



THE CENTER FOR  
**EXCELLENCE  
& ADVOCACY**

**FEDCAP**

**Practice Improvement Institute**

**Rapid Job Placement Series: From Job Identification to Interview**

**May 8<sup>th</sup> 8:30-9:30**

# Practice Improvement Institute Faculty: Rapid Job Placement Series



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# Rapid Job Series Description

*May 7, 2014*                      *8:30-9:30 Webinar*

Part I: Within 3 hours! From confirming a job exists to identifying candidates. This module will share tools and strategies to ensure the job readiness of program participants.

*May 8, 2014*                      *8:30-9:30 Webinar*

Part II: Within 72 hours! Candidate Identification to Interviews! This module will discuss the candidate selection process, engagement of participants and the obvious and less obvious components of readiness process for interviews—including preparing employers.

*May 13, 2014*                      *8:30-9:30 Webinar*

Part III: Now is NOT the time to ask... Is the family on board? This module will address ways to engage families and help them overcome their fears.

*May 14, 2-014*                      *8:30-9:30 Webinar*

Part IV: Within 48 hours! Interviews to Job Placement This module discusses in detail the ways to successfully prepare candidates and the business for success on the job.

*May 22, 3014*                      *9:00-12:00 Meeting at the CEA*

Part V: Case Management/Job Specialist Roundtable



# Rapid Job Placement

**Description: This five part training provides a detailed, step by step approach to helping individuals with intellectual/developmental disabilities rapidly move into the community based, competitive employment environment.**



# Upon Notification of an Employment Opportunity

- Team Meeting is called within very short period of time
  - May begin by reserving time daily—may not always use it
- Team consists of:
  - Supervisor(s)
  - Case Managers
  - Job Specialists
  - Line staff who know individual well



# The Team Meeting Process

- **Team Meeting Process**
  - Consider the culture of your agency
    - Do you all team members believe that all people who want to work have that right?
  - Is there permission to disagree and challenge?
  - Consider the best strategies to expand the collective understanding of what individuals can/cannot do



# Team Meeting: Step 1

- **Begin with a thorough Review of Job Requirements** (See Job Opportunity Form completed by Business Developer) that specifies:
  - Location
  - Sector
  - Job Description
  - **Pay Special Attention to Capacity Requirements**
    - Complete multiple step process
    - Communicate needs clearly
    - Read
    - Write
    - Self-Direct
    - Work off hours (overnights/Weekends)
    - Tolerate Loud Noises
    - Stand for long periods of time
    - Stay active and move around for long periods of time
    - Work Alone
    - Work closely with other employees
    - Work outside in inclement weather
  - Hours
  - Salary



# Team Meeting: Step 2

- Careful review of functional capacity of each participant (*See Functional Capacity Tool*) as it relates to Opportunity Board
- This tool should be continually updated as an individual's functional capacities are evolving...
- This tool guides the discussion and decision making
- By using a functional capacity lens, it removes (some of) the personal bias that can influence the decision





# Team Meeting: Step 3

- Identification of potential candidates
- Consider multiple candidates so that they have an opportunity to practice interviewing skills
- Arrangement/readiness for candidates to interview

