



INDIVIDUAL EMPLOYMENT

Provides paid and unpaid workforce training and education assistance for clients with documented developmental disabilities. Services are normally provided in three phases, up to 24 months and client support can be intensive and long-term.

PHASE I

Activities include intake, discovery, assessment and job preparation. Each person identifies their employment interests and desired goal and engages in a variety of activities and classes designed to increase their employment, interviewing and transportation skills. During Phase 1, clients develop a portfolio/resume and participate in job clubs.

PHASE II

Activities are focused on marketing and job development. Each person is involved in networking and targeted research for employers, developing a relationship with employers, evaluating potential employment, complete job/task analysis, and identifying natural supports and potential barriers. Participants are provided with assistance with the interview process and customized job matches.

PHASE III

Activities are geared toward individualized job coaching and retention services. Case management includes on-site job visits to assist in problem-recognition and resolution, ongoing communication with employers, job modifications that may require retraining clients, and workplace advocacy.

- ✓ Prescreen candidates to meet the essential duties of the job posting
- ✓ Support recruitment and application process for job candidates
- ✓ Create and implement all training and fading plans with the involvement of the supported employee and manager (including times of transition of department managers/key staff)
- ✓ Provide initial intensive training and long-term support to meet the expectations of assigned duties
- ✓ Develop and facilitate implementation of learning aids and communication tools
- ✓ Develop natural supports/mentors at the job site and around work tasks
- ✓ Brainstorm and problem solve through concerns with employee and job site managers
- ✓ Facilitate communication between the family/guardian and manager/HR
- ✓ Provide support in identifying additional duties, restructuring of routine and/or tasks, and distinguishing promotional opportunities
- ✓ Provide quality and professional job coaching services to the supported employee and Pierce, King and Thurston counties' government agencies
- ✓ Facilitate return to work from long-term leaves and/or help set up a training plan with the manager, employee and human resources
- ✓ Set goals, track progress, and report on Pierce, King and Thurston counties' Supported Employment Program
- ✓ Act as a liaison between managers, the respective agency in Pierce, King and Thurston counties' Development Disabilities Agency, human resources, supported employees, families, and labor and employment agencies to increase satisfaction and address areas of concern



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