|  |  |
| --- | --- |
| **Client:** Jaxon Jones | **Date:** May 6th 2015 |
| **Person Completing Report:** Jane Doe |  |
| **Target Wages:**Minimum hourly wage: $7.25 |
| **Target Hours Worked:**Hours per week: 12-20 Hours per shift: 4-6 Area all travel: Stevens Point |
| **Special conditions that apply to work site for consumer (e.g. fragrance free environment, amount of job structure vs need for variety etc.).**None  |
| **Specific jobs that will be developed.**Craft stores, retail stocking |
| **Initial list of employer contacts.**Michael’s, Julie Ann fabrics, T.J. Maxx |
| **Employment barriers, resources, and strategies to address them.**Anxiety: Jaxon has low self-esteem and can worry about everything to the extreme. This in addition to other issues makes it hard for Jaxon to take ownership of his actions in can cause interpersonal issues with co-workers. An environment where Jaxon can work on this can become less anxious and create positive interactions will help him become successful. Communication: Jaxon struggles with defining his expressing his motions correctly. He is sometimes over-emotional and can take constructive criticism to personally and feel people did not like him or are picking on him. Putting him in the position where his supervisors know this and understand this may help Jaxon to work on these issues. Interpersonal Skills: Jaxon can be very dependent on others for instruction and does not trust his own judgment even when he knows what is to be done. This can affect interpersonal relations and cause him to become two verbal and talk too much on the job. The job were Jaxon can be given independence and grow in this area would be a good fit. Cognitive: Jaxon has some learning disabilities and struggles with reading, spelling and math skills. A job that allows him time to comprehend his duties and instruction will be necessary.  |
| **Responsibilities for the consumer, DVR staff and service provider.**Jaxon: contact with employment guide at least two times per month, keep all appointments (or call to reschedule if necessary) and return all phone calls within 24 HRS. Independently contact employers if able, independently complete and submit applications this able, maintain a log of employer contacts and inform employment guide for follow up. After hired contact employment guide weekly or immediately if an issue occurs and contact DVR counselor monthly to report your progress. EG/GTI: contact employers to send E do SDIE &Services, DVR program, job seekers skills. Inquire about job openings and to create job opportunities. Maintain Monthly job development log of employer contacts, arrange for informational interviews, arrange for job shadows/ tours, meet with job seeker to complete job search activities at least twice a month, develop a resume, collect references and compose cover letters. Provide interviewing skills training and attend interviews when appropriate. Provide monthly progress reports and provide ongoing support to employer and job seeker. DVR: authorized for job coaching, authorize wages for temporary work and/or OJT incentives, authorize for transportation, authorize work interview/work clothes and provide vocational guidance. |
| **Conditions for the use of internships, work experiences and on-site job coaching.** As needed an approved by DVR. |
| **Plans to use work incentives, as appropriate, to maximize earnings.**As needed an approved by DVR. |
| **Short and long-term employment goals.** Short-term: Temporary work experience(s) to further assess Jaxon’s work skills and abilities if needed. Long-term: to obtain an permanent/regular community integrated employment |
| **Sources of support (e.g. sister drives consumer to work).**Can use own vehicle, when it is available and drives. |
| **A set standard of contact between the service provider and DVR consumer (one time per week).**Contact will be made between Jaxon and employment guide twice per month. |
| **A set standard of direct contact between the service provider and employers.**Contact will be made with employers weekly as needed. |
| **Availability of on-the-job training agreements.**As needed an approved by DVR |
| **Criteria for a review and/or update of the Job Development Plan.**Jaxon will meet with the employment guide and DVR counselor to review with the job development plan every 60 days or an as-needed. |
| **Scheduled dates for 60 day review of the job development plan.**June 30, 2015 |
| **Other information identified.**None |