

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