



Career Planning Services Details

For additional details call us at (419) 626–1048 extension 3115

Job Development:

Job Development is utilized to prepare and assist individuals to contact businesses, apply and interview with employers, and to secure employment. Job Development includes instruction and guidance about how to locate potential job opportunities (e.g. networking, use of OMJ and other electronic job boards, newspapers, online, and “cold” calling); development of a resume, mock application template, and cover letters; how to answer interview questions including issues such as gaps in employment histories; requesting reasonable accommodations; addressing criminal histories; and managing online profiles/social media.

This instruction and guidance should maximize the independence of the individual to conduct his/her own job search. Based upon the needs of the job seeker, Job Development may also include the job developer updating the job seeker’s resume and mock application, sending out cover letters and resumes to potential employers, providing job leads to the job seeker to follow up on, review of the job seekers interview skills, follow up contacts with employers when applications have been submitted or when a job seeker has an interview, discussion of hiring incentives and tax credits with the business, and providing support in requesting and implementing reasonable accommodations.

Job Coaching:

On-The-Job Supports (OJS) are utilized to provide assistance, such as instruction to learn job tasks; to develop natural and peer supports; and adjusting to the work environment. Job Coaching may occur on-site or off-site, examples of off-site job supports could be contacts with the individual before or after work to problem solve possible concerns that may impact employment.

The plan should project a systematic decrease of the intensity of supports as the individual learns job tasks and adjusts to the work environment. Job Coaching supports are also utilized to provide continued support to the individual and/or employer after the

individual has learned the job tasks and reached his/her expected level of independence, to ensure stability of the placement, and enhance retention.

Retention:

Job Retention is designed to provide less intensive job supports once the job coach has transitioned out of the job site. During the retention phase our staff will maintain contact with the employer and individual to help successfully maintain employment.

Career Exploration:

Career Exploration is utilized to assist a Participant in exploring specific employment option(s). CX involves the Participant conducting informational interviews with individuals or employers who are actually performing the duties or hiring for the duties of the identified occupation (not academic/college programs) to ask questions about the job tasks, training required, and salaries. The Participant may also have the opportunity to job shadow and observe employees performing the job tasks associated with the identified occupation. If possible, the Participant should be given an opportunity to attempt actual job tasks as well.

Community Based Assessments:

Community Based Assessments (CBA) are utilized to assess the individual's job readiness and/or to provide information on an individual's aptitudes, abilities, behaviors, and preferences to determine if a specific employment opportunity would be an appropriate match. CBA shall be conducted in competitive and integrated settings. CBAs provided in a non-integrated setting shall be transitioned to an integrated setting as soon as possible based upon the readiness of the individual. The outcome of the service is to assess the individual's job readiness and to make recommendations for future services.

Career Discovery:

uses a team approach to get to know the person in depth. The individual participates in the various stages of Career Discovery which include team meetings, an initial home visit, interviews, and social and vocational observations. The results help guide the person's team to explore the best possible community employment options for the job seeker.

Travel Training:

Travel Training is utilized to teach individuals how to travel independently on public transportation or in the community in their own private vehicle. The Provider will assess the needs of the individual and make recommendations regarding in which areas the individual may have barriers and strengths as well as the service needs of the individual. Instruction should include topics such as: learning how to schedule transportation requests with transportation providers; reading bus schedules; purchasing tokens/bus passes, training on the public transportation rules; and contingency planning in the event of an unexpected issue (e.g. a missed bus, getting off at the wrong stop, or using GPS to navigate). Provider staff may provide instruction by demonstrating how to ride public transportation with the job seeker until the individual is independent. The outcome of the service is that the individual will be confident and independent in his/her ability to work and travel around in the community.

Pre-Employment Transition Services:

Pre-ETS services are intended to help students with disabilities, starting at age 14, explore career interests. Five services are offered: Job Exploration Counseling, Work-Based Learning, Counseling on Post-Secondary Opportunities, Work Readiness Training, and Instruction on Self-Advocacy. An overview of Pre-ETS can be found online at <https://ood.ohio.gov/Students-14/Pre-Employment-Transition-Services>

Summer Youth:

Career Exploration is designed for first-time or younger Participants who have limited vocational experiences. CX shall be fifteen (15) hours per week for a total of three (3) weeks per summer. Summer Youth Career Exploration shall consist of job shadows, informational, interviews, and work samples. Participants should be scheduled to visit a minimum of three employers per week that demonstrate different types of occupations. The outcome of Summer Youth Career Exploration should be that the Participant can articulate his/her desire to work; recognize different employment options through job shadowing, tours of businesses, discussion and presentations from employers, and informational interviewing; and awareness of his/her own personal strengths and weaknesses.

Work Experiences are designed for older Participants or for Participants who have successfully completed the Career Exploration track. Work Experiences shall be twenty (20) hours per week for a total of five (5) weeks. The first day of the work experience will be a day of onboarding which would replicate the first day of competitive employment and should include employee responsibilities, worksite safety guidelines, work tasks, key contacts, call-off procedures, and other essential information necessary for the duration of the work experience. Participants shall be paid during the first day of on-

boarding. During this first day of onboarding, soft skills will be discussed and Provider can pull curriculums from “Skills to Pay the Bills” or other OOD approved curriculum as noted. The outcome of the service is that Participants should be able to identify several vocational areas of interest; possess a general understanding of the job seeking process; the ability to meet employers expectations as far as quality and quantity of work, work behaviors, etc.; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

Vocational Habilitation (Career Academy 1.0, 2.0): Vocational Habilitation is often called Voc Hab for short, currently called Career Academy at Ability. It is a service which provides learning and work experiences, including volunteer work, that help to develop skills that lead to integrated community employment in a job that matches the person's interests, strengths, priorities, and abilities.

Vocational Habilitation can help someone learn how to

- take care of personal care needs in a workplace, things like hygiene, meals, and taking medication,
- interact with customers, co-workers, and other people in the workplace,
- speak up for themselves at work,
- arrange and use transportation to get to and from work, and
- advance on the path to community employment.