


Poweria



for work!





This guide is intended for those who are thinking about their own lives. By completing the tasks, you will learn about yourself. It is easier to apply for jobs when you know yourself better. It is important to know what options exist. You can fill in the guide alone or together with another person. You can write, draw, or paste pictures into the guide.

Name: _____

Working history

Have you been employed? YES NO

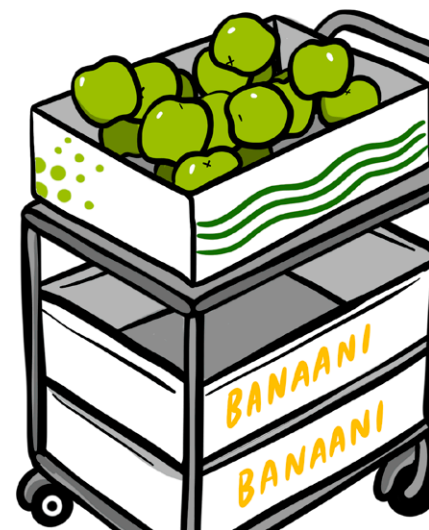
Have you had an internship? YES NO

Where have you worked or had an internship?



What kind of work do you like to do?

What inspires you at work?
What is easy for you at work?



Work capacity

Work capacity means a person's ability to work.

Work capacity can deteriorate due to illness or a difficult life situation, for example. Doing work is difficult if a person's work capacity is poor.

Functional capacity refers to a person's ability to take care of themselves and manage their daily activities, such as work, studies, leisure time, and hobbies.

Color green the things that improve your work capacity.

Color red the things that impair your work capacity.



SLEEP	STRESS	LONELINESS	
FRIENDS	FAMILY	PETS	
HOBBIES	LANGUAGE SKILLS		
	PHYSICAL HEALTH	MOOD	
MEMORY	CONCENTRATION		
	LIFE MANAGEMENT	EATING	
EXERCISE	RELAXATION	EMOTIONS	

Support at work

You may sometimes need help and support at work.
With the help of support, doing the work can be easier.

What things help you at work
(tick the most appropriate options)

- Clear job tasks
- Written instructions
- Visual instructions
- Observing while someone does the task
- Videos
- Breaks
- Regular working hours
- Permission to work at my own pace
- Support person who helps if I need assistance
- Safe work environment

How would you like to work
(tick the most appropriate options)

- Alone
- With others
- In a quiet environment
- Indoors
- Outdoors
- In the morning
- During the day
- In the evening
- At night
- Near home



Internship

You can familiarize yourself with a job by doing an internship.

- You do not receive a salary for an internship.
- Through an internship, you gain work experience.
- Work experience is important when applying for jobs.

In an internship, it is important to:

- Arrive on time
- Greet your colleagues
- Familiarize yourself with your tasks
- Courageously ask for advice
- Dress neatly
- What do you want to learn?

Applying for a job

You can directly contact a workplace by email, phone, or by visiting the workplace.

There is a lot of information about job opportunities on the internet. You can search for jobs on these websites: tyomarkkinatori.fi | rekrytointi.com | kuntarekry.fi | duunitori.fi | oikotie.fi | monster.fi

You can get support for the job search from an OMA coach, job coach, or support person. Job applications are submitted with a cover letter and a resume (CV). These are two different things.



Job application

Writing a job application is the most important task of a job search. In the job application, you state the position you are applying for. Explain why you want this job. The purpose of the job application is to make the employer interested in you. Describe yourself honestly. Explain why you would be good at this job. It is advisable to write the job application on a computer.



TYÖHAKEMUS

Kirjoita nimesi: Maija Malli

Kirjoita osoitteesi: Mallitie 23, 00002 Kaupunki

Kirjoita puhelinnumerosi: 045-91829-3890

Kirjoita työnantajan nimi: Matti Meikäläinen Oy

Kirjoita työpaikka jota haet: Maalari



Kirjoita miksi haet työpaikkaa



Kirjoita miksi olisit hyvä tässä tehtävässä



Kirjoita asioista, joissa olet hyvä
Kirjoita asioista, joihin tarvitset tukea



Kirjoita, että sinulle voi soittaa ja tulet mielelläsi haastatteluun.

Kirjoita Ystävällisin terveisin, oma nimesi
Esimerkiksi, Ystävällisin terveisin, Maija Malli

Resume or CV

On the internet, you can find many resume templates, for example, in the Canva program. With their help, you can create a curriculum vitae.

