

The Power of Family: Finding the Right Employment Opportunity

DC Learners & Earners

Family Webinar Series Session 4

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MEANINGFUL
WORK

+

COMMUNITY
INCLUSION

Today's Agenda

- Families involvement in the Employment Planning Meeting
- Family input into the Job Development Plan
- Accessing families personal and professional networks
- The role of the Interagency Team in the job development process
- Question and answer session

Where did We Leave Off:

- Employment is the Goal
- Job Seeker has assessed abilities that align with Career Goals/Themes
- Job Seeker has Features from the PPP that are of interest to Employers
- What's Next?



The Destination: Work Experiences



Families should be there: Each Step of the Way



Discovery
and
Assessment



Job
Development



Workplace
Supports

Job Development Process

The question is not **whether** a person can work, but **where**.

Approach
Employers

Informational
Interview
Assess Labor
Needs

Employer
Presentation &
Proposal

Discovery is Done...Call a Meeting

- Bring the team together. The bigger the group, the better. Family, friends, neighbors, staff.
- Lots of different, perspectives and experiences in the room
- Prep the job seeker so they are ready to facilitate, advocate or actively participate
- Make it fun, make it visual
 - Venn Diagrams
 - Use of flip charts
 - Computer with internet access

Employment Planning Meeting

- Have the job seeker share his/her discovery information/profile
- Brainstorm potential employment situations, settings, job tasks that match preferences and skills- What “work” could the job seeker do? Where would this happen? Is self-employment, micro-business a desired path?
- Venn diagrams are a great tool to get the group “out of the box” and keep them focused on the job seeker

Employment Planning Meeting (cont.)

- Collect ideas on poster paper- Identify 10-15 local employers/businesses to explore based on the brainstorming and community mapping.
- Put them on wall- have team members walk through- writing names of potential contacts from their personal networks.
- After the meeting summarize ideas and targeted employers/businesses to an *Employment Planning* document (**Job Development Plan**) to share with the job seeker and their team.

Put it into a Plan

- Summarizes ideas generated from process
- Identifies key features and clarifies individual's employment goals, desired hours, other logistical concerns
- Outlines next steps and person responsible
- Identify specific employers/businesses to research and approach (As part of Venn process, we list 10 to start)

Sample Job Development Plan

Job Development Plan

Date:	
Employment Specialist:	
Job Seeker:	
Signature:	

Documents on file: DVR Authorization Resume Positive Personal Profile

Summary of Assessment Information:

Career goal(s), interests, hobbies:

Ideal components of the job (Venn Diagram):

Dislikes, deal breakers, or concerns:

Special training, talents, skills and key features:

List of possible contacts (network):

Position(s) wanted:

Geographical location preferred:

