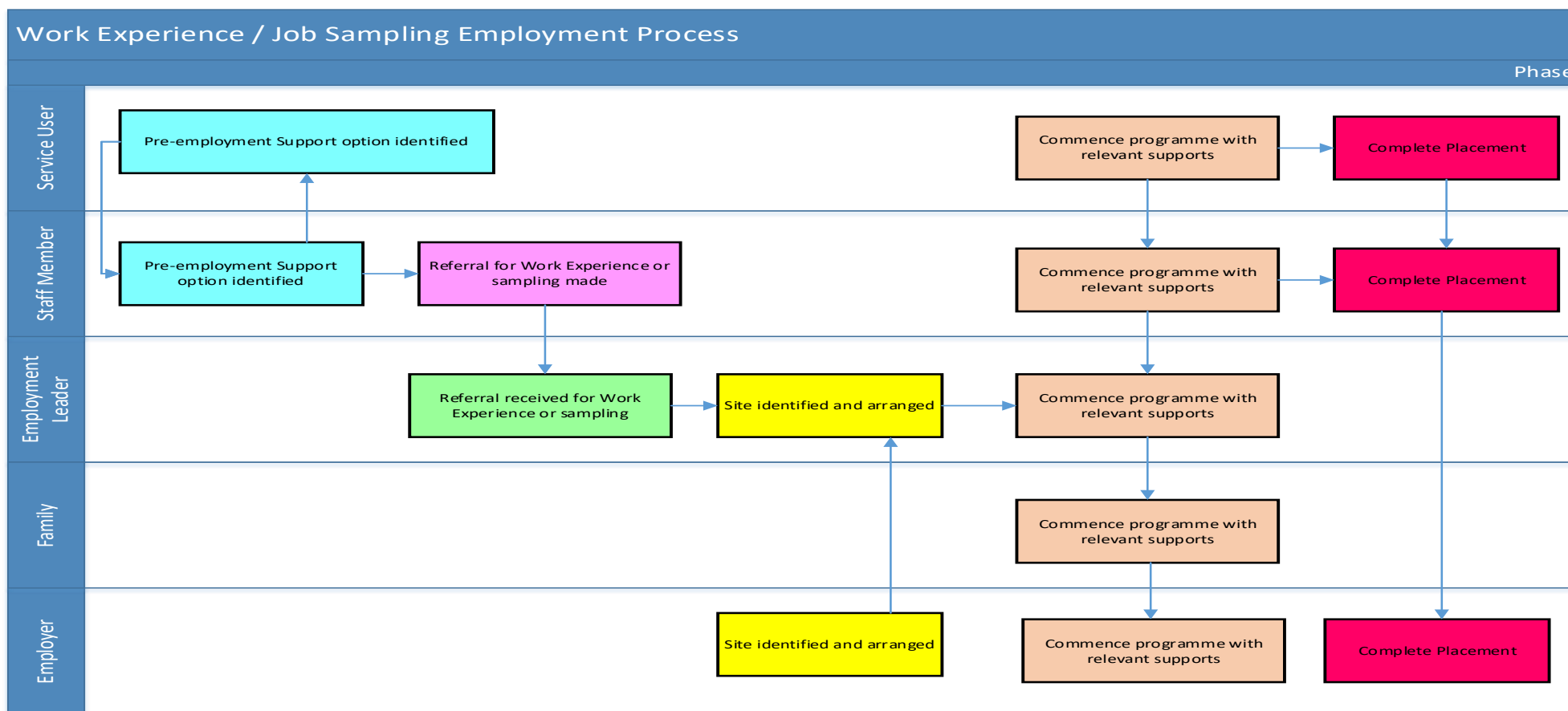


Section 3 Procedures

- 3.1 Referral:** Following the identification by the person through their individualised plan a referral will be made by completing the referral form located in the latest news section on Kare Leap. Following the receipt of this referral the Employment Services team leader will assign an employment officer to work with the person gain the paid job of their choice in the open labour market.
- 3.2 Career Planning with the Support of an Employment Officer:** Together with the Employment Officer and others from the persons support network, the person will have the opportunity to actively select a job that matches their interests, dreams, needs, conditions and background experience. This process is about enabling people to make their own career choices and to participate fully in the design of their own employment journey through the completion of their own Job Seekers Profile.
- 3.3 Identifying Employment opportunities with the support of an Employment Officer:** This involves looking for employment opportunities and beginning to engage with employers. The job seeker will remain in control of this process and be given the information to make informed choices. Job finding uses a number of methods to assist with this namely compiling a CV, mock interviews, family support in identifying suitable employers, responding to advertisements, Cold calling, Work experience and job sampling and developing employer contact and networks.
- 3.4 Job Analysis:** This stage allows the employer; the job seeker and the Employment Officer map out the job on offer. Potential areas to be discussed could include:
- Skills required by the employer
 - Job Carving – The process by which a job is put together by the employer with support from the Employment Officer.
 - Hours of Work.
 - Terms and Conditions of employment including Probation periods.
 - Workplace culture.
 - Support required by the job seeker and employer.
 - Support available from the employer.
 - Issues with regards letting Employer know personal information about the person with their permission
 - Reasonable Adaptations
 - Health and Safety Requirements
 - Transport to and from work
- 3.5 Interview:** As part of the recruitment process the job seeker will be required to attend an interview for the position. With support the person will prepare for the interview and if necessary will have the opportunity to carry out some mock interviews. Support can also be provided at the interview itself following prior agreement of the employer

- 3.6 Job Support Plan:** In advance of commencing work, the job seeker with the Employment Officer will complete a Job Support Plan that maps out all areas of support the person will need. It will identify who will provide that support whether it be that Job Coach, Employer, Family or Others. This plan will address supports both on the job and off the job to ensure the job seeker has the best opportunity to succeed.
- 3.7 Job Coaching/Support:** The levels of support required will depend on the person's needs, abilities and employment situation. This is the key feature of Supported Employment and is present at all stages of the process. Job Coaching supports is provided by staff from the person's service as relevant – e.g. Local Service, Community House, Outreach Service. The levels of support should be planned and reviewed with co-workers, the employer and the individual. This support is geared at all stakeholders' namely the individual, the employer and co-workers. This support may happen on the job or off the job and may also bring in support from others in the person's life such as their family. This support needs to adapt and change along with the person's needs.
