

Practice Improvement Institute Rapid Job Placement Series: Creating a Culture of Job Readiness May 7th 8:30-9:30

Practice Improvement Institute Faculty: Rapid Job Placement Series



Lorrie Lutz Fedcap's Chief Strategy Officer



Eugene Gloss Director of Programs in New England



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, 30149:00-12:00Meeting at the CEAPart V: Case Management/Job Specialist Roundtable



Rapid Job Placement Module #1

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.



Definition of Rapid Job Placement

- Historically in the vocational rehabilitation world we "readied people for employment" for months/years
- Rapid Job Placement means that when the job is identified people go to work...immediately!



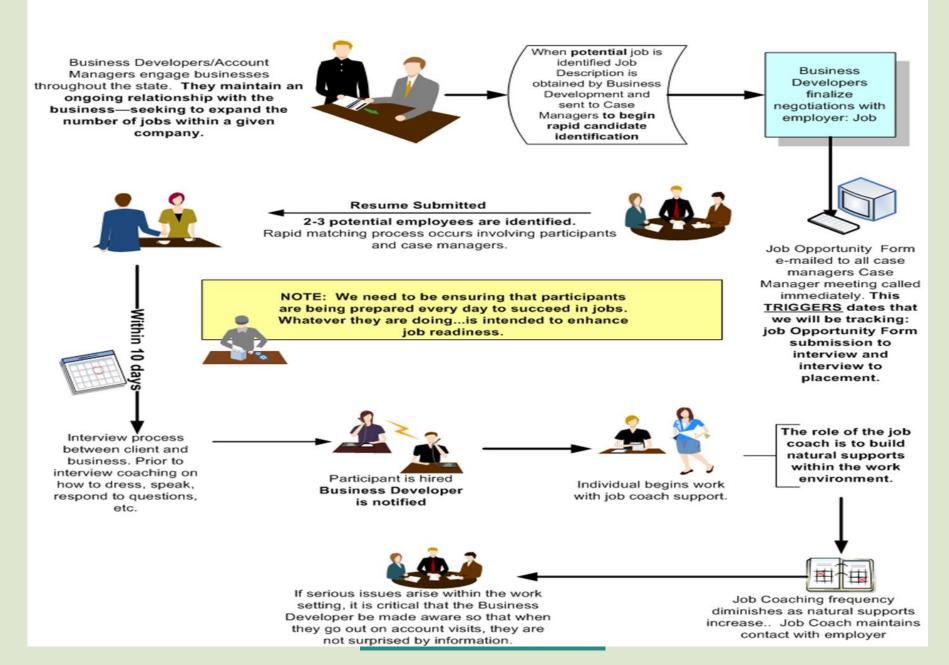
Can only occur if....

- People are ready to go to work!
- Part of the challenge is to create an environment where people are prepared to succeed in the employment environment.





Rapid Job Development: Structured Approach to Business Development, Job Placement and Job Coaching



Myth Busting

- Myth #1 Rapid Job Placement is not individualized, person centered practice
- **Myth #2** Putting people in jobs cannot be done rapidly
- **Myth #3** Participants in our programs simply cannot work in the community



Creating Your Baseline

- Institute a tracking system:
 - Opportunity solidified to candidate identification
 - -Identification of candidate to Interview
 - -Interview to placement
 - Retention
 - A word about retention



Building A Culture of Job Readiness

- First we must believe people can work
- Second we need to understand the demands in the high growth sectors (where the jobs most likely will be)
 - Food Service/Restaurant
 - Cashier
 - Dishwashing
 - Busing tables / filling water/bread baskets
 - Prep Cook
 - Janitorial/Facilities Management
 - Hospitality
 - Housekeeping
 - Front Desk Support
 - Retail/Stocking
 - Warehouse
 - Shelf stocking
 - Dressing room
 - Cashier
 - Light manufacturing
 - Construction



Building A Culture of Job Readiness: Use Your Current Environment

Create Pods of Learning

- Customer Service Skills/Attributes
- Attire/Hygiene
- Use the kitchen for culinary skills
- Use the front desk for customer service
- Use the building to teach landscaping/facilities management/janitorial services
- Can you create sorting and stocking opportunities (office supplies)
 - Matching numbers
 - Using a cash register



Building a Culture of Job Readiness: Use Your Community

- Engage a business to be the site of training classes
 - -Hotel
 - -Retail Partner
 - -Grocery Store



Building a Culture of Job Readiness: Integrated Day Activities

- Based on Career Plan (view Career Plan)
- Develop measurement system for each consumer
- Integrated Day Activities: (See Integrated Activity Tool)
 - Improved stamina
 - Increase in number of instructions can follow at any one time
 - Increase in ability to work with diverse people
 - Improvement in accuracy of tasks
 - Improvement in speed of tasks



