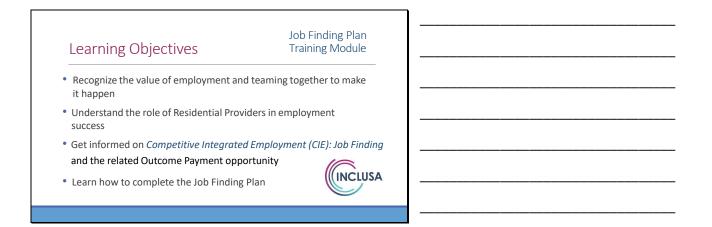


# Competitive Integrated Employment (CIE) Module Handout - Job Finding Plan

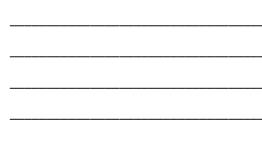
INCLUSA			
	YOU	Competitive Integrated Employment (CIE) Outcome: The Job Finding Plan A TRAINING FOR RESIDENTIAL PROVIDERS	
		FROUDERS	



### Employment is Important for All of Us

- Provides much needed income
- Relationships
- Contribution to our community
- Grows our skills, knowledge and experiences
- Keeps us healthy
  - Prevents social isolation
  - Increases self-esteem
  - Promotes positive mental & physical health







### The Role of Residential Providers



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- Residential Providers are central to members' lives
- You often know members for years & also know your community
- Want to tap into your know-how
- Invite more engagement re: job finding & preparation
- Past examples of people getting jobs with support of providers tells us that this works!
- Want to encourage & recognize your effort through Outcome Payments

#### Competitive Integrated Employment (CIE) Outcome: Job Finding



- The CIE Outcome Payment offers an opportunity for residential providers to receive a payment for assisting members in obtaining CIE that matches their interests, skills, conditions for success, and goals
- Information on how to apply is sent to eligible providers in the spring of each year and available throughout the year on the Inclusa website
- After an application is accepted by Inclusa, provider is eligible to receive the outcome payment for each member on the provider's list upon completion of the five requirements

### Requirements for CIE Outcome Payment: Job Finding

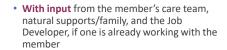
- 1. Complete this Inclusa training module
- 2. Complete a Job Finding Plan that is approved by the member and their team (*use Inclusa template*)
- 3. Assist the member to obtain CIE that is consistent with their Job Finding Plan
- 4. Claim 75% of the Residential Outcome Payment after the member successfully completes their first 20 hours of work
- 5. Claim 25% of the Residential Outcome Payment if the member is still employed after 6 months



### Making Employment Happen – *Together!*

#### Develop and complete the Job Finding Plan:

• In partnership with members who are Interested in CIE





### Making Employment Happen – Together!

#### Keep in Mind:

- This is an innovative, new approach let's learn as we go
- Communication will be key!
- Keeping a positive "we can do this together" attitude



 Individual is at the center & should lead/be very engaged in the effort

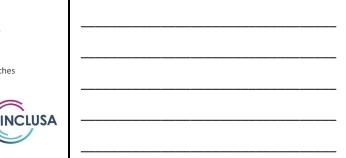
## The Job Finding Plan <sup>Summary</sup>

- 1. Member Information
- 2. Residential Provider Information
- 3. Source for Employment Supports
- 4. Network of Support
- 5. Essential Conditions and Preferences for Employment Success
- 6. Good Job Match(es)
- 7. Employers to Contact for Good Job Matches

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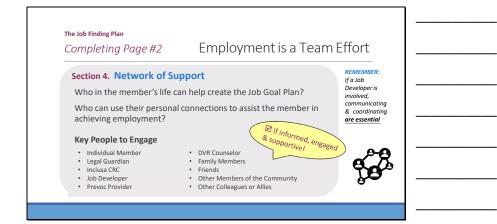
- 8. Job Development Tools to Utilize
- 9. Job Finding Action Plan & Log

Plus – Examples of Support & Activities



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#### **NCLUSA** The Job Finding Plan Basic Info *Completing Page #1* ✓ any reports that are available: • DVR Individual Plan DVR Individual Plan for Employment (IPE) Job Developer's Plan (if involved) Career Planning Workbook Job Exploration Report Discovery Profile Volunteer Information Report from Internships or Temporary Work Sections **1.** Member Information $\checkmark$ Check box to indicate you have verified with the Community Resource Coordinator (CRC) that individual is "interested & decided" 2. Provider Information List agency and name/contact information for Staff Person who is developing plan with the member Internships or Temporary Work Experiences Benefits Counseling Report Situational Observation & Assessment Report 3. Source for Employment Supports • Fill out if member already has an Inclusa Supported Employment provider helping them find a job or if member will need job coaching to maintain CIE



