



Supported Employment Services are provided by The Arc of East Central Iowa and funded by either Iowa Vocational Rehabilitation Services, an individual's Managed Care Organization, or the East Central Region.



**The Arc**<sup>®</sup>

*East Central Iowa*

If you have questions or are interested in learning more about The Arc's Supported Employment Services please contact:

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# Supported Employment

SERVICES



**The Arc's Supported Employment Services assist adults with intellectual and developmental disabilities find employment in their communities.**



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# Assessment Services

## DISCOVERY

In the **Discovery** process, information is gathered from the job candidate and their support team to determine their interests, skills, and preferences that relate to employment. The main objective of this process is for the job candidate to make an informed decision about the type of work they want to pursue.

## JOB SHADOW

The job candidate tours and observes real work settings in a **Job Shadow** in areas of their interests and abilities. A Job Coach accompanies the individual on the Job Shadow to help them decide if they want to further pursue the particular position they are shadowing.

## WORKPLACE READINESS ASSESSMENT

Once an area of interest for employment is decided, a **Workplace Readiness Assessment** can be set up with a business to help the individual determine if this is a job they want. It also helps an employer see the

individual at work and decide if they would be a good candidate for employment. The assessment is typically 3-4 hours per day, for 4-5 days; a Job Coach is with the individual throughout the assessment, and the individual is paid for their time working.

## WORK ADJUSTMENT TRAINING

Another option is for the individual to complete a **Workplace Adjustment Training**. This may be an extension of the Workplace Readiness Assessment, occurring in the same business and doing the same tasks, or it may be completed in a different business. The purpose of the Work Adjustment Training is to work on specific barriers that were identified in the Work Adjustment Training. This training is usually 4 hours a day for 4-5 days; a Job Coach is with the individual throughout the training, and the individual is paid for their time working.

## TRANSPORTATION TRAINING

**Transportation Training** teaches the job candidate how to use public transportation to get to and from work. The training includes learning the bus routes from the job candidate's home to their desired destination, and practice using the bus system, all with the assistance of a coach.

# Employment Services

## JOB DEVELOPMENT

A job search is conducted and job openings in the community are identified that fit the individuals' interests and preferences in the **Job Development** process. Individuals are assisted with completing applications, contacting employers, preparing for interviews, and can be accompanied to their interviews if necessary.

## JOB COACHING

During the process of **Job Coaching**, a Job Coach helps the individual be successful by assisting them with specific job skills, work habits, socialization and communication skills, adjustments to the job, and any other assistance needed for the candidate to maintain employment. Over time, natural supports are developed to help the employee from within the business so the Job Coach can fade from assisting the individual and independence can be obtained.