

# A NO NONSENSE APPROACH TO PROVIDING EMPLOYMENT SERVICES

## TO HELP PEOPLE WITH DISABILITIES BECOME MORE INDEPENDENT

### Employment Specialist and Case Manager Edition

#### STEP 1: PERSON-CENTERED JOB SELECTION

This is an opportunity to get to know the job seeker thoroughly. Take the time to become familiar with the person's life experiences, interests, skills, likes and dislikes, along with any needed supports. This forms an action plan to identify job tasks that align with the person's preferences.



#### STEP 2: JOB DEVELOPMENT

Finding opportunities that include job tasks of interest and a fitting workplace culture are the foundation of this step. Job Development is also a time to explore if a customized job might benefit the employer. This step concludes by sharing the positive outcomes that could result from hiring the person.



#### STEP 3: JOB ACQUISITION

This step begins upon hiring and involves working in partnership with company staff to develop supports that are as typical to the workplace as possible and that maximize worker performance. This step ends with the development of a long-term employment plan to help the employee not only maintain their capabilities; but, increase their independence over time.



#### STEP 4: LONG-TERM EMPLOYMENT SUPPORTS

This step continues throughout the person's employment. It involves supplying the level of support defined in the long-term plan; and, continually revising the plan based upon independence gained. It involves monitoring the person's performance, addressing any needed changes or shortfalls, and assisting with opportunities for advancement.

