

SERTOMA STAR EMPLOYMENT SERVICES

FIVE STEPS TO SUCCESS



step 1: COMPREHENSIVE CONSUMER ASSESSMENT

- Assess reading, math, counting, and ability to tell time
- Mock Interviewing
- Assess on the job work experiences
- Simulated trial work experiences
- Task analysis
- Worksite analysis



step 2: JOB READINESS

Weekly or Bi-weekly 1-2 hour meetings with Employment Specialist will accomplish:

- Goal setting/resume preparations
- Interview and job application tips
- Online job searches
- Communication and listening tips
- Hygiene, attire, and workplace etiquette
- Building and maintaining work relationships
- Recognizing appropriate interactions and boundaries on the job
- Conflict resolution skills
- Advocacy training (speaking up for necessary job accommodations)
- Transportation training

step 5: JOB RETENTION

Sertoma Star's Employment Services provides ongoing support to employment partners and consumers to ensure job retention.

Sertoma Star's Employment Services ensures the following activities:

- Ongoing, consistent communication
- Mailings and special highlighted success stories
- Re-training and/or retentive job coaching support, if issues arise
- Cross Training – Should a participant be moved to another position



step 4: CUSTOMIZED JOB COACHING

Sertoma Star will:

- Provide timely job coaching solutions with a focus on real workplace activities
- Learn job, then train the consumer based on the employers' needs
- Provide job coaching on-site and off
- Participate in team discussions (Consumer, Employment Specialist, family, Job Coach, and DRS Counselor) to progress on the job



step 3: JOB DEVELOPMENT

Sertoma will:

- Highlight the value of hiring employees with I/DD, mental health, or dual diagnosis
- Provide employers information/clarity about the scope of Sertoma Star's Employment Services and supports
- Provide information on the benefits to the company's bottom line
- Create employment opportunities geared at consumers' abilities by working with the natural support team: consumer, parents, Employment Services team, and employer
- Match consumers based on interests, skills, job tasks, and work environment
- Build opportunities that will allow for career advancement and longevity
- Maintain memberships with local chambers of commerce

