

Glossary of Terms for the Job Seeker

There are many terms used in the world of Supported Employment. Below are some terms that you might need to know about:

Baseline Assessment: An assessment of your skills and abilities. This assessment is done by an Employment Professional, usually within the first two or three days of you starting the job. It shows the Employment Professional what you can do without help and what tasks you need some help with to learn.

Job Coaching: When someone comes to the job with you to teach you the job. A Job Coach may just come for a short time or can be for a longer time. It will depend on how long it takes you to learn the job. The Job Coach will fade out when you can do the job on your own.

Employment Professional/ Job Developer /Employment Facilitator: All of these terms can be used for the people who help you to get ready for a job and then find a job.

Job Maintenance: This is the phase that happens after you have learned everything about your job. The Job Coach or Employment Professional will not need to be there anymore but might pop in and see how things are going from time to time.

Job Seeker: Any person who is looking for a job.

Natural Supports: Things that help you be independent at your job. This can be from other people in your work place – such as a co-worker who helps you do a task. Natural supports are anything you use in your day to day activities such as alarm clocks, cell phones, computers and means of transportation.

Supported Employment: Supported Employment is everything the people helping you to get a job are doing to help you get ready for work, find a job and keep the job.

Task Analysis: This is when all of the parts of a job are put into a task list. The Employment Professional will do this and use it to teach you each step of the job.