
Employment Planning

My Choice Employment Planning services are utilized to help a person identify vocational interests, aptitudes, and abilities to develop a vocational goal in the community of choice and identify supports that will assist that person in being successful in employment.

Job Placement Services

Job Placement Services provides job development and placement services to individuals who are ready for competitive employment. Job sites in the local labor market are developed for individuals based on their interests, skills and abilities.

Customized Employment

Customized Employment is an intensive process that personalizes the employment relationship between a job candidate with a disability and an employer in a way that meets the needs of both. It is based on matching the strengths, interests, and unique conditions necessary for successful employment of a job candidate and the identified business needs of an employer.

Vocational Consultation Services

Vocational Consultation Services provide professional and technical vocational programming advice to customers who need information or training to increase skills.

Services may include:

- Work accommodations/adaptive work devices
- Assistive technology
- Job analysis and task analysis
- Transferable skills analysis
- Enhances planning
- Benefits planning

Critical Goals of Supported Employment

- Pay is at least minimum wage but preferably at the prevailing wage rate.
- People with and without disabilities work together in an integrated setting.
- Support is ongoing and provided as needed.
- Services are individualized.
- Job selection is based on a person's preferences and skills.
- Competitive employment is the goal.

For more information about My Choice Employment Services:

Toni Tewes

Employment Services Manager

Cell: (712) 260-9797

Email: ttewes@hopehaven.org

Customized Employment is an approach that is both encouraged and supported by the U.S. Department of Labor. According to the U.S. Department of Labor, "Customized Employment means individualizing the employment relationship between the employer and job seeker. It is based on the individualized determination of the strengths, needs and interests of the job seeker and is designed to meet specific needs of the employer."

Customized Employment Focus

- Tasks reflecting business unmet needs
- Tasks better performed by others
- Tasks that would improve your business

My Choice Role/Impact

- Provide matches with needs to our diverse, skilled job seekers
- Pre-screened/qualified job seekers
- Connections to resources
- Accommodation technology
- Work opportunity tax credit
- Provide follow along supports to employer and employee
- Hope Haven alone has 200 employed/served within our communities
 - Expand your business
 - Increase your consumer
 - Increase your revenue

Target Specific Work-site Issue

- Episodic duties
- Slower components of task
- Back ups/bottlenecks
- Material supply
- Interruptions
- Unattended products
- Waste/scrap materials
- Misplaces materials
- Unsafe/unightly conditions

Benefits to Employer

- Identification of workplace needs that might be met by job seeker
- Identification of support providers, as necessary, for customized employees
- Recruitment and matching of skills to employer needs
- Assistance in customizing job roles for current employees who become disabled

Recap of Partnership

- Reduce turnover rate
- Decreased training costs
- Increased productivity, quality and customer through innovative task matching
- Increased workforce, decreased financial stress on Social Security

For more information about My Choice Employment Services:

Toni Tewes

Employment Services Manager

Cell: (712) 260-9797

Email: ttewes@hopehaven.org

Initial Meeting

- Employment options discussed
- Questions answered
- Discuss appropriate vocational process for individual
 - My Discovery
 - Sheltered Employment
 - Fast Track My Choice
 - No current employment services

Second Meeting

- Held 1-3 weeks later
- Answer any questions
- Initial plan to guide the individualized vocational process will be created
- Support Team members are finalized
- Services to implement the plan are identified
- Funding is arranged; individual is enrolled for services

My Discovery

My discovery is an individualized exploration of a person's values, goals, abilities and support needs. The result is a comprehensive written (or visual) Employment Profile that captures the information gathered in Discovery. The Employment Profile drives and directs Job Development, identifying strategies for successful placement on a job, utilizing negotiation as necessary to customize job descriptions with employees.

- **Phase 1:**
 - Dependent upon the abilities of the individual, My Discovery will use elements of Customized Employment and/or the CASE curriculum to help identify employment goals and identify/develop job readiness skills.
 - Individuals will participate in a number of activities designed to help one further develop employment goals.
 - My Discovery will consist of approx. 20-24 hours of discovery activities and instruction, tailored to the individual; this may include individual and/or small group work.
- **Phase 2:**
 - Individuals will participate in Job Shadows, Job tryouts, Work-site Assessments or Work Adjustment Training.

My Plan

A second Support Team Meeting is held to discuss phase 2 outcomes and the next step of employment. Outcomes may consist of continuing the discovery stage, starting supported employment, self-employment, starting Keys to Success (intensive psychiatric rehabilitation), pre-vocational or work adjustment training, or choosing not to pursue employment. At this meeting, the Support Team will review the Employment Profile and develop an employment plan, including the identification of strategies and supports and who will provide the supports, list of potential employers and funding mechanism for necessary services.

My Employment

Employment plan implemented.

- Job development activities are undertaken
- Job placement is made, and start up supports initiated
- Ongoing job supports are provided as directed by employment plan and funding is available

Referral Sources

IVRS Counselors, Case Managers, Integrated Health Home Care Coordinators, schools, MHDS region staff, other provider agencies and/or other Hope Haven Programs.

1. All referrals for employment services will be received by the My Choice Employment Services Manager.
 - a. Internal Referral for My Choice Employment
 - b. External Referral for My Choice Employment
 - c. VR Coversheet for Vocational Rehabilitation Referral

2. My Choice Employment Service Manager will review referral file and hold initial meeting with the individual whom was referred and whomever they would like present at the meeting.
 - a. Discuss employment service options
 - b. Answer questions
 - c. Begin the process of learning about the individual through interview and observation. Integrate employment will be encouraged as a first option.

3. An initial plan to guide the discovery process is developed.
 - a. Support Team Members are assigned
 - b. Services to implement the plan are identified
 - c. Funding is arranged
 - i. Once funding is authorized, the individual is enrolled for services and begins My Discovery.

For more information about My Choice Employment Services:

Toni Tewes

Employment Services Manager

Cell: (712) 260-9797

Email: ttewes@hopehaven.org