

Employment Development Services



Helping you find "Real Work for Real Pay"



We develop a personalized employment plan that is unique to you. To do this, we will:

- Learn all about you – your likes, strengths, skills, abilities
- Observe you in your daily life activities
- Help you with job readiness skills – resume writing, interviewing and discovering new skills
- Build relationships with local potential employers
- Advocate on your behalf to set up interviews
- Meet with employers to negotiate or customize job positions
- Identify possible supports at the workplace to increase your independence and decrease the need for paid supports
- Provide job training
- Provide ongoing assistance to you (the job seeker), and the employer
- Provide additional job coaching when needed to ensure that everyone's needs continue to be met.

**"EVERYONE IS A GENIUS
IN THE RIGHT CONTEXT"**

– Denise Bissonnette
– Employment Expert



We provide you with job support and training, including:

- Resume writing and interviewing
- Job carving/creation
- On-site Job Training
- Health and Safety training/education
- Assistance with requesting an accommodation or modification to your job
- Assistance with building other supports at the workplace
- Support to maintain your job for a minimum of 3 years

**Our
ultimate
goal is to
help you find
"real work for
real pay."**

**Real pay refers
to being paid
minimum
wage or
better.**

What is the Process?

Intake Meetings

An initial introduction meeting will be scheduled to:

- Meet you and your personal network
- Fill out information and consent forms
- Explain the process

Discovery

Discovery is how we get to know you. We meet many times to learn about your skills, abilities, interests and talents. Employment staff lead the meetings, but you decide the direction we take.

We work together with the same goal in mind – TO GET A JOB! We will observe you in different settings – home, community, volunteer, work, clubs & sports or activities. Why Observe? To develop ideas, including:

- Test Employment Themes & Interests
- Witness existing skills
- Discover new skills and talents

Knowing your skills helps us find the right job that you can keep for a long time.

Conversations and Meetings

- Answer questions to make a list of your interests
- Explore your wants, needs, desires and dreams
- Create a list of connections – who do you know & where do they work?

Career Planning Meeting

(optional)

You, your family and the CLS Employment Developer will hold a person centered meeting to celebrate and discover:

- Your passions, interests & dreams
- A list of possible job types
- What tasks needed to be completed within these job types
- Create a list of employers you want to work for

Employment Development

We will set up information Interviews with employers. We will ask them questions about their business:

- What tasks are performed
- What skills are needed to do each task
- What tasks are not getting done
- What is the environment like (loud, quiet, busy, calm, bright, etc.)
- Would this job match your skills and interests
- Are there areas to improve upon – tasks that take too long or are missed when it is busy

When there is too much competition for a job, we may suggest a new job to an employer based on their needs and your skills.



We need your help in finding you a job. Your responsibilities include:

- Make finding a job a priority
- Answer questions and complete interest forms to gather a list of job interests, skills and strengths
- Make a resume
- Attend interviews and meetings
- Be on time for meetings
- Be as honest and truthful as possible when answering questions
- Let us know if you do not want to look for a job anymore

There are ways your family and network can help you find a job.

They can:

- Encourage you, the Job Seeker
- Help to assess your skills and abilities
- Share your likes, preferences, skills and abilities with the Employment Developer
- If you live with your family/network member, change telephone voicemail to include your name
- Help with transportation to/from potential job site
- Address concerns or ask questions



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