

# Foundations for Vocational Success

## Series 1

Innovations in Employment Supports



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What is a Vocational Support Professional?

Your group is preparing to make a presentation to a group of businesspeople about what you do, how will you describe the **purpose of** your position.  
[describe 3 purposes]



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## Vocational Support Professional

Purpose and Expectations



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## Vocational Support Professional

**Definition:** A vocational support professional provides specialized on-site training to employees with disabilities. May be assigned a wide variety of duties and functions, but there are two clear areas of responsibility:

- Assist the person to learn to perform the job tasks accurately, efficiently, and safely.
- Assist the person to integrate/acclimate into the work environment and culture.

**AKA:**  
 Job Coach  
 DSP  
 Trainer  
 Coach  
 Employment Specialist  
 Vocational Specialist  
 Vocational Consultant  
 ETC...



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# VS.



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# VS.



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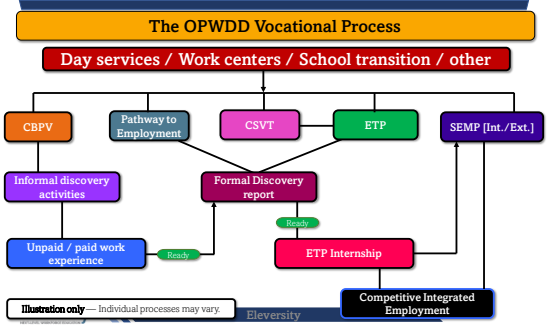
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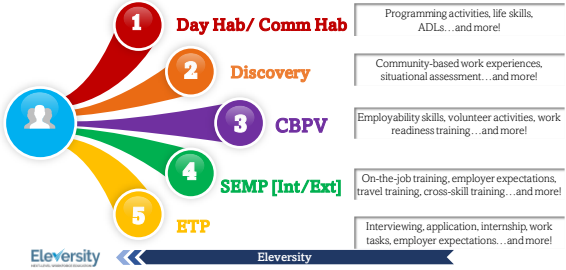
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### Where does coaching happen?



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## I Pledge...



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## Vocational Support Professional

Professionalism in a Work Setting



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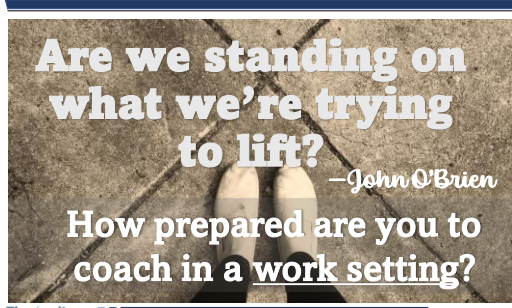
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## Breakout Exercise

Groups 1 & 2	Groups 3 & 4
<p>You have been assigned to coach a new placement.</p> <p>What do you need to know about the new employee?</p> <p>vs.</p> <p>What do you typically know?</p>	<p>You have been assigned to coach a new placement.</p> <p>What do you need to know about the business?</p> <p>vs.</p> <p>What do you typically know?</p>



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### What do You Need to Know BEFORE you begin?

#### The New Employee

- The job seeker! (have you met and spent time together?)
- Discovery report findings
  - Situational assessment results
  - Transportation needs
  - Functional limitations
  - Learning preferences
- Job function support needs & accommodations [bridge the knowing-doing gap]
- Anything the job requires [i.e., uniform, lunch, a watch, etc.]
- Coaching plan



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### What do You Need to Know BEFORE you begin?

#### The Business

- **Contact person** — Direct supervisor, chain of command
  - The business understand the function of VSP
  - Preferred communication methods and frequency
- **A site observation/job analysis has been completed** [duties, tasks, general requirements, job description, work culture considerations, what success will look like]



Before you start anything, learn how to finish it.



