

Self-Directed Employment Planning Resource Guide

A Resource to Use with the Self-Directed Employment
Planning Online Modules

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2012



How to Use this Resource Guide

This Resource Guide was designed to be used with the Self-Directed Employment Planning on-line modules. Since the Self-Directed Employment Planning modules are an on-line resource, website links are included as part of the Resource Guide. If you click on the website links in an electronic version of this guide from a computer, you should be able to go to each website.

You might find you need support from people on your planning team to understand some of the information on these websites. You can also share this resource guide with your team members as they help you plan for employment.

This Resource Guide is set up in the same order as the training modules. There are ten sections that go with each of the ten on-line modules. You should listen to each module first and then take the time to look at the information in this Resource Guide that goes with each module.

This Resource Guide also contains helpful templates and samples that were described in the learning modules. You can use these templates in your planning. You can use parts or all of them. You can print off the pages you need and make as many copies of them as you want to use.

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Section 1: Everyone Can Work

In module 1, you learned about the history of integrated employment and some common myths and facts about employment for people with disabilities. Here are some more resources to look at or share with the people you know.

History of Employment: The Paths to Employment Resource Center (also called PERC) has free, take-anytime webinars about employment and employment services. This webinar about the History of Employment for People with Disabilities is less than 25 minutes long and will teach you why employment is important and the changes that have happened over the years that make it possible for people with disabilities to be employed in the community.

www.percthinkwork.org/education/courses/history

Dispelling Common Myths: *Think Beyond the Label* is a public relations campaign to raise awareness about employment for people with disabilities. The *Think Beyond the Label* website has short videos and fact sheets to help people overcome misconceptions about work and disability. www.thinkbeyondthelabel.com

The Job Accommodation Network and the Great Lakes ADA Center provide information and advice about the rights of people with disabilities in the workplace. www.askjan.org and www.adagreatlakes.org

Videos on Employment for People with Disabilities: There are many videos on YouTube to inspire and inform people about the employment possibilities for people with disabilities. You can watch or share these with people you know.

- *Making a Living* is an inspirational video featuring 3 business owners with disabilities in Wisconsin www.youtube.com/watch?feature=player_embedded&v=ibxPcKn40Ak
- *New Entrepreneur* is a video featuring self-employed Iowans with disabilities www.youtube.com/watch?v=AG6uru_QwiU
- *Wage Earners* is a video about people in Iowa working in integrated employment www.youtube.com/watch?v=7_94Ulnr5XU
- The National APSE Channel features videos about employment for people with disabilities www.youtube.com/user/APSENATIONAL01 Be sure to watch the APSE *Employment First* video.
- Wisconsin Youth First video series *Going to Work* <http://www.youtube.com/user/WisconsinYouthFirst?feature=watch>

Section 2: A Working Life

In module 2, you learned that you can work for a business as an employee or start your own business. The following websites can help you learn about different jobs and self-employment opportunities. After you explore on line, you should explore the possibilities in your community by talking with people about what they do, visiting businesses, and asking for informational interviews and job shadows.

Dictionary of Occupational Titles describes different kinds of jobs that people can do. These jobs have are put into groups to form “occupations.” This website contains an alphabetical listing of jobs within occupational groups. Each listing includes a definition, details of the job tasks and skills and knowledge needed for that job. Exploring jobs on this site can help you create a list of jobs you would like to see firsthand in business tours and job shadows.

www.occupationalinfo.org

ONet is similar to the *Dictionary of Occupational Titles*. This site can be used to research and analyze different jobs. This site has an easy to use search function. www.onetonline.org

Wisconsin Small Business Development Center offers resources, education and tools to help you consider self-employment and plan a business. The First Steps on-line course can help you determine if business ownership is right for you. There is also a phone number to call to get general business information and advice. www.wisconsinbdc.org/sbdc.htm

START-UP USA is a resource for information about self-employment for people with disabilities. On this website you will find helpful FACT sheets and free webinars – some featuring business owners with disabilities talking about their experiences. You can also get questions answered by business mentors. www.start-up-usa.biz

