

Questions You May Wish to Ask When Choosing a Job Developer / Job Coach

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Why did you choose to be a job developer/job coach? I wanted to help people find and maintain meaningful employment to help improve their quality of life.

Are you the person who will be working with me? I am the Program Director and have a staff that will be working directly with you. I will contact you directly to get your view on how you think the program is and what you think of the service you are receiving. I will also fill in to work with you if your job coach is unavailable. I am also available to help out if you have any concerns with your employment.

What would you do if you observe a coworker of mine harassing me? The first thing I would do I stalk to the co-worker and make sure they understand that what they are doing is both unwanted and unnecessary. I would tell them that the behavior is wrong and needs to stop. I would also assist you in talking to a supervisor/manager about the situation and make sure that it is documented and that it is resolved. I would then follow up later to make sure that the situation was resolved.

How long before you can help me get a job? We will start the job search process after we complete all the paperwork and background information processes. Our goal is to have that all completed within 2 weeks. Sometimes, this can take a little longer but we try to have everyone started job searching within that time.

How often will we meet, talk on the phone, etc.? We will meet as often as is needed or required to meet your needs. The average meeting time is once or twice per week for approximately an hour to 1 ½ hours per meeting. I will also call during the week if there is an opportunity that I think you may be interested in. You can also call me if you see a job opportunity that interests you.

Do you provide transportation? If no, then ask: What would you suggest? We can provide some transportation but our goal is to make you as independent as possible. Our suggestion is to utilize the public transportation available within the metropolitan area.

Are you going to do the job search things for me or will you help teach me how to do it myself (i.e. job applications, call potential employers, come to my interview)? We will assist you in all aspects of the job search process. We will not

do the things for you but we will help you achieve them. We will help you fill out applications, call potential employers, sit in with you on interviews, and other tasks. If you are uncomfortable with some/most of the aspects of the job search process, we will give as much assistance as you require.

Will you stay with me once I get a job? If I work night shifts, holidays or weekends will you job coach me during these hours? We will work out a schedule with you for on-site job coaching. If the only times available are during weekends, evenings, etc. we will adjust our schedules to provide you service.

What is your criteria for accepting me into your services (do I need to be employed a certain number of hours, can it be seasonal or temporary or self employment)? How long until I need to be independent? We prefer that no-one be working in either seasonal or temporary employment. It is my belief that is less of a benefit to our customers and that permanent employment is a better option. Sometimes there is little choice in the matter so we do help people into those types of employment. The majority of our referrals are through ND Human Services so the only criteria we have is that you meet their criteria.

Will this service cost me money? If yes: How much? If you are referred through a state agency, there should be no out of pocket expense to you. We do also accept private referrals and they may accrue monthly charges.

If I am not my own legal guardian how much input will I have? As much input as you want to give. We believe that your input is as important, if not more, as any one else's. We are here to help you find employment and feel that employment should be meaningful to you.

How do you help with the transition process to or from another agency? We will share as much useful information as you want us to between agencies – as long as a release of information is signed. We will not give out any of your information without your permission. Our goal is to make the process as easy and beneficial to you as possible – no matter who you are working with.

Developed by Region 7 Interagency Task Force on Transition Subcommittee
You can find this as well as other transition information at: www.dpi.state.nd.us/transitn/index.shtm