

HANDOUT – DAY 2 - SUPPORTED EMPLOYMENT

SECURING JOB OPPORTUNITIES

Develop a plan to find employers who are willing to hire employees with disabilities who you can train and support on the job. Some considerations:

1. What is the Job Title of the person in charge of this?
2. What kinds of companies will they approach? Large? Small? Particular Industries?
3. How will they initially approach employers? In person? Email? Brochures? Phone? Other?
4. Who is the "right" person to speak to at the companies & how will they find them?
5. What "sales pitch" will they make? How will they frame their proposal to be attractive to the company?
6. Other considerations and issues you might prepare for...

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JOB ANALYSIS

Develop a general plan to find out what skills and qualities the employee will need to be successful on a particular job. Some sample considerations:

1. What is the Job Title of the person in charge of this?
2. How will you determine the tasks required to perform the functions of the job?
3. What might you need to know about the physical environment?
4. What might you need to know about policies and practices of that workplace?
5. What might you need to know about the social environment (i.e. that will help the employee to become socially accepted)?
6. Other considerations and issues you might prepare for...

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JOB MATCHING

Develop a general plan to find out what skills, qualities, interests and “gifts” that each of your clients will be bringing to their job search. (i.e. To help you determine what kinds of jobs they will be successful in.) Some sample considerations:

1. What is the Job Title of the person in charge of this?
2. Will you need to find out what kinds of jobs each person will be interested in? How?
3. Will you want to know what skills and aptitudes each individual has? How will you learn this?
4. Will you want to find out if has a particular “gift” that is unique to them that will be seen as an asset in the workplace? How?
5. Is it important that people in their “home” life are supportive of their move to supported employment? If so, can you find out what level of support there is?
6. Other considerations and issues you might prepare for...

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JOB SITE PREPARATION

Develop a general plan to decide if and what you might want to do to prepare the workplace/worksite/workplace for the arrival of the new employee. Some sample considerations:

1. What is the Job Title of the person in charge of this?
2. Might changes to the physical environment make the worksite more “friendly” to the employee? If so, how would you approach having those changes made?
3. Might the other employees (supervisors, coworkers, etc.) need some introduction to the employee and his/her needs before the first day of work? How would you decide this? If you felt it was needed, how would you arrange for this to happen?
4. Can you foresee changes or adaptations needed to be made to the routines of the workplace (break times, company meetings, etc.) that might have to be adapted to be more inclusive of the employee? How would you approach this?
5. Other considerations and issues you might prepare for...

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JOB COACHING / ONSITE TRAINING

Develop a general plan as to how you would provide on-the-job-training to the employee. Some sample considerations:

1. What is the Job Title of the person in charge of this?
2. Pick a job function (like using a copying machine) and briefly describe how you would approach the first day of training on that task.
3. How would you describe/explain your role to the employee's coworkers?
4. How would you describe/explain your role to the employee?
5. What role would you play in helping the employee gain acceptance by his/her coworkers?
6. Other considerations and issues you might prepare for...

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FADING SUPPORT

Develop a general plan as to how you would begin to reduce your time spent supporting the employee? Some sample considerations:

1. What is the Job Title of the person in charge of this?
2. How would you determine when it was time to withdraw some of your support? How quickly might you do this? Would you have a standard plan for withdrawing support?
3. How would you explain your withdrawal to the employee?
4. How would you explain your withdrawal to the employer and coworkers?
5. What if something went wrong in your absence? What could the employee do? What could the employer do?
6. Other considerations and issues you might prepare for...