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## Competence at the Worksite

Demonstrate that you know what you're doing



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WHAT TO WEAR  
Casual Business Casual Formal

**NO SMOKING EATING OR DRINKING**

Acceptable workplace language

NO PERSONAL CELL PHONE USE ALLOWED WHILE WORKING

OSHA's 2008 Top 10 Most Frequently Cited Violations

Code of Conduct

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### Vocational Support Professional

Understanding Vocational Implications of Disability

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Functional Limitations

- Mobility
- Communication
- Self-care
- Self direction
- Interpersonal skills
- Work tolerance
- Work skills

Eleversity

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**Functional Limitation** • Determine the root of the issue  
 vs. • What can be controlled?  
**Lack of skill** • How can we provide support?



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**Scenario:** It is Sam's first day volunteering in a busy work setting. He seems to be distracted from his tasks and frequently socializes.

Sam has functional limitations related to self-direction and attention.



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**Scenario:** Martha cries and calls the coach names whenever the coach gives feedback with correction.

Martha has a functional limitation related to interpersonal skills and social/emotional regulation.



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**Scenario:** Gene has been in day services for 10 years. He wants a job stocking but can't lift boxes over 15 lbs.  
 Gene has a functional limitation related to his work tolerance and should find a different job.



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### Vocational Support Professional

Tools You Need



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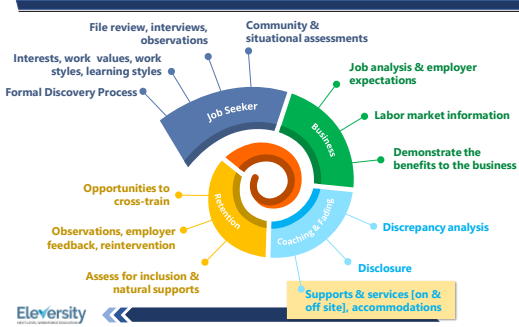
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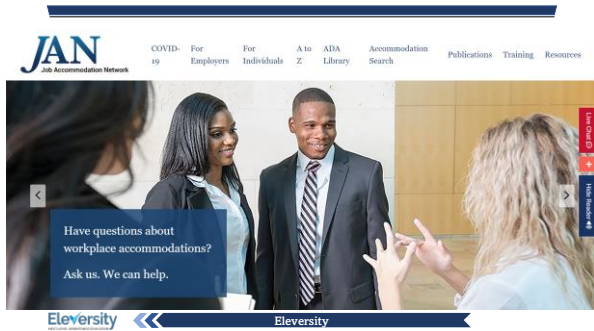
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**Breakout — Finding supports using askjan.org**  
Pages 11-13 in Manual

<p><b>Group 1 — Autism</b></p> <ol style="list-style-type: none"> <li>1. Managing time</li> <li>2. Stress tolerance</li> </ol>	<p><b>Group 2 — Intellectual Impairment</b></p> <ol style="list-style-type: none"> <li>1. Limited reading ability</li> <li>2. Limited memory and recall for directions</li> </ol>
<p><b>Group 3 — Auditory Processing Disorder</b></p> <ol style="list-style-type: none"> <li>1. Attentiveness/concentration</li> <li>2. Takes longer to learn new things</li> </ol>	<p><b>Group 4 — Cerebral Palsy</b></p> <ol style="list-style-type: none"> <li>1. Walking long distances</li> <li>2. Difficulty typing</li> </ol>

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## Vocational Support Professional

Supporting Employment — The beginning



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They got the job, now what?  
*Planning for a new job*

### IN THE BEGINNING

- Calming the new employee jitters
- Dealing with change
- Understanding workplace culture
- Meeting new people
- Satisfying employer expectations



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## Plan for Day 1 — Week 1

Does the employee:

- |   |  |
|---|--|
| <input type="checkbox"/> Need support to get up and/or ready for work?              | <input type="checkbox"/> Need money for food or travel?    |
| <input type="checkbox"/> Have a uniform? Who will help ensure it is clean for work? | <input type="checkbox"/> Have weather appropriate clothes? |
| <input type="checkbox"/> Need to pack a meal/snack?                                 | <input type="checkbox"/> Have reliable transportation?     |
|   | <input type="checkbox"/> Other?                            |



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## Contact Us



(585) 340-2051



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