

Progressive Center for Independent Living

Serving Mercer & Hunterdon Counties



Offers Pre-Employment Services through the Division of Vocational Rehabilitation Services for Adults.

For more information on our **A La Carte Services**, please contact Renee Pfaff at 609-581-4500 or renee.pfaff@pcil.org

Pre-Employment Instructional Support

In this course, the participants will look at their own disability and how it impacts them on a day-to-day basis. This session will explore how to identify work settings that are best suited to the individual's unique abilities. Individuals will learn what type of work environment will assist in achieving optimal success. An assessment will determine the strengths and paths to follow thereafter.

*(*Approximately 5 sessions)*

Rights and Responsibilities of the Employee and the Employer: Title I of the ADA

This training through Cornell and the ADA National Network provides an overview of the rights and responsibilities of an employee and employer under Title I of the Americans with Disabilities Act. Topics will include: who is covered under the ADA, essential functions of jobs, qualifications of a job, myths about the ADA, protections when applying for a job, interviewing, when offered a job and when on the job and an overview of Reasonable accommodations. Participants will be given sources of information about Title I of the Americans with Disabilities Act.

*(*Approximately 6 sessions)*

Keys to Obtaining & Retaining Jobs and Enriching Quality of Adult Life

These sessions focus on social skills and workplace etiquette. Components include: effective communication, anger management, developing listening skills, workplace conduct, building relationships, working as a team and asking for assistance/requesting accommodations.

*(*Approximately 6 sessions)*

Working Well with a Disability

Research shows that participation in health promotion and wellness programs improves the average person's quality of life and overall health, reduces medical care costs, and lowers mortality rates. The Living Well and Working Well with a Disability Program promotes healthy independent living. These peer-facilitated and consumer-directed workshops take participants on a journey of empowerment through peer support, goal setting and problem-solving. Living Well helps participants develop goals for meaningful activities that are linked to the development of a healthy lifestyle. Working Well builds on these concepts and emphasizes maintaining a balanced lifestyle to support employment.

*(*Group setting of 8 sessions)*

Employment Readiness Instructional Support

Employment Readiness Instructional Support: This course focuses on creating a variety of individualized tools that are essential in the process of applying for and accepting employment opportunities. Components include: career options, conducting a job search, building a resume, on-line applications, interviewing skills, travel training and work incentives.

*(*Approximately 6 sessions)*

Community Based Work Experience

Based on individual employment goals, an evaluation conducted in an integrated work setting to determine interests, preferences, skills, knowledge, strengths and support needs will take place.

*(*Approximately 2-4 sessions, based on the individual, 3 hours per session)*

Steps in Vocational Planning

These sessions will review the steps in vocational planning for an individual. Participants will gather information about themselves (self-assessment), explore the options available to them based on their interests, match their options with their self-assessment and explore alternatives; and develop an action plan to reach their employment goal.

*(*Approximately 6 session)*

Understanding Employee Benefits, Fiscal Compensation and Managing Finances

Sessions will review the most common benefits and things a consumer should consider about them as they consider a new job. Components will include: Understanding your paycheck withholdings; Health Insurance; Employer Match; Vacation and Sick Time; Life Insurance; Stock Options; Flexible Spending Accounts; Other Insurance Options(dental, vision, wellness). Will cover an overview of financial management: Maintaining a checking and savings account; budgeting within your means.

*(*Approximately 8 session)*

Assistive Technology: Tools to Employment

Assistive technology, or AT, is technology used by individuals with disabilities in order to perform functions that might otherwise be difficult or impossible. Sessions will focus on the following components: Mobility devices; Augmentative communications device; Other durable medical equipment; Orthotics and prosthetics; Accessibility adaptations in the workplace; Equipment and technology for the individual's job or employment goal.

*(*Approximately 4 sessions)*

Employment Job Club

This service is a workshop style resource for consumers. Participants will be provided with an effective way to meet others and network to find job leads and useful information about work in their area. Participants will work together to search for new jobs, maintain their current jobs and grow in their current positions. Each meeting will cover a different topic, within employment seeking and retention.

*(*1.5 hr per session, frequency TBD)*

How to Maintain Employment

Sessions will provide skills needed to maintain employment. Critical topics will include: Clear Communication; Personal Branding; Flexibility; Productivity Improvement and Natural Supports. After participating in these classes, consumers will be able to: understand ten things they can do to keep their jobs; describe an on-the job example of each of the ten things they can do to keep their job(if applicable); describe what could happen if they don't practice these tactics; explain why employers are interested in employees who make an effort to keep their jobs; identify specific goals to build their job-keeping skills.

*(*Approximately 6 session)*

Time Management and Organization in the Workplace

Organizational services bring order in everything from office filing systems and medical records to budgets. They help individuals gain more control over time and space, reduce stress, and increase productivity by providing information and ideas, structure, and comprehensive organizational systems. The sessions will provide an overview of basic time management and organizational tools for consumers to utilize at work. Components will include: Benefits of time management and organization, i.e., arrive to work on time and return to work on time after a break or lunch; assessing an individual's preferred method of organizational tools and developing a strategy to incorporate those tools on the job.

*(*Approximately 4 sessions)*

Conflict Resolution in the Workplace

Sessions will teach consumers why conflict resolution matters in the workplace. Components include: identifying causes of conflict in the workplace and steps to prevent conflict before it arises; recognizing the effects of conflict in the workplace; effective communication to avoid conflict in the workplace; steps for constructive conflict resolution; how to manage recurring conflict resolution.

*(*Approximately 4 sessions)*