Stage 1: The Employment Plan

## Project “Making Work Happen for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full name)”

*Instructions: This form is used to stage, structure, capture and record the transition from Discovery to Job Development. To add content, type in the white box next to or under the heading. The box will expand to accommodate your narrative.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date initiated  |  | Date completed |  |
| Person(s) completing JDSR |  |
| Family contacts |  |
| Phone |  | E-mail |  |
| Additional contact information |  |
| Consultants/Experts to contact |  |
| People who participated in review of career |  |
| Comments/Considerations |  |

***Fill in your answers in the white areas.***

# Identify & Confirm the CE Job Development Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Careers/Trades/Interests** | **Areas/Locations** | **Contact Information** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7.  |  |  |  |  |
| 8.  |  |  |  |  |
| 9.  |  |  |  |  |
| 10. |  |  |  |  |
| **Connections to local community organizations and additional people to invite to the Team**  |
| **Name** | **Connection** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# The Story: Discovery Recap and Consensus

|  |
| --- |
| **When entering the information below, consider all of the following:*** **What information will connect with other people through something that is Shared or In Common?**
* **Will others Identify or Relate to the story we are telling?**
* **Is the evidence Coherent and Robust (not flimsy, imprecise, or speculative)?**
* **Will what we write Make Sense to those we ask for assistance?**
 |
| Significant Events, Memorable Moments, Most Endearing/Engaging Qualities |
|  |
| Talents, Skills, Tasks used by the employment-seeker  |
|  |
| Ideal Conditions/Work Culture |
|  |
| Personal Attributes/Interests |
|  |
| Supports that work (Including Technology & Adaptations) |
|  |
| Search Radius and Transportation Options |
|  |

## Financial Goals & Planning (including Benefits Planning)

|  |
| --- |
| Working at Full Potential |
|  |
| Financial Goals  |
| Immediate |  |
| Intermediate |  |
| Long-Term |  |
| Resource Mapping |
| Vocational Rehabilitation |  |
| Medicaid/HCBS |  |
| PASS or other Work Incentives |  |
| Personal/Family Resources |  |
| Other (List) |  |
| Benefits Planning, Opportunities, Concerns |
|  |

## Resource Mapping

|  |  |
| --- | --- |
| Vocational Rehabilitation |  |
| Medicaid Supports |  |
| PASS Plans/IRWE |  |
| Personal or Family Resources |  |
| Other (List) |  |

# Next Steps: Where Does the Story Lead?

## Lists of 20 (Highlight Team Connections)

| **Theme 1** | **Theme 2** | **Theme 3** |
| --- | --- | --- |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |
| 11. | 11. | 11. |
| 12. | 12. | 12. |
| 13. | 13. | 13. |
| 14. | 14. | 14. |
| 15. | 15. | 15. |
| 16. | 16. | 16. |
| 17. | 17. | 17. |
| 18. | 18. | 18. |
| 19. | 19. | 19. |
| 20. | 20. | 20. |

## Finalize Job Development/Marketing Tools

|  |
| --- |
| Imagery/Representational Portfolio |
|  |
| Videos  |
|  |
| Online-Social Media |
|  |
| Other Job Development Tools/Marketing Strategies |
|  |

## Disclosure Discussion

|  |
| --- |
| Summary and Description of Disclosure Strategies |
|  |

# The First Five: Beginning Customized Job Development

* Identify 5 businesses with corresponding Theme(s).
* Assign contact responsibility.
* Write an introduction script for each business & identify supporting tools that will be used.
* Enter a “Completion Date” for each contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Business (Vocational Theme)** | **Team Contact Responsibility** | **Introductory Script/Supporting Tools** | **Contact by date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5.  |  |  |  |

## The Employment Plan Approval Signatures

Participant Date

Conservator/Care Provider Date

VR Counselor Signature Date

ACRE Certified Customized
Employment Specialist Date

Vocational Manager Date