



## Pre-Employment Services

AHEDD provides individualized employment services to persons with disabilities in order to help them prepare for, obtain and/or maintain employment in the community. For those program referrals that are not yet working, our approach to employment typically follows a 'work first' model where we identify an individual's current skills, experience and interests and begin the job search activities as soon as possible.

**Plan of Service (POS)** At the point of referral to AHEDD, our staff meet 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 and may also include input from his/her family and/or other supports. This plan is intended to document relevant details about the participant's education/training, work experience and references. It also includes the individual's current income, support systems, transportation needs, and limitations caused by disability. Long term employment success is important to us, so our plans often include supports that will be needed to move working participants toward greater independence over the 12 month span after work first begins. While many participants achieve great independence in the workplace, some can receive ongoing support past this initial 12 months of employment.

**Job Search Assistance** AHEDD's experience in assisting with the job search process reflects our commitment to meeting the individual needs of people with varying disabilities, work experience and social/economic backgrounds. We are able to adapt training materials and styles to the needs of each program participant. Jobseekers utilizing AHEDD's services are expected to participate in the activities/services planned to the best of their ability. Job Search assistance can include instruction on and assistance with: job market exploration; identification of transferable skills; outreach to specific employers; completion of applications; creation of customized resumes; choices about appropriate appearance and workplace attire; interviews; proper workplace behaviors; and more.

**Community Based Work Assessment (CBWA).** Some participants referred to AHEDD have little to no job experience to draw upon when considering their employment options. Others that have had a disability begin or progress later in their life, may need help in re-determining the direction of their future career. In these instances, we can often arrange for a CBWA within a local business site. These brief assessments can offer all involved, including the financial sponsor, useful insight into someone's current aptitudes and interests.

By their very nature, CBWAs are brief with a defined time frame and purpose. They are generally sponsored by third parties and do not constitute paid employment. AHEDD is very careful to abide by the regulations of the U.S. Department of Labor for Non-Paid Vocational Training situations.

AHEDD is a specialized human resource organization with a mission to serve the community as a catalyst in the employment and development of people with disabilities. AHEDD provides community employment services through a network of field offices throughout Pennsylvania. For further information about Pre-Employment services, contact AHEDD at 1-866-902-4333 or [inforequest@ahedd.org](mailto:inforequest@ahedd.org).