



SUPPORTED EMPLOYMENT PROCESS STEPS

Below are listed all of the process steps that we identified as part of the supported employment process (both Intensive and Extended Services). The heading indicates the category that these steps were consolidated into for reporting purposes.

MARKETING / OUTREACH FOR EMPLOYMENT

- Marketing Meetings
- Prepare outreach / marketing brochures
- Mail outreach / marketing brochures
- Personal calls on referral sources
- In-house tours for referral sources
- Phone calls to referral sources
- Presentations to potential clients

INTAKE FOR EMPLOYMENT SERVICES

- Process/Review applications
- Schedule interviews
- Gather Client Info from therapists, residence, family, VESID
- Conduct INTAKE interviews
- Introduce client to available services
- Internal eligibility paperwork
- Intake committee meetings
- Refer unaccepted clients to other programs

VESID APPROVAL PROCESS

- Prepare / review referral to VESID
- Set Up VESID Meetings
- Confer with VESID Counselor re client
- VESID Interview

ASSESSMENT FOR EMPLOYMENT SERVICES

- Internal Meetings to assess clients
- Review case record
- Phone calls with therapists or other sources
- Personal meetings with therapists or other sources
- Multi-client orientation meetings
- Individual client meetings re job objective / program
- Prepare client service needs assessment / IPE / Vocational plan



JOB DEVELOPMENT

- Job development planning
- Provide job development priorities to job developers
- Develop Employment Brochures
- Phone calls to potential employers
- Personal calls on potential employers
- Review internet / help wanted ads
- Receive / review job orders

PRE - JOB TRAINING / SOFT SKILLS

- Pre-placement MULTI-client meetings, for example, Job Club
- Individual interview skills training
- Individual resume preparation
- Individual social skills training
- Computer training
- Travel training
- Other pre-placement meetings with client
- Internship search
- Place client in internship
- Outreach to clients who stop attending

PLACEMENT

- Internal meetings to match jobs with clients
- Place applications / resumes with employers
- Individual placement meetings with clients
- Arrange job interview
- Accompany client on job interview
- Calls to see if client got job
- Confirm start date / details
- Benefits counseling

POST PLACEMENT TO REHABILITATION

- Schedule job site training
- On job site job coaching including travel time
- On job site client evaluations
- Follow up with employer on client performance
- In office job coaching
- Post placement Group Sessions
- Post placement Individual Sessions
- Post placement training
- Job coverage for absentee client
- Internal meetings to transition client to extended job support



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COUNSELING / CRISIS INTERVENTION / ER VISITS

- Client counseling individual therapy
- Group Therapy
- Crisis Intervention / Emergency Room visit

ADMINISTRATIVE ACTIVITIES

- Staff Meetings
- Supervisory meetings
- Internal Reports
- Employer Surveys
- Case Notes / Activity Reports
- Quarterly Reports
- Goal Plans
- Reports to VESID
- Coalition Meetings
- Employment dinners
- Employment newsletter
- Letters / Reports to Social Security