

Consumer Services – Employment Preparation & Work Assessments

AHEDD provides individualized employment services to persons with disabilities in order to obtain and maintain employment. Service plans are developed in a cooperative and comprehensive manner in order to maximize input and accountability. Service plans are typically developed on a short-term basis, i.e. within 12-18 months, unless otherwise stipulated (e.g. supported employment) and are designed to assist consumers in maximizing independence through work within a model of decreasing dependence, and increasing use of natural supports.

Plan of Service At the point of referral to AHEDD, staff will work with the individual to develop and implement a Plan of Service. This Plan of Service is an individualized written rehabilitation plan developed with the active and informed participation of the individual. It is intended to document relevant background data, such as education, previous vocational training, work experience and references. It also includes the individual's current income, family and other support systems, transportation, and disability as a barrier to employment. AHEDD's Plan of Service documents the employment goals of the consumer in reference to job description, hours per week, hourly wage, geographic area, and other elements, as well as delineates the strategy to achieve those goals.

Job Search Assistance AHEDD's experience in providing Job Search Assistance lends itself to meeting the individual needs of persons from a variety of social and economic backgrounds and developmental needs and adapt their training materials and styles to the needs of each individual. Job Search Assistance training includes instruction on and assistance with: targeting employers; application completion; creation of resumes; appropriate appearance; follow-up contacts to employers; interviews; and proper workplace behaviors.

Community Based Work Assessment (CBWA). Some participants have little to no job experience to draw upon when considering their employment options. A CBWA can provide the consumer with an opportunity to identify his/her skills and interests within the context of a setting in the community. These settings are coordinated by AHEDD, and while hosted within business, do not constitute paid employment. Assessments are generally sponsored by third parties other than the employer, therefore the actual results of the assessment, e.g. reports, are the property of these sponsors.

By their nature, assessments are brief with a defined time frame and purpose. AHEDD abides by the regulations of the U.S. Department of Labor for Non-Paid Vocational Training Sites. AHEDD carries Special Risk Accident Policy, which covers a participant who is participating in, attending or preparing for vocational activities while on the premises of, designated by AHEDD. This policy is intended to provide insurance coverage to individuals who are participating in non-paid Community Based Work Assessments. A copy of this policy can be made available by contacting AHEDD's Central Office.