Detailed Content Outline

Domain 1: Application of Core Values and Principles to Practice (13-17%)

1. All people having the right to work and being entitled to equal access to employment in the general workforce

2. Zero exclusion

3. Disability etiquette

4. People First Language

5. Job seeker strengths interests and talents

6. Full inclusion in the general workforce

7. Self-determination and empowerment

8. Providing services outside institutional and workshop settings

9. Involvement of job seeker in the employment process as a collaborative effort that includes paid and non-paid supports

10. Impact of employment services history on current practice

11. Legislation and regulations related to employment

12. Funding sources for employment services

Domain 2: Individualized Assessment and Employment/Career Planning (23-29%)

13. Rights and responsibilities related to disclosure of disability

14. Counseling job seeker on disability disclosure

15. Practices unique to school-to-work

16. Rapid engagement in the employment process

17. Limitations of traditional vocational evaluation for job seekers with significant disabilities

18. Motivational interviewing techniques

19. Interviews with job seeker and others familiar with his/her abilities and work history

20. Impact of job seeker's demographic cultural and social background

21. Reviewing job seeker's records and collecting pertinent employment information

22. Job seeker in his/her current daily routines and environments

23. Benefit analysis for job seeker

24. Strategies to reduce or eliminate entitlement benefits

25. Non-work needs that may impact successful employment (e.g. transportation counseling food assistance financial housing)

26. Job seeker's preferred style of learning skills talents and modes of communication

27. Integration of relevant employment information into a vocational profile that reflect job seeker's interests, goals and aspirations

28. Community-based situational assessment

29. Paid work trials and job tryouts

30. Volunteering

31. Job shadowing

32. Informational interviews

33. Self-employment resources for job seekers

34. Referrals to appropriate agencies organizations and networks based on career plans

Domain 3: Community Research and Job Development (19-25%)

35. Gathering and analyzing labor trend information

36. Identifying patterns in job markets

37. Disability etiquette

38. Maintaining updated information on businesses type of jobs available and locations of jobs within the community

39. Developing and communicating effective marketing and messaging tools for employment

40. Positioning the agency as an employment service

41. Targeting message to specific audience

42. Using language and images that highlight abilities and interests of job seekers

43. Developing job seeker portfolios

44. Informational interviews with businesses

45. Mentoring job seekers during the job search process

46. Workplace culture and climate awareness and sensitivity

47. Strategies for job matching

48. Strategies for contacting and communicating with employers

49. Employment proposals based on business and job seekers' preferences

50. Responding to employer concerns about job seekers' abilities and interests

51. Responding to employer concerns about job seekers' disabilities

52. Incentives to businesses when hiring job seekers with disabilities (e.g. tax credits on-the-job training diversity goals)

Domain 4: Workplace and Related Supports (27-33%)

53. Communicating with job seeker/employee and his/her natural and paid supports

54. Impact of earned income on entitlements

55. Transportation for work

56. Family support

57. Housing/residential staff cooperation

58. Gathering clear job expectations from employers

59. Preparing and coordinating for the first day on job

60. Developing and implementing job analysis

61. Ensuring typical employer provided orientation

62. Ensuring introduction of employee to co-workers

63. Helping employee meet employer expectations regarding workplace culture

64. Facilitating co-worker relationships and workplace connections

65. Identifying employer's training process and supplementing if needed

66. Recognizing and adapting supports to individual learning styles and needs

67. Baseline assessment from a task analysis

68. Employee attending typical training program

69. Training schedule and instructional procedures

70. Positive/negative behavior and intervention supports

71. Reinforcement procedures including naturally occurring reinforcers and natural cues

72. Use of data collection to monitor progress

73. Collaborating with employee employer co-workers and support team to develop and implement a plan and strategies for fading supports

74. Adapting and recommending accommodations to facilitate job performance

75. Promoting the use of universal design principles

Domain 5: Ongoing Supports (6-8%)

76. Scope and limitation of funding sources for ongoing support

77. Access to community resources and supports (e.g. transportation counseling food assistance financial housing)

78. Impact on benefits/entitlements as earned income changes and ongoing access to benefits counseling (e.g., Community Work Incentive Coordinators)

79. Collaboration with employees employers and family members to ensure successful employment

80. Support employees for job and/or career advancement