Write in the curriculum vitae:

- Your name, date of birth
- Your skills, abilities, strengths
- Your education
- Your work experience
- What interests you
- Your hobbies

Please find a resume template in the next spread. >



NIMI



SÄHKÖPOSTIOSOITE



PUHELINNUMERO

TAVOITE

Haluan tulkiksi.

TAIDOT

IT-taidot: Google työkalut,
Microsoft office

Tykkään työskennellä eri
kulttuureista tulevien ihmisten
kanssa.

TYÖ- JA HARJOITTELUKOKEMUS

MARHABAN

30.10.2018 - 20.2.2020

Asiakaspalvelu, käännöstehtävät (arabia - suomi, suomi - arabia),
tapahtumien järjestäminen, sosiaalisessa mediassa markkinointi

TEKO-HANKE

2019

Asiakaspalvelu, asiakkaiden neuvonta, mm KELA-papereissa
auttaminen

KOULUTUS

LÄHISUHDEVÄKIVALTA-MITEN TUNNISTAA JA TOIMIA

10.11.2022

Marhaban/Setlementti Tampere

LIIKETOIMINNAN PERUSTUTKINTO

2018-2021

Kiipulan ammattioppilaitos

VALMA-KOULUTUS

2018

Tredu

Ammatillisiin opintoihin valmentava koulutus

PERUSKOULU

2016

Liisanpuiston koulu



LUONNE JA HARRASTUKSET

Harrastan ulkoilua.

Olen luonteeltani iloinen, auttavainen, ystävällinen, rehellinen sekä luotettava.

Kielitaitoni:

arabia – äidinkieli

suomi – äidinkieli

englanti

Job interview

A job interview is an important event.

You can bring a support person with you to the interview.

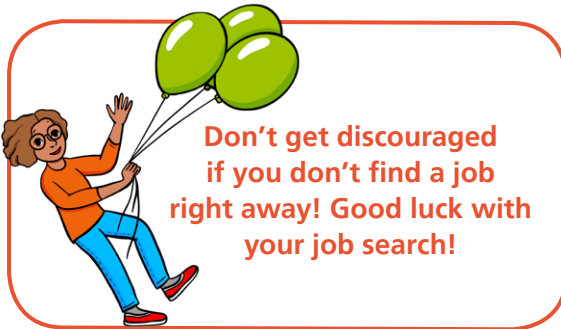
Arrive on time for the job interview. Don't be late!

Bring your certificates with you.

Practice the interview in advance with a support person.

At a job interview:

- Introduce yourself (name).
- Answer the questions.
- Ask if you have any questions.
- Thank them when the interview is over.



Ammatit – mikä sinusta voisi tulla?

Explore the different professions that exist. >



GLOSSARY OF WORK-RELATED TERMS

Alainen | Subordinate means employee.

Ammattiliitto | A trade union is an organization that consists of employees in the same field. Trade unions negotiate with employers on matters such as employee wages and working hours. Trade unions represent employees in the same field nationwide.

Ansioluettelo | In a resume, you write about your professional experience. The resume showcases your occupation. In the resume, you mention your previous employment and the languages you know. Additionally, the resume highlights your educational background. The resume is also referred to as a curriculum vitae (CV). Attach your resume as an enclosure when submitting a job application.

Avotyötoiminta | In supported employment, clients work in regular workplaces. Supported employees do not have an employment contract or the associated benefits (such as paid annual leave). Supported employees do not receive a salary for their work; instead, they are paid an allowance based on the work done.

CV | A CV is a resume. A CV details your educational background and the type of work you have done. CV is an abbreviation for the Latin term "curriculum vitae". In many other languages, CV also refers to a curriculum vitae.

Esihenkilö (pomo) | A supervisor/boss is a manager. The supervisor oversees the work of the employee and also provides assistance and support. For example, sickness absences and vacation requests are usually reported to one's own supervisor.

Irtisanominen/potkut | Termination/being fired: The employer says that the employee's work is ending. The employer must explain why the work is ending.

Irtisanomisaika | The notice period refers to the time during which an employee continues to work after being notified of their termination. The length of the notice period depends on the employment contract and how long the employee has worked at the same workplace. The regular salary is paid during the notice period.

Koeaika | Probationary period:

An employee may have a probationary period when starting a new job. During the probationary period, the employer assesses whether the employee is suitable for the new position. The employee's work can end immediately during the probationary period if either the employer or the employee wishes so.

Kokoaikatyö | Full-time employment:

Work is roughly 40 hours per week.

Lomautus eli pakkoloma | Layoff or forced leave: The employer mandates that the employee goes on an unpaid leave. The employee may be

forced to take a leave of absence if the employer does not have enough work for the employee.

