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 ***What is an Employment Guide?***

*An Employment Guide:*

* Provides direct support to a Job Seeker to create a positive, successful employment relationship within their community based upon the Job Seeker's individual interests and support plan.
* Gains an understanding of the Job Seeker, to include, but not be limited to, interests, knowledge, strengths, supports/network, needs, choice, ability, preferences, characteristics and skills. interests, strengths, talents, abilities, characteristics, preferences, supports/networks, needs
* Encourages and advocates for Job Seeker to be their own person, decision maker and

actively engages in all aspects of their employment process.

* Respect Job Seeker's rights.
* Assess the business community to develop innovative approaches to

maximize the opportunities for employment based upon the Job Seeker's employment goals.

* Prepares Job Seeker for interviewing, creation of a resume, cover letter, brag book, video or other means for Job Seeker to promote their skills and talents.
* Assists in follow-up to interview(s)
* Provide support for Job Seeker with the employer.
* Assists in identifying necessary on- the- job accommodations and advocate for Job Seeker, as needed.
* Maintains positive, frequent interaction with Job Seeker; network with community businesses, stakeholders and co-workers.
* Participates in the GT Independence Self-Directed Employment performance improvement processes.
* Prepares and submits required reports.

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