WI DVR Customized Self-Employment Toolkit is a planning toolkit developed by the Wisconsin Division of Vocational Rehabilitation for people with disabilities to use with their DVR counselor and planning team on self-employment.

http://dwd.wisconsin.gov/dvr/pdf_files/self_employment_customized_toolkit.pdf

Print Publications Visit your local library, bookstore, or search Amazon.com for books on starting a business or writing a business plan. There are also industry specific guides such as “Hand Made for a Profit” by Barbara Brabec, “How to Start a Home-Based Gift Basket Business” by Shirley George Fraizer, and “How to start a Home-Based Landscaping Business” by Owen E. Dell for example.

Section 3: Thinking About Your Future

In module 3, you learned about different ways you can explore your interests and learn about your skills, preferences, and possible support needs for employment.

Transferrable Skills: Transferable skills are the skills and abilities that people acquire during any activity in life. This can include things done at school, past jobs, volunteer work, projects you have done, things that are done around the house, hobbies you enjoy, sports, and more. There are a lot of check lists on the web that help you figure out your transferrable skills. Here are two very good ones:

- Wisconsin Job Center Publication on Transferrable Skills
<http://www.wisconsinjobcenter.org/publications/8961/8961.pdf>
- Transferrable and Adaptive Skills Checklist
http://www.howardcc.edu/students/counseling_career_services_and_job_assistance/careerplanning/careerplanningonline/transferableskills.pdf

Wisconsin Technical Colleges can be a great resource to explore careers. Every technical college in Wisconsin has a career development center that has access to career inventory information, and career assessments, and Disability Resource Services staff that can help you learn about your educational options. <http://www.wtcsystem.edu/colleges.htm>

The **Job Center of Wisconsin's** website features several career inventory resources, including Career Cruising, WISCareers and mySkills myFuture.
www.wisconsinjobcenter.org/careerplanning/default.htm

Wisconsin Career Pathways this is a site for educators, students, and parents to use for interest identification and career exploration. www.wicareerpathways.org

Informational Interviewing is a way to learn about jobs and network with employers. The internet has a lot of websites that give step by step details for informational interviews. If you put the words "Informational Interview" in a Google search you will find a lot different websites with information. Two websites that contain a lot good advice are:

<https://career.berkeley.edu/Info/InfoInterview.stm>
www.quintcareers.com/informational_interviewing.html

Four Strategies to Find a Good Job: Advice from Job Seekers with Disabilities is a great article to read when thinking about your future and preparing for your job search.
http://www.communityinclusion.org/article.php?article_id=57

Section 4: Overcoming Barriers to Employment

In module 4, you learned about some common barriers to employment and ways that these barriers can be addressed.

Support from Your High School for Work Experiences

- Effective Transition Planning is essential to employment success after high school. The Wisconsin Department of Public Instruction has information and resources on transition services. Some things worth looking at on this website are the **Opening Doors** series of handbooks on [self-determination](#), [employment](#) and [postsecondary education and training](#), as well as a document with lists of example [Transition Services](#) the school can provide. <http://dpi.wi.gov/sped/transition.html>

Volunteering Your Time

- The **National & Community Service** website has information about the benefits of volunteering and helpful tips to consider when volunteering. <http://www.nationalservice.gov>
- **Volunteer Match** is a resource for you to find volunteer opportunities in your area. www.VolunteerMatch.org
- You can find your local **United Way** chapter to learn about volunteer opportunities in your area by going to: www.unitedwaywi.org/volunteer

Services with the Division of Vocational Rehabilitation

- DVR can help you gain work experience and address barriers to employment. You can learn more about DVR services by going to: <http://dwd.wisconsin.gov/dvr/>

Education and Training Programs

- **Think College** is a resource designed to help people with intellectual and developmental disabilities learn about and explore options for college and post-secondary education. www.thinkcollege.net
- **Wisconsin Technical Colleges** have Disability Resource Services staff that can help you learn about your educational options. www.witechcolleges.org/special_accommodations/index.php

