



**PERTH &
KINROSS
COUNCIL**

Housing &
Community Care

EMPLOYMENT SUPPORT

For Individuals who have Mental Health
Difficulties / Learning Disabilities



PERTH & KINROSS COUNCIL

ADULT SUPPORT & WELLBEING SERVICES

EMPLOYMENT SUPPORT TEAM

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- A person wearing a high-visibility yellow and black jacket and blue gloves is raking brown leaves in a cemetery. The background shows a stone wall, a path, and numerous gravestones under a cloudy sky.
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Introduction

This booklet has been produced to give people with Mental Health Difficulties / Learning Disabilities, their families, and carers an insight into the service that Perth & Kinross Council's Employment Support Team (EST) can provide to individuals in or seeking employment.

The fact that you are reading this booklet means that you are, or know someone who is interested in working. This can be work experience, voluntary work, part time or full time paid work.

Benefits of Employment

Finding work can bring many benefits to a person's life and wellbeing including:

MONEY £££

**RAISING SELF
ESTEEM**

INDEPENDENCE

**A SENSE OF
PURPOSE**

PRIDE

**BEING A VALUED
MEMBER OF
SOCIETY**

**SOCIAL
INCLUSION**

CONFIDENCE

JOB SATISFACTION

You have nothing to lose and much to gain!

WHAT WE CAN OFFER...

The Employment Support Team offers employability related support to people with Mental Health Difficulties / Learning Disabilities to prepare for, find and maintain employment.

The team supports individuals using a person centred approach with:

- > Work Ready Training - Pre Work Preparation Skills.
- > Work Experience - Short & Long Term.
- > Job Matching through Vocational Profiling, CVs, and Person Centred Tools.
- > Applying for jobs.
- > Preparation for Interviews.
- > Job Coaching.
- > Independent Travel Training,.
- > Paid Work - working less than 16 hours per week
- > Voluntary work.
- > Employers Awareness Guide.
- > Employability Awareness Sessions.
- > Volunteer Support Assistant (Project Development).
- > Adherence with legal requirements as per Supported Permitted Work regulations.

IN-WORK SUPPORT

Once a person is in a work placement we will support with the induction process and if necessary attend this with the individual. We will give extra support with initial training and ongoing support with any mandatory training.

We offer practical 'In Work' support and ongoing support. We can work alongside the person and give systematic instruction/support until such times as they can do this for themselves. Only then will we reduce the 'In Work' support but will continue to monitor, appraise, and support the employee, employer, and placement for its duration.

This 'In Work' support will depend on the individual. Some people may only need 'In Work' support for a few hours, some it could be a few days and some could be a few weeks.

REASONABLE ADJUSTMENT & RISK

Under the Equality Act 2010, it is unlawful for employers to discriminate against disabled people. Employers must also make reasonable changes to applications, interviews and work so that you are not disadvantaged. These are known as 'reasonable adjustments'.

We can offer advice to individuals and employers on these adjustments, more information can be found at:

<http://www.pcs.org.uk/en/equality>

We ensure that all employers have current liability insurance in place prior to any person undertaking employment. We can also carry out any necessary individualised risk assessments in conjunction with the employers existing ones.

ACCESSING THE SERVICE

STANDARDS

- Individuals should have a diagnosed Mental Health Difficulty / Learning Disability / Acquired Brain Injury as identified through a Single Shared Assessment / GP Certificate / Psychology Assessment.
- Individuals with a diagnosed Mental Health Difficulties / Acquired Brain Injury must have a clear wish and the ability to undertake training and development, with an end goal of paid employment.
- Individuals undertaking any stage of the employment process shall have the opportunity to review their progress at regular intervals / upon request. This process can be amended or ended at any time.

REFERRAL PROCESS

- Referrals to the Employment Support Team should be done formally using the EST REFERRAL FORM.
- All referrals shall be acknowledged by the EST using the REFERRAL ACKNOWLEDGEMENT LETTER. The Acknowledgment Letter states that the EST is in receipt of the referral and that has been placed on the allocations list. In addition, a Community Facilitator shall be in contact with the Individual / Referrer to discuss referral requirements.

WHO CAN REFER?

Referrals to the Employment Support Team can only be taken from the following sources:

- Mental Health Team Assessing Worker
- LD fieldwork team Assessing worker
- Perth & Kinross Council Access Team Assessing Worker
- Local area co-ordinators
- Day Opportunities Employment Champions/Management
- Community Mental Health Teams
- Self Referral (for individuals with Mental Health difficulties / Acquired Brain Injury only)
- GPs / other Medical Practitioners
- NHS Tayside Assessing Worker (includes DNs, OTs, Physios, Psychologists, and Community Rehabilitation Teams).
- Employability Stakeholders / Partner Agencies (Job Centre + / Move Ahead / etc)

Referrals and the acknowledgement of these is not confirmation that the EST will support the individual to prepare for, find and maintain employment.

CONTACT DETAILS

Employment Support Team

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services fitting people