

## What do our customers say about the Optalis Supported Employment Service?

"I now have my CV. I'm not sure I could have got there without your guidance and advice. Thank you for your kind help in discussing and reviewing this with me."

Mr J

"I was able to become involved in Adult Literacy which boosted my confidence and helped me to begin to return to my teaching career. SES provided steadfast support both in practical ways and in terms of moral support when needed."

Helen C

### Want to find out more?

We'd be happy to help you; please contact us at:

Optalis  
Supported Employment Service  
Trinity Court  
Molly Millars Lane Wokingham  
Berkshire  
RG41 2PY

Tel (0118) 977 8600  
Email [employmentservice@optalis.org](mailto:employmentservice@optalis.org)  
Web [www.optalis.org/ses-customers](http://www.optalis.org/ses-customers)

Optalis is a local authority trading company owned by and providing adult social care on behalf of the Royal Borough of Windsor and Maidenhead and Wokingham Borough Council

**optalis**  
choices for living

## Supported Employment Service: for customers

Offering ongoing support into and during employment for people aged 16 and over.



Contact us:

**(0118) 977 8600**

[www.optalis.org/ses-customers](http://www.optalis.org/ses-customers)

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**base**  
british association for  
supported employment

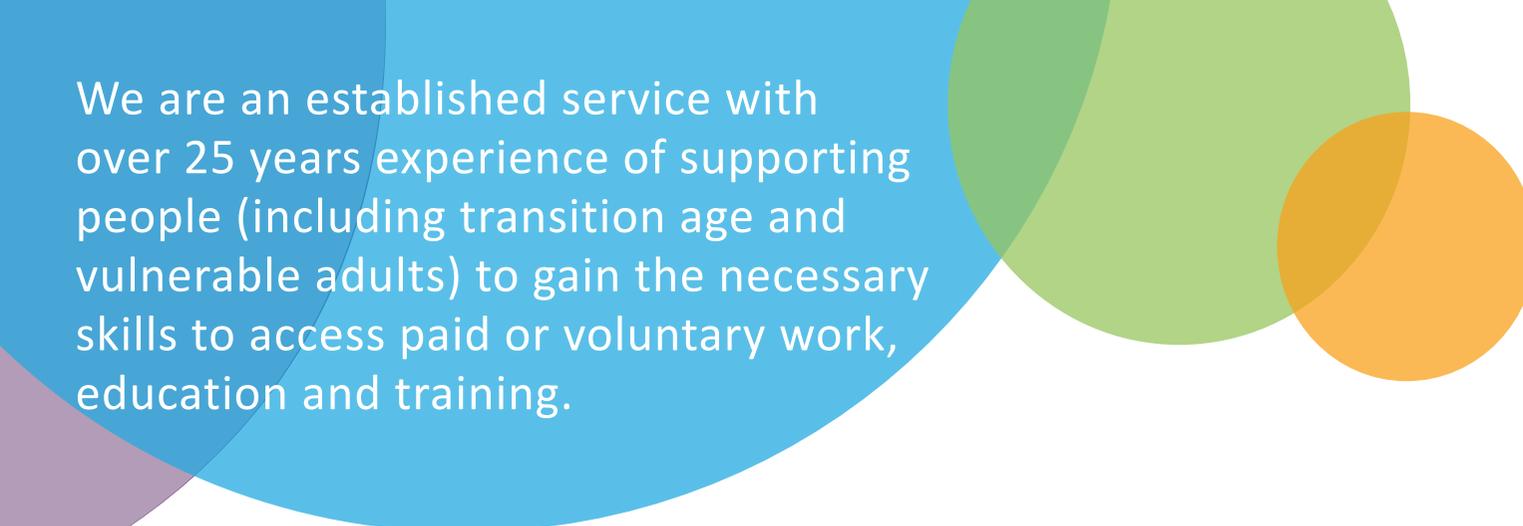
**ISMA**  
UK



Support with  
Confidence  
WEST BERKSHIRE  
AND WOKINGHAM



**WOKINGHAM  
BOROUGH COUNCIL**



We are an established service with over 25 years experience of supporting people (including transition age and vulnerable adults) to gain the necessary skills to access paid or voluntary work, education and training.

### **We can support you into and during employment**

We are a friendly and confidential service that recognises the issues that people may face when looking for or returning to work or retaining their employment.

Whether you need an Information, Advice and Guidance meeting, help to update your CV or have more substantial barriers to overcome, the support package we provide will be individually tailored to meet your needs.

Our specialist team also works with clients who are covered under the disability provisions of the Equality Act (2010), clients with substance misuse issues and offenders.

### **How can the Supported Employment Service help me?**

- You will have an initial assessment where you can discuss your goals and aspirations and find out what support is available to enable you to achieve your employment goals.
- Your allocated Employment Coach will provide one-to-one support with all aspects of the job-searching process; from completing an application form to building your confidence to career matching, advice and information on employment related benefits, as well as interview skills and preparation and careers guidance advice.
- Our customers can also access our employability courses, which cover a full range of job search skills and work on increasing confidence and identifying skills and abilities.

- The courses also provide customers with IT access, local newspapers for job-searching, college prospectuses, volunteering opportunities, and our Employment Coaches will be on hand to offer support.
  - Once you have found a job, an Employment Coach will keep in touch with you to provide ongoing support during the first few months of your employment.
  - For customers who require extra support to learn their new job role, our Job Coaching Team can provide specialist one-to-one support in the workplace.
  - Our service also offers support to customers to retain their employment if they are experiencing difficulties in the workplace or need a reasonable adjustment made for them.
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