# Self-Directed Employment Roles and Responsibilities Agreement

RE: Self-Directed Employment Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is an agreement between the Job Seeker and/or Guardian/Representative and the Self-Directed Employment Guide:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job SeekerEmployment Guide

The self-determination philosophy emphasizes people as the experts of their own lives. This includes identifying one’s own strengths, interests and capacities as well as supports needed to be successful. The self-directed employment approach assists people to become leaders on their own path to employment. The role of the Guide who is acting on behalf of GT Independence is to educate, plan and support, not to take responsibility for all aspects of the job search. Guides do not “get people jobs.” Instead, Guides provide the right amount of support needed for individual Job Seekers to lead their individualized employment journey.

This document was developed to help establish clear roles and expectations between the Job Seeker and Employment Guide.

**Job Seeker Roles and Responsibilities**

A Job Seeker's role is to take the lead on the path to employment. Job seekers are decision makers and are active in all parts of the process. As leaders on this path to employment, job seekers, with the help of others, will:

1. Complete and share their Discovery Process Materials and Activities.
2. Act as the main source of information.
3. Increase their understanding of Self-Determination.
4. Work with the Employment Guide to identify and expand their circle of support.
5. Identify short and long term employment goals.
6. Identify next steps to the job search.
7. Evaluate natural supports and paid resource options.
8. Help report the experience by completing and updating the Job Seeker Portfolio. This will include: identified gifts and talents, circle of support, employment opportunities, and planning activities.
9. Actively pursue employment.
10. Complete all required actives and provide necessary information to Division of Vocational rehabilitation as needed.
11. Schedule and attend all required meetings.

**Employment Guide Roles and Responsibilities**

With support from GT Independence, the Guide’s role is to educate and motivate the Job Seeker to take a lead in shaping future employment goals. Guides assist with setting a clear course for action, and identify needed supports along the way. The Guide acts as a neutral support, upholding the principles of Person-Centered Planning and Self-Determination and promotes community inclusion, full citizenship, and networks of natural support. Following the lead of and reporting directly to the Job Seeker, the Guide will:

1. Complete required training and maintain an updated Personal Profile.
2. Increase their understanding of Self-Determination.
3. Assist the Job Seeker in building his/her circle of support.
4. Educate the Job Seeker and his/her circle of support to take a lead in determining future employment goals.
5. Share their own personal profile information.
6. Act as the main source of information.
7. Participate in scheduled meetings with the Support Services Director, Employment Guide, and other employment resources.
8. Complete and Update Job Seeker Portfolio as required.
9. Complete SDIE Planning Tool.
10. Identify short and long term employment goals.
11. Identify and initiate steps of the job search and hiring process with assistance as necessary.
12. Evaluate natural supports and paid resource options.
13. Help report the experience to the Support Services Director through the Discovery Process. This will include: identified gifts and talents, circle of support, employment opportunities, and planning activities.
14. Provide direct support to Job Seeker to create a positive, successful, employment relationship within his/her community, based upon the job Seeker’s individual service plan.
15. Develop a thorough understanding of the role of the Employment Guide and meet Wisconsin Department of Vocational Rehabilitation (DVR) mandated training requirements.
16. Communicate effectively with the GT Support Service Director.
17. Learn and support Job Seeker strengths, abilities, interests, knowledge, skills, choices, preferences, support networks, and needs.
18. Encourage and advocate for Job Seeker to be his/her own person, decision maker and to actively engage in all parts of the employment process to the greatest extent possible.
19. Assess business community needs and develop innovative approaches to connect Job Seeker’s employment goals with business community needs.
20. Prepare Job Seeker for interviewing as needed. This may include creating a resume, cover letter, brag book, video or other means for job seeker to promote self.
21. Provide interview follow up with Job Seeker. This may include talking with the Job Seeker about the strengths and opportunities of their experience and performance as well as etiquette and best practices for reaching out to potential employers following an interview.
22. Provide support for Job Seeker with the employer as determined necessary by the Job Seeker.
23. Identify necessary on the job accommodations and connect Job Seeker with potential resources as appropriate.
24. Maintain positive, frequent interactions with Job Seeker, community businesses and Job Seeker support networks as applicable.
25. Once the Job Seeker is employed, identify needed frequency of follow-up communication to ensure concerns are resolved in a timely manner.
26. Continue to support Job Seeker based on need and authorized service.
27. Participate in GT Independence Self-Directed Employment performance improvement processes. This may include providing feedback and recommendations for program development.
28. Maintain confidentiality of all information pertaining to job Seeker obtained and/or created during the term of this Agreement. Information shall remain confidential and shall only be released if required by law or with the appropriate written authorization of the Job Seeker and/or his/her legal representative.
29. Respect Job Seeker’s rights.
30. Document processes as required.
31. Submit reports/invoices on a timely basis, following the accounts receivable schedule.

**Both Parties, to include Job Seeker and Employment Guide:**

1. Agree that this Agreement will be in effect until it is cancelled by either party.
2. Understands that this serves as a release for the Employment Guide to discuss disability related employment information, as needed, to identified Employers for the reason of employment only.
3. Understand that GT Independence is not responsible for the actions of the Employment Guide chosen by the Job Seeker and/or his/her legal representative. GT Independence does not make an assessment or guarantee as to the ability of the Employment Guide to perform services and as such is to be held harmless in relation to this Agreement.
4. Understand that GT Independence serves as the Financial Management Service (FMS) and will draft payments based on the Job Seeker’s individual service plan.
5. Agree that this Agreement does not render the Employment Guide as an employee.
6. Acknowledge and accept that the Employment Guide will remain as an Independent Contractor and shall have no claim for leave time, health benefits, retirement benefits, Social Security, Worker’s Compensation, unemployment benefits, or any other employee benefits of any kind.
7. Understand that the Employment Guide is required to help assure the Job Seeker’s safety and monitor the use of public funds allocated for service.
8. Understand that GT Independence or the Managed Care Organization may be required to intervene and cease funding immediately if the Job Seeker’s well-being is at risk, or if the services being provided do not meet the Job Seeker’s individual service plan.
9. Understand that this Agreement will cease immediately if the Employment Guide fails or refuses to comply with policies or reasonable directives.

By signing this document, the following parties agree to the afore-mentioned roles and responsibilities in the Self-Directed Employment process.

Further, signatures below represent agreement with all provisions set forth in the document.

Agreed Upon Reimbursement: Per GT Independence Self-Directed Employment Outcome Based Payment Schedule

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Seeker Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Seeker Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Guide Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Guide Printed Name

|  |
| --- |
| **Employment Guide Address and Contact Information** |
| Mailing Address – Street, City, State and Zip |  |
| Phone Number |  |
| Email Address |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GTI Support Service Director Signature Date