BEYOND DISCOVERY

INNOVATIONS IN EMPLOYMENT SUPPORTS

Eleversity
NEXT-LEVEL WORKFORCE EDUCATION

WEBINAR EXPECTATIONS

RESPONSIBILITY FOR ATTENDANCE

RESPONSIBILITY FOR PARTICIPATION

Agenda

1. Basic Employment Information
2. The Discovery Report
3. The Vocational Development Plan
4. The Job Development Plan
5. Next Steps

Office for People With Developmental Disabilities

EMPLOYMENT TRAINING PROGRAM

DISCOVERY REPORT

Name: _____ *TABS ID #:* _____

7. RECOMMENDATION

PURPOSE: To provide a recommendation of the next steps the individual may need to make vocational progress. The recommendation must consider key information discovered and recorded about the individual in all sections of the Discovery Report. The ETP Supervisor requires a complete justification for approval.

INSTRUCTIONS: Choose one of the two options below and complete the corresponding section if applicable. The ETP Supervisor will review the ETP Discovery Report, provide feedback, and notify the SEMP Agency if additional situational assessments or other revisions to the report are needed.

☐ **The individual is NOT recommended for Job Development for competitive employment in the community.**

If the ETP Supervisor agrees with the recommendation that the individual is not ready for Job Development, they may request a Vocational Development Plan and a Circle of Support meeting to help develop the next steps for the individual.

OR

☐ **The individual is recommended for Job Development for competitive employment in the community.**

I am recommending the following 2 careers **as determined by Career Research and approved by the individual.** If Identified Career Options do not match the individual's preferences, I have discussed this with the individual. Date of Meeting: _____

1. _____
2. _____

If the ETP Supervisor agrees with the recommendation of Job Development, they will request a Job Development Plan prior to approval.

Do not begin ETP Job Development without the written approval of an ETP Supervisor.

Where does Discovery lead us?

JOB DEVELOPMENT PLAN

PURPOSE: To research and consolidate the pertinent information related to an individual's employment related needs and qualifications before approaching businesses to develop a placement. By having this information, the Job Developer will be able to provide targeted job development at businesses who have positions that meet the individual's skill, ability, preference, experience, schedule, transportation, environmental, cultural, and support needs. The Job Developer will be prepared to negotiate any necessary customization to positions so that they meet the individual's needs. With the focus and strategies provided by this plan, the Job Developer is more likely to create effective job matches. The Job Developer should approach businesses the provider currently has relationships with as well as new businesses to build new relationships. Targeted job development is best accomplished by directly contacting businesses to develop placement opportunities. Do not just focus on completing online applications. The SEMP Manager should provide oversight and guidance throughout job development.

JOB DEVELOPMENT PLAN

The JD Plan is written by SEMP staff and allows the Job Developer to make the best possible match for the person.

The JD Plan includes:

- Discovery information
- Schedule considerations
- Transportation options
- Environmental, cultural, and support needs
- Potential businesses

DISCOVERY REPORT SUMMARY

RECOMMENDED FOR WORK

THE JOB DEVELOPMENT PLAN

Office for People With Developmental Disabilities

EMPLOYMENT TRAINING PROGRAM

Job Development Plan

Name: _____ *TABS ID #:* _____

1. List the 2 career areas and possible positions that will be the focus of Job Development:
   a. Career Area 1: _____
      i. Positions: _____
   b. Career Area 2: _____
      i. Positions: _____
2. List the hard skills **demonstrated** in previous employment or volunteer activities by the individual that support success in each career area: (examples: clerical, money handling, mechanical, and/or cleaning skills)
   a. Career Area 1: _____
   b. Career Area 2: _____
3. List the soft skills **demonstrated** in previous employment or volunteer activities by the individual that support success in each career area: (examples: ability to focus, attention to detail, work pace, social skills)
   a. Career Area 1: _____
   b. Career Area 2: _____
4. List any other factors that explain why these career areas are a good match for the individual: (examples: previous experience, strong interest, personal traits, transferrable skills)
   a. Career Area 1: _____
   b. Career Area 2: _____

STAKEHOLDER MEETING
(AFTER JOB DEVELOPMENT PLAN HAS BEEN WRITTEN)

1. Review Discovery process activities
2. Summarize findings from Discovery Report and Job Development Plan
3. Communicate justifications for Job Development recommendation
4. Request input from stakeholders
    - What connections can they contribute?
    - What will their responsibilities be?

Next Steps

Gather/create tools

Engage businesses

Plan Job Coaching

RESUMES

- Traditional
- Visual
- Video Resumes

Basics of Business Engagement

- Is your business introduction ready?
- Have you explored the unmet needs of the business?
- Do you understand the business (priorities, language, etc.)?

Customized Employment
Solutions for Employers
ODEP
Office of Disability Employment Policy
DEPARTMENT OF LABOR
UNITED STATES OF AMERICA

Customizing Job Tasks

Refined Task List, Assigned to New Employee	Benefits to the Business as a Result
• Receives and unpacks shoe shipments • Sorts shoes into size categories • Puts sensors and tags on shoes • Delivers shoes to proper rack • Retrieves returned shoes	• Work flow of shipments reorganized so all shoes are always in the right place and everyone can find the right shoes • Fewer customer complaints about the department • Improved customer satisfaction • Increased sales

CREATING BALANCE

What are the ideal conditions and deal breakers for the employer?

OVERVIEW OF JOB DEVELOPMENT

1. Review Discovery
2. Write Job Development Plan
3. Research Businesses
4. Engage Businesses
5. Evaluate Business Visits
6. Review Matches with the Job Seeker
7. Prepare for Interviews
8. Secure the Job Offer

JOB COACHING

- Training and Support
- On-going Job Tasks and Discrepancy Analysis
- Adjusting to work demands
- Creating natural supports

Now that you have all this new information:

1. What is 1 thing you learned today that you can use right away in your job?

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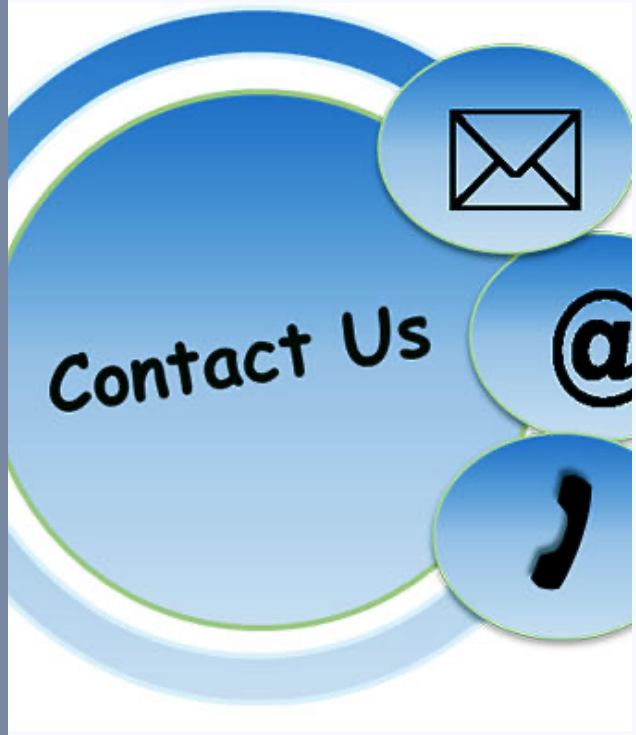

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