

Resources and Partners



- Bradford Employment Services(BES)
- Vocational Rehabilitation
- Creative workforce solutions (CWS)
- Assistive Technology
- Other Community Partners;
 - Schools, libraries and non profit organizations
 - Community businesses
 - Families, home providers and support staff

Best practices in supported employment **Core values**

- Presumption of competitive employment
- Commensurate wage and benefit
- Focus on capacity and capabilities
- Importance of relationships
- Power of support
- Importance of community

Components of Supported Employment:

- **Assessment**
- **Job development/placement**
- **On the Job Training**
- **Increase independence**
- **Developing natural Supports**
- **Fading**
- **Follow along**

Assessment

- Circle of support / Resources / History
- Interests / Likes / Dislikes
- Soft Skills Assessment
- Skill Based Assessment
- Tools



Pre-employment Activities

- Now that you have gathered the information necessary to start considering employment opportunities; you will need to help prepare the candidate to present themselves to the employer in a professional manner while getting started with Job Development.
 - Resume building
 - Developing Interview Skills
 - Developing personal portfolios
 - Disclosure statement

DISCLOSURE

- What do we disclose?
- Why should we disclose?
- When do we disclose?
- What should we keep in mind when disclose arises?

- What is Job development?



Some realities that shape the jobs of job developers and support staff:

- These are tough economic times! A factor related to recession is fewer jobs!
- There is tremendous competition for the jobs available! Businesses require more qualifications
- The people we represent face challenges and barriers
- Job developers receive little training to do there jobs...We want to change that!

Some characteristics that are valued in job developers:

- You have a *mission* and are on the path to right liveliness!
 - You aren't afraid of asking questions!
 - You are willing to be a **leader**!
- You can look at job development as an ongoing process.
 - You recognize yourself as an advocate
- You are the **optimist** in the group!
 - You believe in yourself and the power of positive change!
- You have good communication skills!
- You have the ability to seek *creative solutions*!
 - You Aspire to be your BEST!

Examples of Paradigm Shifts:

Traditional Job Development

- Sees a limited job market
- Defines a job by the duties and min. qualifications
- Seeks openings in the open job market
- Hears "we're not hiring"

Entrepreneurial Job Development

- Sees a world of opportunity
- Defines job by the results and needs met
- Seeks opportunities in the hidden job market
- Hears "we aren't hiring yet"

Accessing the job market

- 1) Start with people you know
- 2) Keep up with national, local and community news
- 3) Read business magazines and newspapers
- 4) Attend special events in the community
- 5) Know what kind of associations town may be involved in
- 6) Attend job fairs



The **2 step process** of an employer focused job creation:

Step 1

- Assess the needs the applicant can meet and the benefits the employee can bring to a business.

Step 2

- Identify businesses in the area that have those particular needs.

Ideas about job creation

- *All jobs stem from someone ideas.*
- Job developers are to help the seeker break down their tunnel vision when it comes to tapping into potential.
- *We make the road by walking it!*
- Consider utilizing non traditional method of assessing skills that haven't been used.
- *EVERY problem or need creates opportunity.*
- Don't wait for extraordinary opportunities ,seize common occasions and make them great!

Talking to the prospective employer

- ❑ Don't assume the employer is an expert at hiring.
- ❑ Find creative ways to hook the employer with a solution to there problems.
- ❑ Offer up a service instead of asking for a position.



Job development approaches

- 1) Customer based
- 2) Educational based
- 3) Job carving/ creation
- 4) Traditional
- Self Employment

Job coach *roles & responsibilities:*

- Connect the employment ISA goal with daily activities within the work setting.
- Know the business culture, rules and procedures
- Establish appropriate professional roles for both you and the employee
- Be a role model of positive work ethic, quality, and interpersonal relationships.
- Establish communication structures
- Promote skill development and growth through teaching.

The Candidate is Hired! Let's get started!

- **Work Readiness and soft skills prep.**
 - Help employee be ready for work
 - Develop transportation system
 - Proper Hygiene/ clothing
 - Break time food/water
 - Role Model positive work ethic
 - Be positive, and energetic
 - Model co. culture/rules
 - Communicate effectively
 - Promote the employee
- **Tasks and Routines**
 - Learn with the employee the job duties as set by the employer
 - Teach efficient routines to promote time management and quality
 - Identify difficulties within the routine through task analysis
 - Develop adaptations as necessary
 - Be consistent, positive and encouraging

Systematic Training

- An approach that provides a logical progression which promotes repetitive steps within both tasks and routines.
- Partner with your employee.
- Identify and implement adaptive equipment/ accommodations.
- Task analysis



Post Employment Activities

- Assist in regular communication with supervisors regarding time off, medical issues etc...
- promote written evaluations for needed areas of improvement
- Keep an eye out for new tasks and promote new learning for job enhancement
- Identify areas to fade to create a more natural work environment.



Quarterly Employment Reports

- **Purpose**
 - To document support strategies which promote employment success connected to ISA employment goals
 - To document areas of difficulties to explore solutions and/or new goals.
 - To ensure best practices of supported employment are being exercised on a consistent basis.
 - To promote professionalism within the job coach roles and responsibilities.
 - To assist with employee job enhancement/promotion