- 3.8 Develop Natural Supports:** Professional supports where possible should gradually fade and be replaced by natural supports from co-workers or in some instance's assistive technology or everyday supports such as alarms on watches, checklists or Standard of Performance documents.
- 3.9 Maintenance/ongoing supports:** As part of the continuous renewal of the Job Support plan, the employee, employer and job coach will set out at agreed intervals the changing supports the person needs. This process is the key to the ongoing success of the job. Structures are put in place for the employer and the job coach to discuss when support may be required. Everyday supports from the employer such as Performance Management are encouraged to ensure continued success of the job.
- 3.10 Support to leave current Employment situation:** The employee will be offered support in the event of them leaving their employment situation. This support will be the opportunity to assess their future employment needs. This will include the opportunity to retire, apply for new employment opportunities or a change in career path or the opportunity to obtain training to upskill for a new position with a new employer.

Section 3: Pre-Employment Supports A key part of obtaining employment for some people is the opportunity to get training / experience in the skills required to work, what it is like to have a job and what a particular type of job might be like. Kare Adult Supports provide opportunities for this through the following programmes: Work Place Training (e.g. Project Search, Project OWL), Work Experience /Job Sampling Process. See App 1. Referrals should be made via the link located under latest news on Kare Link. Following receipt of this referral the Employment Services Team leader will liaise with the relevant Leader to assign a location and arrange the required job coach supports. These work experience positions are unpaid, time limited and are subject to Kare providing the correct supports as agreed with the employer and the individual. All work experience placements must be co-ordinated through Kare's employment services.



Appendix 1

Workplace Training Schemes

Kare operates a number of Workplace Training schemes. These projects enable trainees to become immersed within a workplace for a period of 10 months with the opportunity to work in a number of departments and gain valuable real work experience to assist with career development and promoting independence skills. The Projects are as follows;



Project SEARCH: Project SEARCH operates in Partnership with Naas General Hospital. 10 candidates each year are supported on the project which is connected to Kare's Outreach service for during and after the project



Project OWL: Project OWL operates in partnership with the houses of the Oireachtas at Dáil Eireann in Dublin. 5 candidates each year are supported on the project which is connected to Kare's Outreach service for during and after the project.

Applications to both projects are advertised internally throughout Kare and prospective candidates are expected to complete the open competitive selection process to gain a place on the programmes.

Revisions

<i>Rev. No.</i>	<i>Approved by Heads of Units / OMT</i>	<i>Approved by Kare Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev 1	March. 2015	March 2015	May 2015	Mar 2015 – Aug 2019
Renamed from Statement on Supported Employment to Supporting people to have work/have a career				
Rev 2	April 2019	July 2019	Sept 2019	Sept 2019 -
Rev 3	January 2023			