The Job Finding Pla Completing Section 5.	CO	Conditions for Employment Success			
	Essential Conditions Necessary for Success of the Member	Preferences Desired but not Essential			
Work Schedule:         No more than 20 hours per week           Hourd/Day/Times of Days         Start no e celler than 10 bom           Location/Distance from Home         Within 5 miles           Type of Work Environment         Not too loud or requiring constant people in		No weekends would be nice	Here		
		Closer in neighborhood to walk or ride bike	Here's an Examplei		
		teraction Friendly, relaxed atmosphere			
Supervisor Qualities	Respectful, kind		$\sim$		
Co-Worker Qualities		Some younger co-workers (20s)			
Job Coach Qualities	Female		Å.		
Personal Care Needs	N/A				
Physical Accessibility Needs	Needs large font and visual labels		$\square$		
Reasonable Will need on-site coach support			$\bigcirc$ $\Box$		
Employer Flexibility	May need an occasional day off to maintain good mental health balance- estimate 4 times per year				


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The Job Finding	Plan Ng Page #4	Job Match(es) Employers to C for Good Job N	& ontact @	ij
Section 6.				
Member's Strong Interest Applicable to Employment		Examples of Job Duties/Tasks	Examples of Related Job Titles	5
Likes to keep things	Good with numbers; able to compare and contrast	Stocking	Stocking Assistant	
organized and neat	Strong organization skills	Sorting	Inventory Assurance V	Vorker
	Attention to detail	Cleaning Equipment Specialist		
	Names/Location	is of Local Employers	L	.ist in order
Name/Location of Employer		Who Will Make Contact		f PRIORITY r contacting
1. Walgreer	s on Main Street	Susan Jones (Residential Provider)		mployers & who will
2. Planet Fit	ness on Elm Street	Jake Wilson (Job Developer)		ake contact
3. Marshalls		Jake Wilson (Job Developer)		

	Finding Plan leting Page #5 Toc	Tools & Support Log				
Sectio	n8. Job Development Tools to Utilize- ✓ all tha □ Traditional Resume □ Visual Resume □ Professional References - from prior employment, work experience;		ng			
	Personal References – letter from someone who knows member well – fam	nily, friend, teacher or other				
Section 9. Job Finding	Personal References - letter from someone who knows member well - fom Action Steps for the Residential Agency	nily, friend, teacher or other Date of Support	Time Spent Completing Activity	Lis		
Job Finding		Date of	Time Spent Completing	Lis Conta wit		
Job Finding Action Plan	Action Steps for the Residential Agency	Date of Support 3/25/2021	Time Spent Completing Activity	Conta		
Job Finding	Action Steps for the Residential Agency 1) Create a resume with the member 2) Do job exploration to check out possible jobs (Walgreens & TJ Max) 3) Prep and practice interview skills	Date of Support 3/25/2021 4/4/2021 4/10/2021	Time Spent Completing Activity 1.5 hrs	Conta wit Emplo & any o		
Job Finding Action Plan	Action Steps for the Residential Agency 1) Create a resume with the member 2) Do job exploration to check out possible jobs (Walgreens & TJ Max)	Date of Support 3/25/2021 4/4/2021 4/10/2021	Time Spent Completing Activity 1.5 hrs 2 hrs	Conta wit Emplo		
Job Finding Action Plan	Action Steps for the Residential Agency 1) Create a resume with the member 2) Do job exploration to check out possible jobs (Walgreens & TJ Max) 3) Prep and practice interview skills 4) Do an informational interview together (with goal to connect with	Date of Support           3/25/2021           4/4/2021           4/10/2021           4/22/2021	Time Spent Completing Activity 1.5 hrs 2 hrs 2 hrs 2 hrs	Conta wit Emplo & any o job p		


### Directions on Next Steps

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#### > Develop the Job Finding Plan

#1 - You could first engage and consult with the member and the person's Care Team and natural supports/family/Legal Decision Maker

#2 – Then write up the Job Finding Plan and share to confirm their support OR

 $\#1-\mbox{You}$  could write up an initial draft version of the Job Finding Plan with the member's input

 $\rm \#2-Share$  with the Care Team and natural supports/family to get their review and feedback

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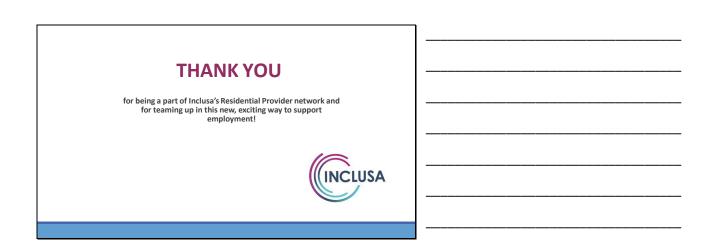


	Share Job Finding Plan with Inclusa Community Resource Coordinator (CRC) for review*
Directions on	Update Plan along the way as member progresses toward employment*
Next Steps	
	Add Add attachment to further document activities and support, if needed*
	Submit Submit final version to CRC when member gets a job*
	*Always copy innovation@inclusa.org when you send any of the above to the CRC


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- Important for us to all be involved & supportive
- Again, let's learn together and innovate how we help all people achieve employment



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