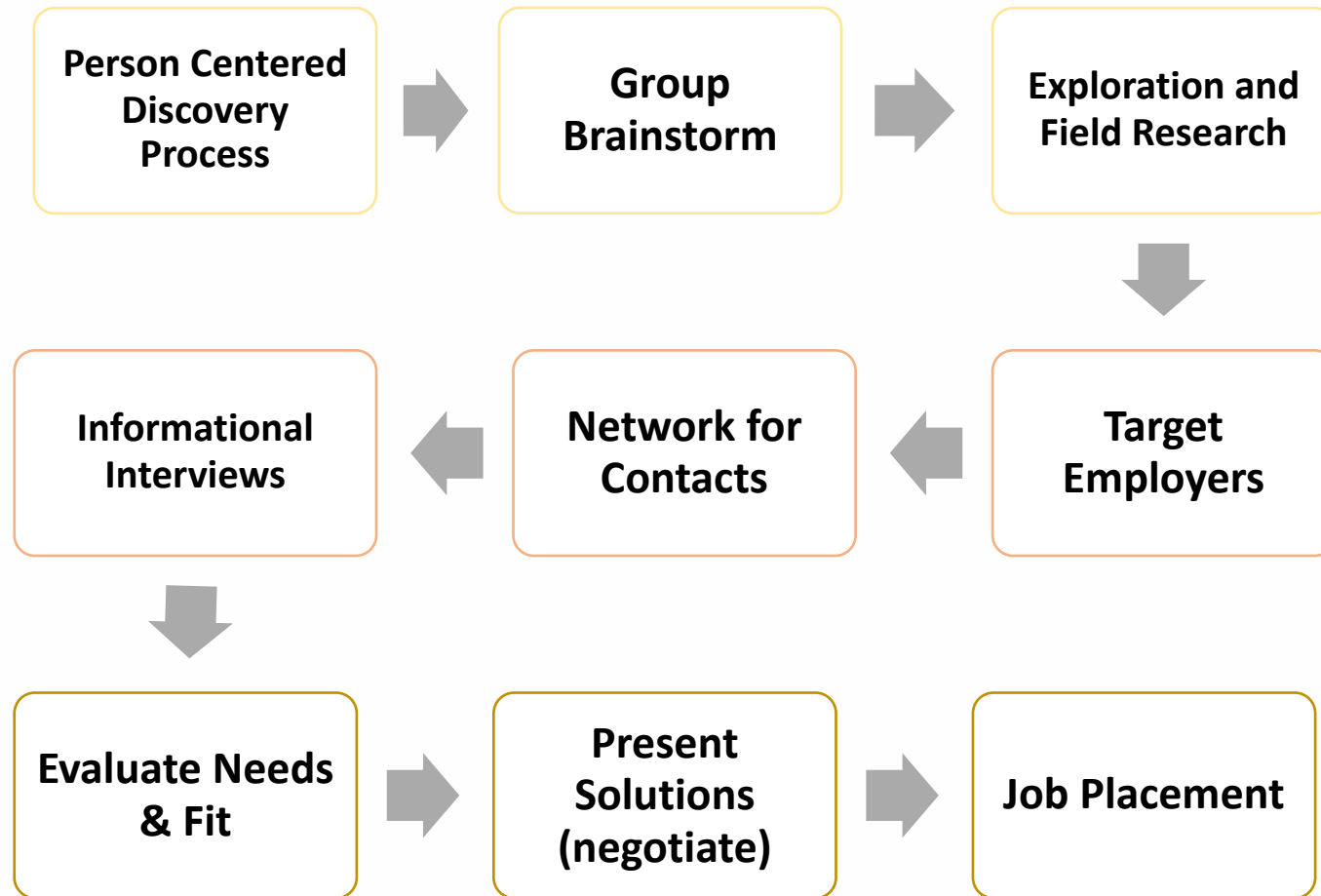
Schedule preferred:
Hours not available:

Desired wage:

Transportation resources:

Accommodations needed or currently used:

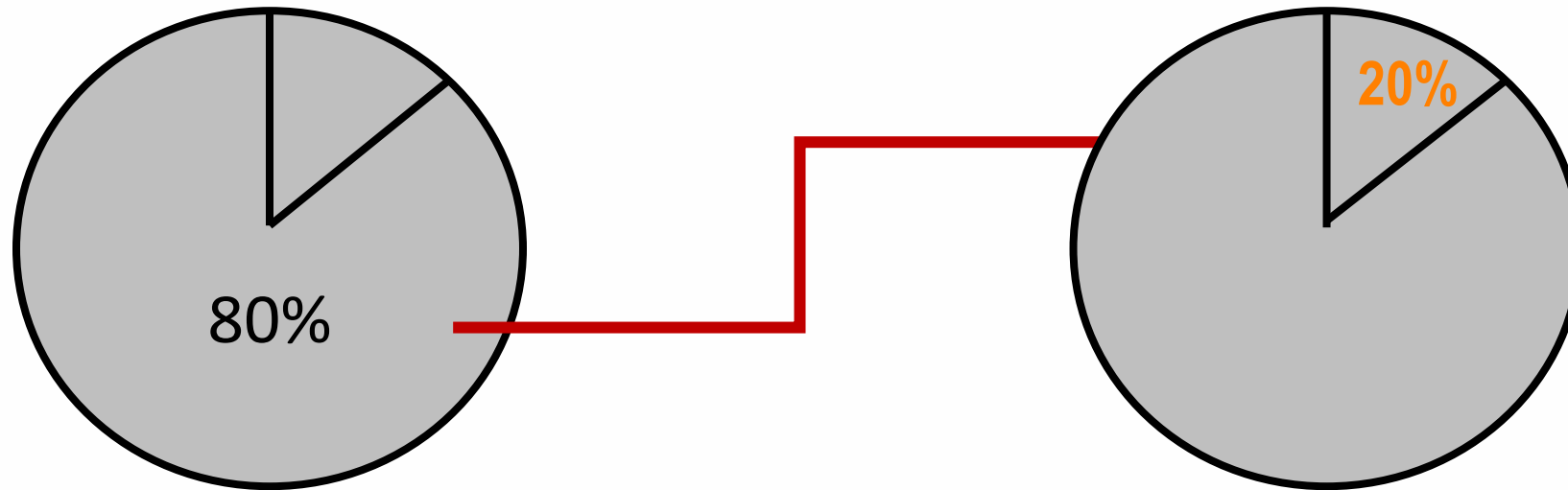
Job Search Process



Networking: Most Businesses Have Needs, Get To Them Before A Position Has Been Posted

