



## **INDIVIDUAL EMPLOYMENT SERVICES Service Description**

### **PURPOSE:**

The purpose of Individual Employment Services is to serve persons with developmental disabilities by providing individualized job placement services and job training at community employment settings.

### **OBJECTIVES/GOALS:**

Goals of this service are to assist each participant to achieve their full potential in the following:

- Behaviors Accepted at Each Participant's Place of Employment
- Work Skills Needed for Maintaining Successful Competitive Employment

Individualized objectives/goals are developed with each participant and other members of their planning team. The outcomes of each objective is assessed and measured on a monthly basis.

### **BASIC SERVICES:**

- **HOURS & LOCATION** – Operation hours vary depending upon the needs of each community employer. Services are provided at various businesses in the community.
- **STAFFING** – Each participant works in conjunction with their case manager and the job developer to assess work skills, interests and assist in applying for desired jobs in the community. The job developer will make employment calls on a trainee's behalf and will make contact with each trainee a minimum of 1x per month to provide an update on progress. Staff is provided to assist with full-time training and support when a trainee is first hired. Subsequent staffing support is provided on an as-needed basis, with services typically being provided 1-2 times per week.
- **ACTIVITIES** – Performing the tasks required of each employer, and opportunities to participate in employer events.
- **SUPPORTS** – Each participant has a case responsible person appointed to assist with service coordination & career planning.
- **WAGES** – Wages are determined by the specific site employer and are competitive with other individuals at that site who have similar jobs. Community Gatepath works hard to find a suitable employment match for every trainee but can not guarantee placement.

### **ENTRY CRITERIA / ESSENTIAL REQUIREMENTS:**

1. Shows personal involvement and interest in achieving goals required to work independently in the community.
2. Able to work independently with a Job Trainer providing support services 2–3 times per week. Participant must be able to meet any and all employer expectations including:
  - a. Cooperating with others
  - b. Receptive and responsive to feedback from supervisor
  - c. Respectful of personal boundaries & the possessions of others
  - d. Does not use swear words while at work
  - e. Able to separate work/personal issues
  - f. Professional interactions with co-workers, supervisors and customers AT ALL TIMES
3. Able to maintain productivity rate based on specific employer expectations.
4. Does not miss more than 1 day of work, on average, per month. Follows procedures for calling in sick and requesting days off.
5. Able to be at work during required employer-set hours, and demonstrate the ability to sustain their work effort & productivity for a minimum of 20 hours per week unless specified as a needed accommodation.
6. Takes restroom breaks for personal hygiene needs during break times only.
7. Be appropriately dressed and groomed to meet employer regulations at all times.
8. Able to transport self to worksite independently.
9. Independently attends to basic self-care needs, e.g. toileting, feeding, etc.
10. Be clean and sober for 60 days prior to intake.
11. Be 18 years of age or older.
12. Be a Department of Rehabilitation referral.
13. Be eligible for Regional Center services.
14. Have legal documentation to work in the U.S.
15. Have no convictions of a criminal offense (felony or serious misdemeanor)

**EXIT CRITERIA:**

1. No longer meets entry criteria.
2. Ability to main general work behaviors and productivity expected in their current job, without Job Coaching.
3. Transfer into another service based on need or preferred choice of activities.

4. Demonstrates behaviors that require a need for more intensive interventions &/or that would negatively affect the health and safety of other participants and staff (e.g. physically aggressive/assaultive behaviors) despite utilizing various behavioral improvement techniques.

## **SERVICE DESCRIPTION RECEIPT**

This acknowledges that I have received a copy of the Individual Placement Service Description and I understand that it contains important information about the services I will receive as a trainee of this agency. This relationship is based on the mutual consent between myself (the trainee) and Community Gatepath. Community Gatepath or I can terminate the relationship at any time.

---

Participant Signature

---

Date

---

Community Gatepath Representative

---

Date