Luottamusmies | A union representative

represents employees in dealings with the employer. The union representative assists employees who have issues with the employer. Usually, the employees elect the union representative.

Määräaikainen työ | Fixed-term employment:

The work lasts for the duration specified in the employment contract. For example, a substitute typically has a fixed-term employment.

Osa-aikatyö | Part-time employment: Work is less than 30 hours a week.

Palkka | Pay: The employer pays the employee a salary. The salary can be a monthly salary or an hourly wage. A monthly salary remains the same every month. Hourly wages are paid based on the number of hours one has worked. In addition to the salary, the employer pays an additional compensation if the work needs to be done in the evening, at night, or on weekends. The term "supplement" is often used, for example, evening supplement and Sunday supplement.

Palkkalaskelma | A payslip indicates how much the employer has paid in wages. The employee receives a payslip when the salary is paid. The payslip states the date of payment and the corresponding period. The payslip shows

the amount of tax withheld from the salary. In the payslip, tax is referred to as withholding tax. Additionally, it displays pension and unemployment insurance contributions.

Perehdyttäminen | Orientation refers to the process where the employer provides information about the work and workplace to a new employee. When an employee joins a new workplace, they require guidance. The new employee receives guidance to help them become familiar with their workplace.

Pätkätyö | Temporary employment: The work only lasts for a short time.

Ruokatauko | Meal break: The employee has the right to take rest breaks during working hours. A meal break is a break during the workday when the employee can eat. A meal break is usually half an hour to one hour long. The employee has the right to a meal break if the workday is longer than six hours. Generally, the meal break is not considered working time.



The employee also has the right to coffee breaks. Coffee breaks are ten to fifteen minutes long. Coffee breaks are considered working time.

Sairausloma | Sick leave refers to the days that an employee has to be absent from work due to illness. When sick, one should not go to work but instead take sick leave. It is necessary to inform the employer about the sick leave. The employer may require a medical certificate as proof of the illness. The certificate can be issued by a doctor or a nurse, for example.

TE-toimisto ja työllisyyspalvelut | TE office and employment services: Provides support for job search, notifies about job openings, and offers guidance related to career choices and education.

Tuettu työllistyminen | In supported employment, there is a job coach who supports both the employee and the employer. Supported employment or supported work refers to paid work in a regular workplace. The employee and the employer establish an employment relationship and make an employment contract. The employee receives a salary.

Työaika | Working hours refer to the time you spend on work. Working hours vary across different fields. Regular working hours are a maximum of 8 hours per day or 40 hours per week. In many sectors, working hours are shorter. The commute between home and the workplace is not considered working time.

Työehtosopimus (TES) | A collective agreement specifies the terms and conditions of employment that are followed in a particular industry. Employment conditions covered by a collective agreement include aspects such as wages, working hours, and holidays. The collective agreement is negotiated between employers' and employees' organizations.

Työhaastattelu | A job interview is a conversation between the employer and the job applicant, where both parties get to know each other. When an employer is selecting a new employee, they invite some job applicants for a job interview. The employer chooses a new employee based on the job interview.

Työhakemus | A job application is an application through which an employee applies for a job. The job application is often sent via email or filled out on an online form on the internet. A resume or, for example, a video can be attached to the job application. Sometimes the employer may also request educational certificates to be included in the job application.

Työharjoittelu | Work placement is work that enhances the employee's professional skills. A work placement participant can be a student or someone else entering the workforce. Work placement can be eligible for labour market subsidy, or it can be unpaid.

Työhönvalmennus | Job coaching refers to assisting and supporting individuals in obtaining employment. A job coach helps in job searching and learning job tasks. The job coach supports the employer in finding a suitable employee, tailoring job tasks, providing employee orientation, and applying for support. Job coaching is provided by municipalities, municipal federations, employment offices, and the Social Insurance Institution (Kela), for example.

Työkokeilu | In a work trial, a person performs trial work tasks at a regular workplace. A work trial allows individuals to familiarize themselves with the working life and try out different professions and job tasks. No salary is paid during the work trial, but instead, unemployment benefits and expense compensation may be provided. Individuals who are registered as unemployed jobseekers with the Employment Office (TE Office) can participate in a work trial. Work trials can also be accessed as part of vocational rehabilitation provided by Kela.

Työkyvyttömyyseläke | Disability pension: The Social Insurance Institution of Finland (Kela) pays disability pension to individuals whose work capacity has been reduced, for example, due to a disability. A person receiving a disability pension can earn up to 922.42 euros per month (starting from January 1, 2023) without affecting the pension. If the individual earns more than that, they can choose to suspend their pension. The

pension can be suspended for a minimum of three months and a maximum of two years at a time.