80% of job seekers only apply for posted positions

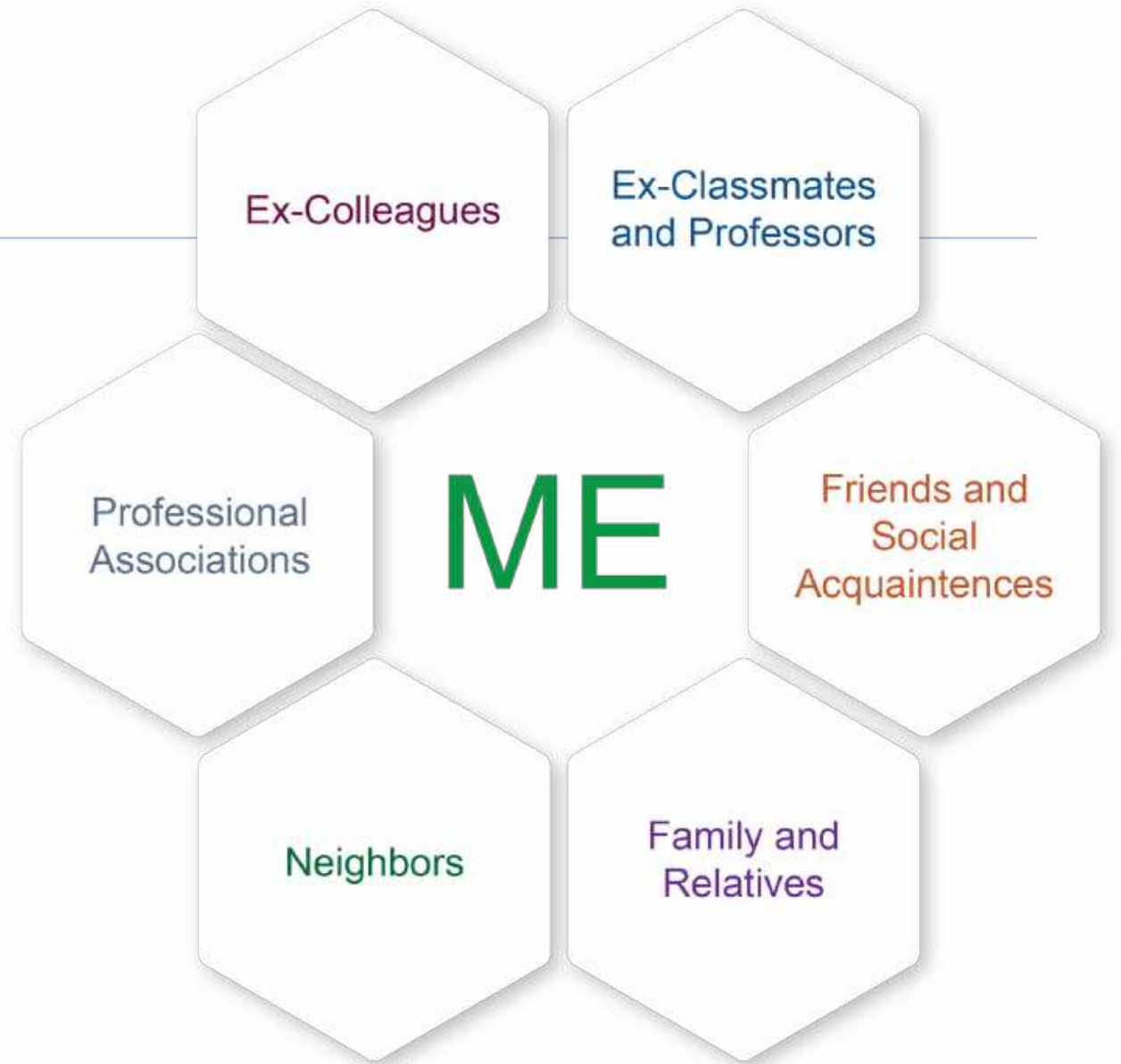
Only 20% of jobs are ever posted



Using Your Networks

Use the people you know to help find work experience opportunities.

