

European Supported Employment Toolkit

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European Supported Employment Toolkit

Purpose

- The purpose was to develop a range of learning, educational and training materials that are aimed at professionals involved in delivering Supported Employment services to people with disabilities and potential employers in Europe.

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Evidence of Need

- 'Impression of Supported Employment' (2007)
- 'A Comparative Study of the Situation of Supported Employment in Europe' (2007)
- 'Surveying Supported Employment in Finland' (2007)

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Identifying the Issues

- **What was the problem?**
 - A lack of information and standards in Supported Employment throughout Europe
 - What is European Supported Employment?
 - No consistency
 - *Everyone* was doing Supported Employment
- **Why did EUSE want to address the problem?**
 - The purpose of EUSE is to improve and develop Supported Employment
 - Demonstrate leadership and knowledge
 - Who else would do it?

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Identifying the Issues

- **Who was going to do it?**
 - Board members and Associates of EUSE
 - Austria, Denmark, England, Finland, Germany, Greece, Ireland, Northern Ireland, Norway, Scotland, Spain, Sweden
- **How was it going to be addressed?**
 - The creation of Position Papers, How To Guides and Training Materials (European Supported Employment Toolkit)

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Planning

- Preparatory meeting in Edinburgh – January 2008
 - Well attended and funded
 - Full agreement on the proposal
- Leonardo Partnership bid completed – February 2008
 - Good cooperation
 - Not all members participated
 - Comprehensive, powerful and potentially influential bid
- Approval – August 2008
 - Some rejected partners
 - Hit the ground running

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Activities

- Meetings
 - Vienna, Palma, Stockholm, Athens, London, Dublin, Copenhagen
- Process
 - meet – discuss – work - communicate
- Working Groups
- Team Leaders
- Editorial Committee

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Position Papers

- Values, Standards and Principles of Supported Employment
- Paid & Unpaid Work
- Client Engagement
- Vocational Profile
- Work Experience Placements
- Job Finding
- Working with Employers
- On & Off the Job Support
- Career Development & Progression
- Supported Employment for Key Policy Makers
- Supported Employment for Employers

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How To Guides

Client Engagement

- Stage 1 of SE process
- Person-centred approach
- Initial meeting with client
- Planning discussion
- Action Plan

Potential issues for Discussion

- Referral sources
- Is job ready an issue?
- Could you say no?

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How To Guides

Vocational Profiling

- Stage 2 of SE process
- Main objectives
- Gather relevant information
- Support strategies
- Action Plan & Review

Potential Issues for Discussion

- What information to gather?
- What format and how long to complete?
- Making the Vocational profile meaningful and accurate

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How To Guides

Job Finding & Employer Engagement

- Stage 3 & 4 of SE process
- Job search – formal and informal
- Approaching employers
- Job matching
- Job interviews

Potential Issues for Discussion

- What are the formal and informal methods of job search
- Are we skilled/trained to approach employers?
- What are the best techniques – and why?

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How To Guides

On and Off the Job Support

- Stage 5 of SE process
- Process and methodology
- Understanding the job and employer
- Different forms of support
- **Potential Issues for Discussion**
 - What type of support is needed?
 - How long can you provide support?
 - What are the issues for progression and career planning?
 - How much support should be given?

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How To Guides

Qualities of a Good Employment Support Worker

- Roles of a Job Coach
- Personal qualities and characteristics
- Skills
- Knowledge
- Potential Issues for Discussion
 - Experience v Qualification v Personality
 - Main duties and skills required
 - What training is required and is it available?
 - How do you attract good candidates/employees for SE?

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What did we achieve?

- 11 x Position Papers
- 5 x How To Guides
- 1 x Toolkit
- Increased awareness of SE issues
- Improved collaboration between EUSE members
- Platform to develop Training Courses
- The opportunity to improve SE services
- Enhanced reputation of EUSE

Contact Details

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