Transportation

- **Ridesharing** can be a great way to get to work. The Wisconsin Department of Transportation website can help you connect with the ride share program in your area. <http://www.dot.wisconsin.gov/travel/commuter/rs-index.htm>

Assistive Technology (AT) and Adaptations

- **Assistive Technology as a Workplace Support** is a fact sheet that can help you understand how technology, instead of a job coach, can assist you in completing your daily job duties. www.t-tap.org/strategies/factsheet/workplace_support.htm
- The **Job Accommodation Network (JAN)** is full of helpful tips, tools and resources. This website also contains a database, called SOAR, that contains of hundreds of examples of how simple adaptations or assistive technology can be used on a job or in school. You can also talk to, i-chat or email a JAN specialist for free. www.askjan.org
- **AbleData** provides objective information on assistive technology and rehabilitation equipment. On this website you can look through a database of hundreds of assistive technology items to understand how they are used, connect to other assistive technology resources and read articles about the many uses of assistive technology. www.abledata.com
- Wisconsin's **Independent Living Centers** have Assistive Technology Specialists and technology loan closets so you can try software and devices before deciding to purchase them. www.dhs.wisconsin.gov/disabilities/Physical/ILCS.HTM
- **Wisconsin's Assistive Technology Resource Center** provides comprehensive information about assistive technology, including resources by county and a list of vendors that manufacture and sell AT products. www.atresourcecenter.org/index.html
- **WisTech (Wisconsin's Assistive Technology Program)** provides information on selecting, funding, installing, and using assistive technology. www.dhs.wisconsin.gov/disabilities/wistech/index.htm
- **Free webcasts** from VCU on Assistive Technology and Rehabilitation Engineering
 - Assistive Technology & Transition Evaluation, Identification, & Acquisition, Joey Wallace <http://www.worksupport.com/training/webcastDetails.cfm/138>
 - Assistive Technology & Rehabilitation Engineering, Suzanne Simpson <http://www.worksupport.com/training/webcastDetails.cfm/124>

Section 5: Dealing with Public Benefits

In module 5, you learned some basic information about Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI), as well as the Work Incentives that help you work and keep the benefits you need.

The **Social Security Administration** website has easy to read information about Supplemental Security Insurance (SSI) and Social Security Disability Insurance (SSDI). On this site you can learn more about the benefits you receive and the Work Incentives mentioned in module 5. www.ssa.gov/disabilityresearch/wi/generalinfo.htm

The **Social Security Administration's "Red Book"** serves as a general reference source about the employment-related provisions of Social Security Disability Insurance and the Supplemental Security Income Programs for educators, advocates, rehabilitation professionals, and counselors who serve people with disabilities. <http://www.ssa.gov/redbook/>

You can locate a **Work Incentives Benefits Specialist** near you by visiting the ERI website. www.eri-wi.org/benefits.htm

PERC's **Work Incentives Benefits Counseling** on-line tutorial is free and available anytime. This short session will help you understand why Work Incentives Benefits Counseling is a key resource in the employment planning process. The web tutorial also features a series of short video perspectives. www.percthinkwork.org/education/courses/work-incentives-benefits-counseling-101

Publication **"Have a Disability? Want to Work?"** is a resource that provides information on how to find a work incentives benefits specialist and why benefits advice is an essential part of getting and keeping a job. <http://www.percthinkwork.org/resources/item/workincentivesoverview>

The **Rural Institute's Transition** page on Social Security Work Incentives provides information on the important Work Incentives that students in transition should know about, such as Student Earned Income Exclusion and Plan to Achieve Self-Support. <http://ruralinstitute.umn.edu/transition/SSAworkincent.asp>

Section 6: People Involved in Planning & Providing Employment Supports

In module 6, you learned about creating a team of people to help you plan and the overall planning process you might go through to reach your employment goal. These resources will help you understand what you can (and should) expect from your planning team.

