

Guide for
work community

TO SUPPORT THE EMPLOYMENT OF
A REHABILITEE

Mood For Work



Satakunta University of Applied Sciences
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To the reader

Many employers are interested in employing rehabilitees because during upcoming years, there will be a need for motivated labour force to replace the “baby boomers”. There is good worker potential especially among the biggest group of rehabilitees, i.e. mental health rehabilitees.

The guide for the work communities is based on Satu Boelius' Master's thesis “Model for a work community to support the employment of a mental health rehabilitee” completed in 2012 at Satakunta University of Applied Sciences. The research is a part of Työmieli -project (2009–2012), which was financed by Satakunta University of Applied Sciences, Satakunta Centre for Economic Development, Transport and the Environment, and European Social Fund.

In workplaces, there is a need for support that takes the wholeness into consideration in the process of recruiting a rehabilitee. With this practical guide it is easy to make sure that the practices related to rehabilitee starting the work are on track. The orientation checklist can be applied also for other worker groups.

We hope that work communities will find this guide via employment and rehabilitation agencies or entrepreneur and labour organisations.

Pori, May 14th, 2012

Kaarina Latostenmaa, Project Manager



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Individual and social factors

Checklist



THE INDIVIDUAL FACTORS INFLUENCING ON STARTING THE WORK

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
<p>Rehabilitee's motivation and willingness to work</p> <p>The right timing of the employment</p>	<p>The rehabilitation unit will assess this together with the rehabilitee before the commencing of the employment actions.</p>		
<p>The skills and resources of the rehabilitee as definers of the tasks and the standards</p> <p>Education and work history</p>	<p>Discussions between the rehabilitee, rehabilitation unit, and the employer before starting the job and defining the tasks.</p>		

THE SOCIAL FACTORS INFLUENCING ON STARTING THE WORK

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
<p>The attitudes of the work community</p> <p>The hearing of the work community</p>	<p>Before the rehabilitee starts the work, the employer or the manager will discuss with the close work community about the questions which employing a rehabilitee as a part of the work community arises. A team, department or weekly meeting is a natural setting for the discussion.</p>	<p>The manager or the employer will make a summary about the things that have raised discussion and questions, and will agree with the specialist organized by the rehabilitation unit about increasing the knowledge of the work community. The manager or the employer will organize the event and will inform the close work community about it.</p>	
<p>Increasing the knowledge of the work community</p> <p>Membership experience</p>	<p>The rehabilitation specialist will introduce the close work community to the health problem in general and it's impact on one's ability to function and work, and at the same time trains the close work community to accept the rehabilitee as a member of the work community. The introduction will take place in a team, department or weekly meeting.</p>	<p>The manager or the employer, together with the specialist organized by the rehabilitation unit, will make a summary about the essential content of the introduction.</p>	

The preparation of the work community, work procedures

Checklist



THE PREPARATION OF THE WORK COMMUNITY, **WORK PROCEDURES**

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
Creating a low doorstep	The rehabilitee will be taken to work community as a team member. The close work community will agree who will welcome the rehabilitee on the first work day, introduce her/him to other workers of the work community, and familiarize the rehabilitee with the workplace.	The summary of the introduction made by the rehabilitation unit's specialist will support the work community. The person who welcomes the rehabilitee on the first day will be named.	
Orientating the rehabilitee	The guiding person who will stand beside the rehabilitee and introduce her/him with the tasks will be named. The guiding person is for instance a work pair, who will guide the rehabilitee and who the rehabilitee can easily consult.	The guiding person will be named.	
Rules of work life	The guiding person will familiarize the rehabilitee with the company culture and manners (rules about working time and breaks, sick leave notification procedure etc.).	In addition to oral introduction, the rehabilitee will get an orientation list with all the essential customs and important contact information.	

THE PREPARATION OF THE WORK COMMUNITY, **WORK PROCEDURES**

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
Definition of suitable tasks and working time in the beginning of the work as well as making a plan for tailoring the job description if needed.	The tasks will be defined in a discussion between the rehabilitee, rehabilitation unit and the employer. The manager and the rehabilitation unit will agree with each other about the guiding distribution of work.	Definition of the tasks An introductory co-operation plan in writing between the manager and the rehabilitation unit.	
Tools for problem solution	The most suitable solution of a problem situation for the rehabilitee will be agreed between the rehabilitee, the employer and the rehabilitation unit.	Recording how to act in problem situations.	

Work community communication

Checklist



WORK COMMUNITY COMMUNICATION

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
Informing inside the work community	The summary of the introduction will be made by the rehabilitation specialist; presentation in a team meeting. The close work community will be informed about the rehabilitee's health problem as agreed earlier.	The summary of the specialist's introduction presented in a team meeting.	
Increasing the general knowledge of the work community	The introduction of the specialist.		
Informing between the guiding person and the manager	The guiding person and the manager will agree in a team meeting how rehabilitee's coping with the work will be monitored in a planned manner. This enables a quick reaction when needed.	A flexible and appropriate way of communication will be agreed on.	

WORK COMMUNITY COMMUNICATION

	How this is taken care of?	Who takes care of this? Defined actions?	Done Date/ Signature
Co-operation with the rehabilitation unit: Manager and the rehabilitation unit Rehabilitee and the rehabilitation unit	The manager, the rehabilitation unit and the rehabilitee will define in tripartite discussion a functional way of communication and will compose a communication plan in case of problem situations. In addition, the rehabilitee and the rehabilitation unit will agree on the progress and follow-up of the starting the work.	A communication and follow-up plan of the manager and the rehabilitation unit. A communication and follow-up plan of the rehabilitee and rehabilitation unit.	
Employer Counselling	It will be agreed who will guide the employer and coordinate the cooperation between different actors.		

“The point in employer counselling is that there is someone to look after the ensemble, to highlight the objectives and put them all work together – someone who swings things for you.”

Pekka Niemelä, Managing Director, Milletel Oy

In The Mood... Mood For Work

Working Life Needs Rehabilitees

Rehabilitees are a potential labour for enterprises. We need a new supported employment model which is easy for employers to use.

Partnership thinking and instruments

Increased knowledge and successful examples play a key role in reaching the win-win attitude. Practical tools for employment processes are important both for enterprises, rehabilitees and public economy.

Employer Counselling

Entrepreneurs and recruiters will be offered personal counselling. Rehabilitation and employment organizations, employers and rehabilitees work together to make the employment process fluent (service development).

**Employing a rehabilitee is
an investment for the future.**



Satakunnan ammattikorkeakoulu
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This guide is a follow-up plan for a rehabilitee starting the work. It is an important tool for work community when recruiting a rehabilitee.

The orientation checklist can be applied also to other worker groups.

Further information: www.tyomieli.fi

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