- Friends
- Family
- Places you do business
- Neighbors
- People you are in clubs with, worship with, or serve with



Why Informational Interview's Create Employment Opportunities

The Transition or Employment Specialist can:

- Get Their Foot in the door
- Is Low pressure
- Starts a working relationship on behalf of the job seeker
- Learn about their culture and work environment
- Uncover possible opportunities for the job seeker
- Chance to make a great first impression

Why an Employer Proposal is Better than a Job Application

It makes the case for a good job match before the job interview:

The Transition or Employment Specialist does the following:

- Greetings and Recap of your meeting
- What you observed about the employer's labor needs and potential benefits to the employer
- Requirements of the targeted job
- Applicant's skills & ability to meet job requirements
- Employment Services that would benefit the employer (i.e.: placement and job coaching services)
- Asks for a Job Interview or Work Experience

“We’re Not Hiring” to “When Can He Start?”

- The Job Seeker has skills and attributes the employer valued
- He/She is extremely interested in the business
 - “Is one of us”
 - Minimizes disability
- Job developer identified needs and presented a cost effective, solution to the employer’s problems
- Job Developer helped the employer to understand how to utilize the Job Seeker’s skills and accommodate their disabilities

Colin



- ❖ Enjoys people
- ❖ Basic reading skills
- ❖ Number recognition
- ❖ Likes to use his hands
- ❖ Interested in retail
- ❖ Likes to be organized
- ❖ Physically strong
- ❖ Likes to move around

Colin – Initial Task List

- ❖ Stocking and organizing
- ❖ Lifting heavy boxes
- ❖ Locating requested items
- ❖ Putting items in proper location
- ❖ Basic maintenance skills

Ross Dress for Less Needs Help!

- ❖ Shoe department a mess – receiving customer complaints
- ❖ Regular shoe shipments stocking up in the back room
- ❖ Merchandise put on the sales floor haphazardly
- ❖ Customers very unhappy when shopping' during the lunch hour
- ❖ Customer service representatives pulled off the floor to take care of the shoe shipments



Next Steps for Colin

by the Transition or Employment Specialist

1. Refined Task List based on observed needs
2. Compared task list with Colin's PPP to determine match
3. Presented employment proposal to Ross
4. Set up "working interview"
5. Negotiated terms of employment

Ross Employment Proposal

COLIN'S SKILLS

- ❖ Physically strong
- ❖ Number recognition
- ❖ Likes organization and to use his hands
- ❖ Enjoys moving around

REFINED TASK LIST

- ❖ Receives and unpacks shoe shipments
- ❖ Sorts shoes into size categories
- ❖ Censors and tags shoes
- ❖ Delivers shoes to proper rack on sales floor – and retrieves returned shoes

Benefits to Ross

- ❖ Fewer complaints from customers
- ❖ Ross work flow was reorganized in a way that was sequential to assist Colin do his job – and created a smoother operation for other staff
- ❖ Improved customer satisfaction, increased sales

What if it's not a Good Match or Is a Bad Work Experience?

- ❖ It's not their fault, it's just a bad job match!
- ❖ It's just not the right set of tasks or work environment!
- ❖ It's an opportunity to learn::
 - Why it's not a good match
 - Why they didn't like it or do well with certain tasks
 - Explore other types of jobs
 - Identify work experiences that are a better fit

How Families Support Job Development

- Continue to contribute to the PPP and identify Job Seeker Features
- Participate in the Employment Planning Meeting
- Work your Networks to identify Employers that match the Job Seeker's interests and abilities
- Contact Employers in your Network and ask if the Job Developer can come by for a 25 minute Informational Interview
- Identify and help facilitate workplace supports

Interagency Roles and Responsibilities

The interagency team should be able to support the development of a work experience in the following ways:

- Take the lead in facilitating the Employment Planning Meeting
- Conduct Informational Interviews with Employers that match the Job Seeker's interests and abilities
- Develop and present a Proposal for a work experience
- Provide or facilitate transportation
- Provide workplace supports when necessary

Takeaways

1. Keeping your eye on the prize: Work Experiences
2. Family participation is important during the Employment Planning Meeting
3. The personal and professional networks of family members increases the success of securing paid work experiences
4. Family members should be kept informed during the job development process

Webinars in this Series

Webinar 1: Defining a Good Life: Work Is Possible (June 9)

Webinar 2: Exploring Career Options: Where do They Want to Work? (June 16)

Webinar 3: Preparing to Work: Building Skills and Matching to Job Tasks (June 23)

Webinar 4: The Power of Family: Finding the Right Employment Opportunity (June 30)



Questions?

THANK YOU!

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About TransCen

TransCen, Inc. is a national organization offering web-based and in-person training for state agencies, school districts, provider organizations, and others interested in meaningful work and community inclusion for individuals with disabilities.

Learn more about our work: www.transcen.org

Contact us at inquiries@transcen.org for more information!



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