The **Institute for Community Inclusion** has articles for job seekers and their family members. Two articles that will help you learn more about person-centered employment planning are:

- ***Starting with Me: A Guide to Person Centered Planning for Job Seekers***
http://www.communityinclusion.org/article.php?article_id=54
- ***More than Just a Job: Person Centered Career Planning***
http://www.communityinclusion.org/article.php?article_id=16

Building your **Circle of Supports** is an important part of getting the help you need to plan employment. Here is some information about building a Circle of Support:

<http://www.iidc.indiana.edu/?pageId=411>

Relationship Mapping is important for learning about and looking for a job. Your family, friends and other people they know do work that you may be interested in learning about or know employers that you would like to work for. A **Guide for Mapping People and Places** can be found on page 14 of this book.

Person-Centered Planning Education website has reading and short self-study courses to help you or the people on your support team understand the basics of Person-Centered Planning.

<http://www.ilr.cornell.edu/edi/pcp/index.html>

The YouTube Channel for Helen Sanderson and Associates features short videos with people talking about and explaining **Person-Centered Planning and Person-Centered Thinking**.

Michael Smull's series is especially worth viewing.

<http://www.youtube.com/user/helensandersonHSA>

An **example of team planning notes** can be found on page 16 of this book.

Section 7: Understanding Employment Supports

In module 7, you learned about different assessment processes and strategies to help you find and maintain a job. These resources will give you more information about the types of employment services and supports that might be available to you.

PERC's **Employment Strategies Series** provides short, on-line tutorials about Customized Employment, Supported Employment and Job Development. You can watch these to determine which employment strategy is right for you.

www.percthinkwork.org/education/courses/employment-strategies-series

The Rural Institute's **Employment and Transition** website has information and user friendly resources about Customized Employment.

<http://ruralinstitute.umt.edu/transition/careerplanning.asp>

The Department of Labor's Office of Disability Employment Policy has information, booklets and videos about **Customized Employment**.

www.dol.gov/odep/topics/CustomizedEmployment.htm

The Discovery Process is a process used in Customized Employment to get to know a job seeker in order to do effective employment planning. You can work with your school, family members, or service provider to engage in Discovery so that you can identify your skills, preferences for employment and where you might need support. The Rural Institute has information and planning templates on how to complete Discovery.

<http://ruralinstitute.umt.edu/transition/Discovery.asp>

Wisconsin Division of Vocational Rehabilitation website has "technical specifications" for employment services. These are process guides that service providers must follow when working with DVR consumers.

- Supported Employment:
http://dwd.wisconsin.gov/dvr/service_providers/tech_specs/supported_employment.pdf
- Customized Employment:
http://dwd.wisconsin.gov/dvr/se/alternate_models/customized_process.pdf

This fact sheet provides a summary of how **Job Coaches** help people with disabilities and employers: http://www.worksupport.com/documents/va_board_factsheet1.pdf

The PACER Center has several resources on its website about **Natural Supports** in the workplace <http://www.pacer.org/tatra/resources/naturalsupports.asp>

Section 8: Funding for Employment & Advocating for What You Need

In module 8, you learned about options for obtaining help and funding for employment services and supports. These resources will provide you and your team with more detailed information.

The **Transition Action Guide** is one of the most helpful resources for you and your team in the school-to-work transition process.

- Full version: www.wsti.org/documents/topics/d/tag.pdf
- Short Version: http://dwd.wisconsin.gov/dvr/pdf_files/tag_short_version.pdf

The **Wisconsin Division of Vocational Rehabilitation** provides employment services and counseling to people with disabilities who want to work. To learn more about DVR and to apply for services, visit: <http://dwd.wisconsin.gov/dvr/>

Aging and Disability Resource Centers (ADRC) are your gateway to determine if you are eligible for Long-Term Care. ADRCs also have Information and Referral Specialists that can help you connect to other resources in your community. To find an ADRC near you, visit: <http://www.dhs.wisconsin.gov/ltcare/adrc/>

Family Care is a Long-Term Care program available to eligible people with developmental disabilities, people with physical disabilities or frail elders. To learn more about Family Care, visit: www.dhs.wisconsin.gov/LTCare/

IRIS is a Long-Term Care program available to eligible people with developmental disabilities, people with physical disabilities or frail elders. To learn more about IRIS, visit: www.dhs.wisconsin.gov/bdds/IRIS/

