



Unit 2: TOOLS USED AND SUPPORTING THE ADAPTATION OF EMPLOYEES WITH ASD

GENERAL CONCEPTS

The adaptation of the job for people with disabilities can represent an important competitive advantage in the process of companies to promote labor inclusion. The adaptation of jobs affects various areas, such as flexible hours, the removal of architectural barriers or the adaptation of furniture. In all cases, jobs must be adapted to workers with disabilities, and not the other way around, with the aim of making jobs accessible and allowing the development of skills and abilities of workers with disabilities. The adaptation of jobs must be approached taking into account three aspects: 1st. the working person 2nd. the tasks to be performed 3rd. The job.

PHASES OF THE PROCESSES THAT COMPANIES MUST FOLLOW

The tools that companies should use to support the employee with ASD in their job:

1. Workplace instructions: In the first place, they must prepare a thorough analysis of the workplace to anticipate the new employee all the circumstances that they will face in their workplace. In this analysis, the activity of the company, the existing jobs, the number of employees, etc., must be exposed. Anticipation is one of the main characteristics for treating people with autism and making their adaptation at work effective.

2. On-the-job training: Human resources workers or those responsible employees in the company, must carry out a little training to the person with ASD before proceeding to the coaching, in this training, they must explain everything necessary about the job position and the functions to be performed, so that the new employee can perform his job in a proper way. The basic points to be dealt with in the training should be: functions to be performed, tools to be handled, execution times, ways of carrying out the work, etc. The use of visual presentations is recommended where real situations are presented that can develop in the workplace.

3. Coaching: In this phase, the company must appoint a mediator /job coach to carry out the training process in the specific job, making the necessary adaptations so that the person with autism can perform the activity in the best possible way. The role of mediator-coach is essential throughout the process. He is conceived as a mediator between the person with autism and the context where the work activity will take place, preparing that context to



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make it predictable, simple and understandable, in addition to taking charge of the training of the person with autism who is going to be employed.

4. Process monitoring: During this process, the work activity performed by the person with ASD and the suitability of the adaptations established for this purpose will be monitored. This involves, among other things, an evaluation of performance, work environment and established supports. It is essential to assess the results of the worker in matters of particular interest to the company, such as productivity and quality of work. We must not forget that monitoring is one of the most important points in this process. It is necessary to know that the person who is working, along with the rest of the team, feels satisfied in their work and that all those problems that may arise during its execution can be solved.



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