

## **JOB READINESS, PLACEMENT, AND SHORT-TERM TRAINING**

VR services are time limited services with the expectation that the individual will become successfully employed in competitive integrated employment. An important part of the VR counselor's job is interacting with businesses to generate employment opportunities for individuals. Their role is to assist the individual in attaining employment as identified on their Individualized Plan for Employment (IPE). These individualized services are **short-term** and are intended for those who require some support and assistance up front, but who will not require Supported Employment and Extended Services once the VR case is closed. The VR counselor may, based on the individual's needs, issue an authorization to a Community Rehabilitation Provider (CRP) for individualized job supports.

### **SERVICE STRATEGIES**

Successful employment often includes the use of the following strategies. The scope of these strategies is defined within this policy.

- Job readiness training
- Job search assistance
- Job placement
- Contracted on-the-job supports, short-term
- Specialized job placement

### **I. JOB READINESS TRAINING**

Job Readiness Training assists individuals to develop soft skills that will enhance their ability to enter and maintain employment. The benefit of VR counseling and guidance is to teach individuals behavioral expectations in a typical work environment.

### **II. JOB SEARCH ASSISTANCE**

Job Search Assistance supports the individual in their search for employment, with the assistance of VR staff.

### **III. JOB PLACEMENT**

Job Placement services are provided by VR staff and are designed for individuals who do not need intense preparation to enter the workforce. The overall goal of job placement is to provide both the employer and the individual with the best fit possible based on personality, experience, and skills. Services will begin once the IPE is signed and the individual is job ready, but needs assistance to find employment.

The VR counselor will:

- develop relationships with employers in the community;
- identify the individual's skills and experience; and
- match the individual with an employer.

#### **IV. ON-THE-JOB SUPPORTS, SHORT-TERM**

On-the-job supports, short-term can be provided for individuals who require additional training and support to learn the necessary job skills and maintain employment. Services could last up to 3-4 months as the job coach fades out.

Should the individual require more than 4 months of on-the-job supports, short-term, the case must be reviewed and approved by the VR Regional Administrator.

Once the individual is independent in their job and no longer requires job coaching, the individual is moved into employed status.

The VR counselor, CRP, individual, and employer will work together to understand the expectations of the employer and identify the training needs of the individual.

For additional information, refer to the Job Readiness, Placement, and Short-Term Training Standardized Procedure, NDVR SP 17-02.

#### **V. DETERMINING IF AN INDIVIDUAL REQUIRES SPECIALIZED JOB PLACEMENT BEYOND THE VR COUNSELOR**

It is the responsibility of the VR counselor to determine the rehabilitation needs of the individual and the appropriate services to meet those needs.

The VR counselor will:

1. Review existing information to determine the rehabilitation needs of the individual. The existing information could include, but is not limited to, medical and psychological records, interest inventories, personality and aptitude testing results, work history, current labor market information, etc.
2. To the extent necessary, provide appropriate assessment activities to obtain necessary additional information in order to make a determination of services.
3. When motivation is a barrier to employment, the VR counselor will apply appropriate counseling intervention techniques before job development or placement services begin. They will assist individuals to:
  - have a clear understanding of what work means.
  - have a clear idea of the type of job they wish to pursue.
  - consider what type of work environment would be the best fit.
  - use their personal and professional networks as a key component in their job search.

If the VR counselor determines the individual's rehabilitation needs warrant specialized job placement, the case will be reviewed with the VR Regional Administrator prior to referring to the CRP.

The CRP's role is to assist the individual with obtaining the job and learning essential work skills. Once the work skills have been developed, the CRP will phase out and assist the individual in developing natural supports.

Specialized job placement is **short-term** and is intended for those who require some support and assistance up front, but who will not require extended services once the VR case is closed. If the VR counselor determines that on-the-job supports, short-term will not be sufficient for the individual to maintain long term employment, Supported Employment should be considered.

For additional information, refer to the Job Readiness, Placement, and Short-Term Training Standardized Procedure, NDVR SP 17-02.

## **VI. STABILIZATION**

An individual has completed training and is considered stable in their job when there is assurance from the individual's employer that the individual has learned their job, and the individual has adjusted to the demands of the work environment.