A **Technical Assistance Guide for Adults Seeking Employment** who are working with DVR and Family Care or IRIS is a helpful resource to understand how these programs can provide support for employment. This guide also contains a helpful Question and Answer section. www.dhs.wisconsin.gov/ltcare/ProgramOps/prevoc/integratedemploy.pdf

Plan to Achieve Self-Support (PASS) is a Social Security Administration Work Incentive that allows a people with disabilities to set aside otherwise countable income to achieve a specific work goal. This site provides easy to read information about PASS planning and has examples of successful PASS plans: www.passplan.org/PASSdb/Listall.asp

PASS 'cadres' are employees of the Social Security Administration who can help you with a PASS application. You should also contact a Work Incentives Benefits Specialist (see section 5 to find a Work Incentives Benefits Counselor). For **Contact information for information about PASS applications** go to: www.socialsecurity.gov/disabilityresearch/wi/passcadre.htm

The **Client Assistance Program** is available to answer your questions about Vocational Rehabilitation services and support you in addressing problems you might have with DVR. <http://dwd.wisconsin.gov/dvr/cap.htm>

The **Family Care and IRIS Ombudsman** can provide you with information and support should you experience problems with Family Care or IRIS. <http://www.disabilityrightswi.org/programs/fcop>

***Do you want to learn about Self-Advocacy?
Or join a Self-Advocacy Group?***

Check out:
www.selfadvocacyonline.org

Section 9: Working with an Employment Support Agency

In module 9, you learned how to go about selecting and hiring an employment support agency to help you find and keep a job.

Wisconsin APSE is the state association for people in supported employment. You can get in touch with someone at WI APSE to locate an employment support agency in your area.

www.wiapse.org

This short article from WorkSupport.com can help you understand the **role of an employment service provider**: www.worksupport.com/resources/viewContent.cfm/422

This article on the ICI website can help you understand what a **quality employment support agency** is like: www.communityinclusion.org/article.php?article_id=11

This article **Quality Employment Services: Will You Know It When You See It?** Will help you think about how to find the best employment services available to you. Read the web version at www.communityinclusion.org/article.php?article_id=11 or download the PDF version at www.communityinclusion.org/pdf/QESupdate_May_2011.pdf

This article **Evaluating Your Agency and Its Services: A Checklist for Job Seekers with Disabilities** provides a tool to check the quality of your employment services. Read the web version at www.communityinclusion.org/article.php?article_id=55 or download the PDF version at www.communityinclusion.org/pdf/to16.pdf

A Roadmap to Choosing an Employment Agency is an interview guide developed by the Indiana Center for Community Living and Careers
www.iidc.indiana.edu/styles/iidc/defiles/CCLC/ChooseEAgency.pdf

Section 10: Hiring Individual Employment Supports

In module 10, you learned how to go about hiring Individual Employment Supports to help you reach your employment goals. These resources will provide you with information about how to recruit, select, and train people to support you.

Resources for Recruiting and Hiring Individual Employment Supports

- **Find, Choose and Keep Great DSPs** is a set of booklets that provide excellent guidance to people with disabilities and their family members on how to recruit, hire and keep direct support staff. While this booklet is geared toward direct support in general, not employment specific support, most of the information still applies. You can modify templates to suit your needs. <http://www.ildspinitiative.com/>
- **The Waisman Center** offers a number of tools and informational resources about selecting and supervising support staff using Self-Directed Supports. http://cow.waisman.wisc.edu/resources_consumers.html#d and http://cow.waisman.wisc.edu/resources_consumers.html#j
- **On-line Options for Posting Ads:**
<https://jobcenterofwisconsin.com/>
www.wisconsinjobnetwork.com