Työnhakija | Job seeker:

A person who is looking for a job.

Työsopimus | An employment contract is an agreement between you and your employer regarding work. The employment contract is made when the work begins. In the employment contract, you promise to perform the agreed-upon work, and the employer promises to pay the agreed-upon salary. In addition to salary, the employment contract specifies aspects such as working hours and job responsibilities. An employment contract can be written, oral, or electronic. It is advisable to have the employment contract in writing.

Työsopimuksen purkaminen | Termination of an employment contract means ending the contract. The employment contract can be terminated by either the employer or the employee. There must be a significant reason for terminating the employment contract. After the termination of the employment contract, work usually ends immediately.

Työsuhde | Employment relationship: An employee and an employer have an employment relationship when they make an employment contract. In an employment relationship, the

employee carries out the tasks assigned by the employer. The employee receives wages in return.

Työterveyshuolto | Occupational healthcare is healthcare provided by the employer for employees.

Työtodistus | Work certificate: When the employment relationship ends, the employer provides the employee with a work certificate. The work certificate states the tasks the employee has performed. It also indicates the duration of employment. The employer may also assess the employee's skills in the work certificate.

Verokortti | Tax card: Everyone who receives a salary needs a tax card. The tax card is given to the employer. The tax card indicates how much tax the employee pays on their salary. The employer deducts the tax directly from the salary. At the beginning of the year, the Tax Administration sends the tax card to those who have income. The tax card can also be requested from the tax office.

Vuorotyö, työvuoro | Shift work, work shift: In shift work, the working hours change according to the workplace's schedule. Common forms of shift work include two-shift work and three-shift work. In two-shift work, employees work in two shifts, for example, the morning shift and the evening shift. In three-shift work, one shift is worked during the night. A work shift refers to the time when you are at work.

Vuosiloma, lomaraha | Annual leave, holiday pay: Usually, annual leave accrues at a rate of 2 or 2.5 days per month. The employer decides when the employee can take their annual leave. The majority of annual leave is taken during the summer. The employee receives their regular salary during the annual leave period. Additionally, in many workplaces, the employee receives holiday pay, which is approximately half of their regular salary during the period of annual leave.

Ylityö | Overtime refers to work performed in addition to regular working hours. Overtime must be compensated with an increased rate of pay, as stipulated in the industry's collective agreement or employment contract. The employee and the employer can agree to exchange overtime pay for time off. The employee is not obligated to accept additional work or overtime.

The glossary has been created by compiling and adapting information from the following sources:

Selkokeskus
[selkokeskus.fi/selkojulkaisut/
tyoelamasanastoa-selkokielella](https://selkokeskus.fi/selkojulkaisut/tyoelamasanastoa-selkokielella)

Verner
verneri.net/yleis/tyoelamasanastoa

Mahdollista! Pieni työkirja työnhakijalle
[verneri.net/yleis/sites/default/files/dokumentit/
pdf/mahdollista-pieni-tyokirja-tyonhakijalle.pdf](https://verneri.net/yleis/sites/default/files/dokumentit/pdf/mahdollista-pieni-tyokirja-tyonhakijalle.pdf)

Notes



Sources

Ammattiopisto Luovi. 2021.
Minä urapolulla.

Kuntoutussäätiö. 2020.
Kuntoutus selkokielellä. Mitä kuntoutus on ja tarvitsetko kuntoutusta?

Selkokeskus. 2021.
Työelämäsanastoa selkokielellä.

Työelämän tuoreet tuulet -hanke. 2017.
Mahdollista! – Pieni työkirja työnhakijalle.

Työterveyslaitos. 2018.
Kykyviisari – keskeiset käsitteet.

Verner. 2023.
Työn hakeminen.



POWERIA!



KEHITYSVAMMAISTEN
PALVELUSÄÄTIÖ

Vipuvoimaa
EU:lta
2014–2020



Euroopan unioni
Euroopan sosiaalirahasto

Work group

Maisa Kosola
Riikka Matinaho
Kati Vaahtolampi

Illustration

Jonna Markkula

Layout

Kimmo Pitkänen /
Pieni viestintätoimisto Tampere oy

This guide was made as part of the Developmental Disabilities Foundation's Poweria! project (2021–2023). This publication has been financed with the support of the European Social Fund.

ISBN 978-952-7292-59-4 nidottu
ISBN 978-952-7292-74-7 verkkojulkaisu

kvps.fi