



THE CENTER FOR
**EXCELLENCE
& ADVOCACY**

FEDCAP

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

Part 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

Business Developers/Account Managers engage businesses throughout the state. They maintain an ongoing relationship with the business—seeking to expand the number of jobs within a given company.



When **potential** job is identified Job Description is obtained by Business Development and sent to Case Managers to **begin rapid candidate identification**

Business Developers finalize negotiations with employer: Job



Job Opportunity Form e-mailed to all case managers Case Manager meeting called immediately. This **TRIGGERS** dates that we will be tracking: job Opportunity Form submission to interview and interview to placement.

Resume Submitted

2-3 potential employees are identified. Rapid matching process occurs involving participants and case managers.



NOTE: We need to be ensuring that participants are being prepared every day to succeed in jobs. Whatever they are doing...is intended to enhance job readiness.



Within 10 days



Interview process between client and business. Prior to interview coaching on how to dress, speak, respond to questions, etc.



Participant is hired Business Developer is notified



Individual begins work with job coach support.

The role of the job coach is to build natural supports within the work environment.

If serious issues arise within the work setting, it is critical that the Business Developer be made aware so that when they go out on account visits, they are not surprised by information.

Job Coaching frequency diminishes as natural supports increase.. Job Coach maintains contact with employer



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