Tools for Training Your Employment Support Staff

- **Employment Network** is a social networking site dedicated to employment for people with disabilities in Wisconsin. Events and trainings happening in the state are posted on this site. It is also a great place to search for resources and ask questions to a community of people working together to increase employment opportunities for people with disabilities in Wisconsin. <http://employmentnetwork.ning.com/>
- The **Paths to Employment Resource Center (PERC)** offers on-line training on topics related to employment and work incentives for people with disabilities. On the PERC website you can access the Employment Strategies Series (a series of free on-line tutorials). www.percthinkwork.org
- **Wisconsin APSE** organizes trainings on best practices in employment for people with disabilities. www.wiapse.org The National APSE site also offers training opportunities. www.apse.org

- **Virginia Commonwealth University’s (VCU) Rehabilitation and Research Training Center** has free or low cost on-line training. The website also features many other resources. Sign up for their newsletter to get regular updates on available training and information. www.worksupport.com
- **T-TAP (Training and Technical Assistance for Providers)** offers training and resources designed to increase the capacity of employment service providers. This national site offers a range of training options and resources. www.t-tap.org
 - **Start-Up USA** connects people with disabilities who are interested in self-employment to training and technical assistance. Start-Up USA offers webinars (many that are free) and FACT sheets on self-employment. You can email or call for additional assistance. www.start-up-usa.biz
- **TransCen, Inc.** is a non-profit organization that offers on-line learning and resources for employment support professionals. You can subscribe to get announcements of upcoming webinars. www.transcen.org
- **College of Employment Support** offers an on-line curriculum for professionals who work with people with disabilities and other challenges find jobs. Some courses include Strategies for Job Development, Understanding Employer Perspectives, and Coaching and Supports. <http://directcourseonline.com/employmentservices/>

Steps to Hiring Individual Employment Supports

- 1.** Create a job description for your support workers
- 2.** Decide how much you will pay your support workers
- 3.** Recruit support workers
- 4.** Interview and choose support workers
- 5.** Create a service agreement with your support workers
- 6.** Provide training to your support workers
- 7.** Supervise your support workers

Guide for Mapping People and Places

Relationship maps help you and your team think about the people in your life and where you have (or can make) connections. Draw the circle below on a piece of paper to brainstorm with your team about all of the people and places in your community. You can make notes next to the names that might be helpful to you.

Once you have completed your map, you can write down the names of people and places you want to contact on the next page. You can create plans with your team to connect with these people and places for informational interviews, tours, job shadows, and other helpful ways to reach your goals.

Skills and Interests: In this section, write down your skills and interest areas. Fill the section full of names of people you know that share those skills and interests. Also write down places that value those skills and interests and where people with those same skills and interests go. This could include employers!

Community Affiliations: In this section, list people and places you are connected to through association in your community. These are things like churches, clubs, and groups you or the people you know belong to.

Places/Work/Learning: In this section, list the places you go to frequently (like cafes, salons, or grocery stores), the workplaces of the people you know, and the schools and places for learning in your community. If you or your team members know someone in these places, put the name next to the place.



(Invitation and Networking Map
Cindy Kernan with Dave and Faye Wetherow)

Team Planning Notes Sample

**[Job Seeker's Name] Employment Planning Meeting
September 1, 2011**

Attending

Job Seeker, Job Seeker's Parents, Case Manager, Vocational Specialist

Summary:

Job Seeker and Vocational Specialists reviewed Job Seeker's employment assessment and planning goals with the team. The team also reviewed the Self-Directed Employment Planning workbook that Job Seeker had completed with the help from her mom. The team discussed and reviewed many of the ideas and resources that Job Seeker had come up with and decided on the first steps to move forward with her plan.

- The team agreed to meet every month to discuss progress and create action plans.
- Job Seeker would like to take a tour and have an informational interview at some day spas and salons in order to learn about job opportunities.
- The team will help Job Seeker further develop her transferrable skills list
- Apply for DVR services
- Given that Job Seeker receives both SSDI and SSI, the team thought it best to get a Work Incentives Benefits Analysis right away.

At the next meeting, Job Seeker will review her transferrable skills list with the team. At two informational interviews will be held, which Vocational Specialist and Job Seeker will provide a summary findings to the team. The work incentives benefits counselor will be invited to the next team meeting to provide some initial information to the team about Job Seeker's benefits and the possibility of using a PASS plan.

