



imagine it - live it

**For more information on
Employment Services, please contact:**

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Thank you to our funding partner:



community living society



**Employment
Development**

Our ultimate goal is to help job seekers find “real work, for real pay.” Real pay refers to being paid minimum wage or better.

SKILLS PERSONALIZED **JOB** WAGES
 INTERESTS TRAINING SALARY
 COMPANY CUSTOMIZE EMPLOYMENT
 UNIQUE SOCIAL **CAREER** PEOPLE
 ASSISTANCE DEVELOPMENT
SUCCESS EMPOWER **WORKERS**
 REAL WORK
 DREAMS INDIVIDUAL PASSION CONVERSATIONS
 WORK REWARD SUPPORTS POTENTIAL

How it Works

We will develop a personalized employment plan that is unique to you.

What we will do for you:

- Learn all about you - Your likes, strengths, preferences, skills and abilities
- Observe you in your daily life activities
- Help you with job readiness skills – resume, 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 postings
- Identify possible natural supports to increase independence and decrease the need for paid supports
- Provide job training
- Ongoing assistance to you (the job seeker), and the employer
- We want to ensure that everyone’s needs continue to be met and additional job coaching provided when needed



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

Employment Proposals

When we find that an employer has a problem, we use your skills and abilities to find a solution you both are happy with.

Job Training

Job Support:

- Resume writing and interviewing
- Job carving/creation
- On-site Job Training
- Health and Safety training/education
- Assistance with accommodation requests
- Assistance with building natural supports
- Maintenance support for a minimum of 3 years

Employment Development

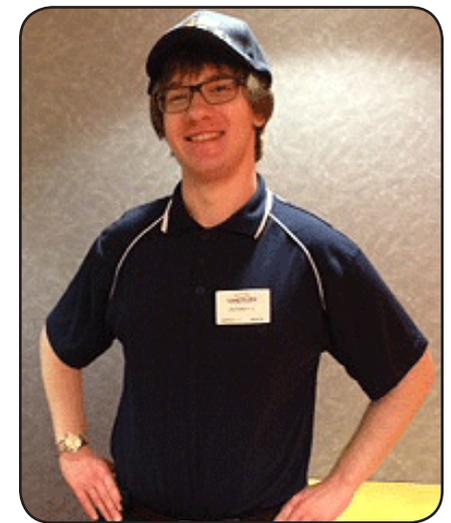
Using the list of possible employers we make in your planning meeting, we will contact each employer.

How we will contact the employer:

Informational Interviews

We will ask the employer 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



We will need your help in finding you a job:

- Make finding a job a priority
- Answer questions and 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 your employment service provider know if you do not want to look for a job anymore.

How can your Family/Network Help?

Families are natural supports in a person's life. There are ways your family and network can help you find a job.

How they can help:

- Address concerns
- Encourage you, the Job Seeker
- Help to assess your skills and abilities
- Share your likes, preferences, skills and abilities with the Employment Developer
- Change telephone voicemail to include your name
- Help with transportation to/from potential job site

Intake Meetings

We will phone you to set up an introduction meeting with our Employment Developer.

An initial introduction meeting will be scheduled to:

- Meet the you and your family
- Fill out information and consent forms
- Explain the discovery process
- Create a list of family, friends, and community supports and send out an invitation for the Employment Career Planning meeting.

Discovery

• Discovery is how we get to know you. Through discovery we will meet many times to learn what your skills, abilities, interests and talents are.

Employment service providers lead the meetings but you decide the direction we take.

- We work together with the same goal in mind: **TO GET A JOB!**

We do a lot of things to learn about you in the Discovery stage. We will observe you in:

- Different settings – home, day program, community, volunteer, work, clubs & sports or activities



Why Observe?

- To develop ideas
- Test Employment Themes & Interests
- To witness existing and discover new skills
- To experience new settings to discover hidden skills & talents (workshop, office, work placement)

Knowing a person's skills is an important part in getting a job and keeping it for a long time.

Conversations & Meetings

- Answer questions to make a list of your interests
- Explore your wants, needs, desires & dreams
- Create a list of family connections – who do you know & what is their job?

Employment Career Planning Meeting

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 need to be completed within these job types
- Create a list of employers you want to work for

“EVERYONE IS A GENIUS IN THE RIGHT CONTEXT”

-Denise Bissonnette- Employment Expert