"To Do" List:

Job Seeker and Vocational Specialist

- Arrange two informational interviews/tours at salons before the next meeting
- Vocational Specialist ask Job Seeker's support staff at Innovative Supports to observe her at the work center and on outings to create a list of her transferable skills.

Job Seeker's Mother

- Observe Job Seeker at home and create lists of tasks she performs independently and with support

Case Manager

- Assist with DVR application
- Make referral for Work Incentives Benefits Counseling

Next Meeting Date:

October 8th @ 2pm at Job Seeker's house

Job Description Sample

Position Title: Employment Support Worker

Duties and Responsibilities: Provide transportation from home three days per week. Provide support for pre-employment skills training such as training in computer skills and communication skills. Help to develop and carry out plans to assist in employment exploration and planning. Facilitate connections to local resources and employers to discuss careers and job opportunities. Provide coaching and instruction to become more independent in the community and at work once employed. Provide transportation help, if needed, once employed and assist with routine appointments when requested.

Terms of Employment: Monday through Saturday afternoons, up to 25 hours per week. \$11.50 per hour plus two weeks paid time off per year.

Qualifications: Must pass a criminal background check. Must have a vehicle, valid driver's license and car insurance. Minimum of an Associate's Degree preferred. At least 4 years experience with workplace training, education, and/or direct support for people with disabilities. Experience working with teams and developing action plans. Demonstrated ability to navigate professional networks and foster community connections. Previous experience helping people obtain and keep their jobs.

Job Advertisement Sample

Would you like to help someone reach their full potential? I'm interested in photography, computers and gardening. I'm looking for an enthusiastic, reliable, and flexible person to help me explore careers, find a job, and be independent at work. Competitive wage, 20-30 hours per week, plus two weeks paid vacation each year. Email for an application: sandys@email.com

Interview Questions: Employment Support Agency (Working for a Business)

Start each interview by introducing yourself and provide an explanation of your goals and what is important to you.

1. How long has the agency been providing employment supports?
2. How many people does your agency currently provide employment supports to?
3. Of those people, how many currently have jobs in the community?
4. What is the average number of hours those people work per week?
5. What is the average pay rate for the people who work in the community who get support from your agency?
6. What type of assessment process do you use to help people determine the jobs that would be best for them? Please describe it.
7. How do you go about helping people look for jobs?
8. How many people are on a caseload for agency's job developers?
9. How long does it typically take your job developers to help people find jobs?

10. How does your agency train people to learn their jobs?

11. Do job coaches use task analysis and systematic instruction to help people learn their jobs and then to help people fade job coaching time?

12. Does the agency use assistive technology to help people become more independent at their jobs? If so, please give me some examples.

13. How do the people supported get to and from work?

14. Does the agency work with DVR?

15. Does the agency have experience working with _____? (name your long term care program if you have one)

16. What fees do you charge for your services?

17. Is there anything else that you would like to share with me about your agency?

Interview Questions: Employment Support Agency (Self-Employment)

Start each interview by introducing yourself and provide an explanation of your goals and what is important to you.

1. How long has your agency been helping people with self-employment?
2. How many people does your agency currently support who run their own businesses?
3. What types of businesses do those people have?
4. How long have those businesses been in operation?
5. Are the people you are supporting to run their own businesses making income?
6. Has your agency assisted people to conduct market analyses of the type of business they have in mind? If so, please describe the process you use.
7. Has your agency helped people to write business plans and seek funding for equipment? If so, please describe the process you use.
8. How long does it typically take you to help someone start a business?

9. Has your agency helped people to market their businesses/products? Please describe this.

10. Have you worked with DVR to help people start their businesses? Please describe this.

11. Does your agency work with _____? (name your Long-Term Care program if you have one)

12. What fees do you charge for your services?

13. Is there anything else you would like to share with me about the supports that your agency can provide to help me start my own business?

Notes

Interview Questions: Individual Employment Supports (Working at a Job)

Start each interview by introducing yourself and provide an explanation of your goals and what is important to you.

1. What interests you about this position?
2. Describe your education, training and work experience?
3. Do you have experience related to employment supports? If so, describe.
4. Have you helped other people get jobs?
5. How might you go about helping me look for a job?
6. How might you help me learn more about my interests, skills and the kinds of job tasks that could do?
7. Do you have experience helping people learn their jobs?
8. What do you know about job coaching? Have you heard of or used a task analysis and systematic instruction before?
9. How would you help me be as independent as possible at my job?

10. What do you know about job accommodations or assistive technology to help people become more independent at their jobs?

11. Describe your work style?

12. Are you willing to learn about and try new things to support me?

13. Are you willing to work with my planning team to help me reach my goals?

14. Is there anything else that you would like to share with me?

Notes

Interview Questions: Individual Employment Support (Self-Employment)

Start each interview by introducing yourself and provide an explanation of your goals and what is important to you.

1. Describe your background, training and education with business development.
2. Have you ever been self-employed? If so, what did you do and for how long?
3. What did you like about being self-employed?
4. What didn't you like about being self-employed?
5. Have you helped others to start businesses? If so, how? What kinds of businesses did they start? Have those businesses been successful?
6. Tell me about how you would support me to conduct market analysis of my business idea?
7. Have you written business plans before? Were you able to get secure start-up funding?
8. What business planning resources do you like to use?

9. Have you helped people to market their businesses/products?

10. Describe your work style?

11. Are you willing to learn about and try new things to support me?

12. Are you willing to work with my planning team to help me reach my goals?

13. Is there anything else you would like to share with me about the supports that you can provide to help me start my own business?

Notes

Service Agreement Sample

Start Date:

Description of general duties:

Specifics we discussed:

Tasks:	Who is responsible:	Timelines/By When:

Tentative schedule of meetings to check in and discuss progress:

If timelines are not met within reason we will:

Monthly fee: (not to exceed) _____

Agreement End Date:

Signed:

Name and Date

Name and Date

Employment Support Staff Training Plan Sample

Knowledge and Skills Needed for this Position:

- Discovery and Customized Employment
- Employer Negotiation
- Team Planning and Facilitation
- Disability Awareness/Etiquette
- Computer Skills – including Microsoft Office and PowerPoint
- Community Connecting and Networking Skills
- Teaching Skills and Job Training Skills

Skills and knowledge my employment support staff currently has:		
<ul style="list-style-type: none"> • Instructional Skills – Worked as a substitute teacher for 10 years • Team Facilitation Skills – Served as president of the local library board of directors. Coordinated volunteers for various library events. • Computer Skills – Worked on all Office programs for several years • Connecting and Networking Skills – Served on PTA for 5 years. Member of the church fundraising committee. • Other relevant skills – Helps market spouse’s accounting business 		
Needed	Plan	Timeline
Information specific to supporting me	<ol style="list-style-type: none"> 1. Shadow parents and school staff for 2 weeks. 2. Meet with case manager. 3. Review my Essential Lifestyle Plan and other written information about me. 	<ol style="list-style-type: none"> 1. By mid-June 2. First week. 3. First week
Disability information and etiquette	<ol style="list-style-type: none"> 1. Watch free videos on disability etiquette on DisabledWorld.com 2. Read the Disability Etiquette Guide: http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf 3. Take the free, on-line Disability Awareness HR Management Online Seminar www.worksupport.com 4. Attend the Self-Determination Conference with me (\$400 approx. for registrations and hotel rooms). 	<ol style="list-style-type: none"> 1. First two weeks 2. First week 3. First two weeks 4. November
Customized Employment Process	<ol style="list-style-type: none"> 1. Watch the free PERC Employment Strategies Series modules. 2. Take self-pace online course on Customized Employment through www.worksupport.com (\$80). 3. Attend WI APSE conference with me (\$400 approx for registrations and hotel rooms) 	<ol style="list-style-type: none"> 1. First week 2. By the end of July 3. October

Notes

Notes



This project was supported by federal funds given to the Wisconsin Board for People with Developmental Disabilities under PL 106-402 from a grant by the United States Department of Health and Human Services and the Administration on Developmental Disabilities. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Health and Human Services.