



Employment Services

Handbook of Information

PROGRAM MISSION

To assist individuals with disabilities in attaining their optimal level of vocational development.

SERVICES

Employment Services assists individuals with disabilities throughout the lifespan of their career from research to retention. We aim to assist individuals in finding positions that align with their interests, goals, and skillset. Once employed, we provide on-the-job support for the life of an individual's job. Our services are funded by three major resources:

- VOCATIONAL REHABILITATION (VR)
 - Supported Employment Services: Discovery, Exploration, Job Placement, Job Supports
 - Employment Services: Employment Plan Development, Job Placement, Short Term Retention Services
 - Summer Work Experience (SWE)
- DEPARTMENT OF MENTAL HEALTH (DMH)
 - B.E.S.T. (Building Employment Skills Training): Prevocational Services, Career Planning, Job Development, Supported Employment
- DEVELOPMENTAL DISABILITIES RESOURCE BOARD (DDRB)
 - Follow Along / Long Term Retention Services
 - B.E.S.T. (Building Employment Skills Training): Prevocational Services
 - Summer Teen Employment Program (STEP)

HOURS OF OPERATION

Hours vary depending on the program and/or an individual's work schedule. Job Coaching is available 24 hours a day seven days a week including holidays.

Our normal business hours are Monday through Friday, from 8am – 4:30pm.

SCHEDULES

Schedules will vary depending on sites visited, employer availability, desired job, etc.

ENTRY CRITERIA

- 16 years of age or older
- Resident of St. Charles County (if requesting Follow Along Services)
- Desire to be employed and receive habilitation services
- Reasonable expectation of being employed and without service provider present
- Free from severe maladaptive behaviors that are dangerous to self or others and/or infringe upon the rights of self or others.
- Able to be in a community setting without one-on-one supervision
- Able to be employed with out direct supervision
- Independence in basic self-care skills, e.g. self-medication administration use of restroom, menses care. (Individual needs will be reviewed for potential adaptations.)

- Able to participate in environments with non-medical personnel Referral from Missouri Division of Vocational Rehabilitation, Rehabilitation Services for the Blind funding, Department of Mental Health or other funding sources.
- Individuals with a criminal background will be evaluated for program entry.

PROGRAM ENTRY PROCESS

The process from start to finish for program entry consists of the following steps:

- Referral from Parents, Guardians, Case Managers
- Review of ISP if case management services are provided.
- Placement on waitlist (if necessary)
- Completion and return of participant forms.
- Intake Meeting
- Start Date

REFERRAL PROCESS

The Missouri Division of Vocational Rehabilitation, the Developmental Disability Resource Board, the Department of Mental Health or Rehabilitation Services for the Blind, or other referral source must contact the Director of Employment Services directly to begin the referral process.

Once the scope of services and support needs are identified, a potential start date is established. Upon receipt of the Referral Form and Contract from the funding source, Employment Services will contact the participant to establish a specific day and time to complete the intake.

INTAKE MEETING

Before an individual begins services an intake meeting is required. This gives the individual and family members the opportunity to tour the facility, meet the staff and complete all necessary paperwork.

EXIT CRITERIA

Individuals may leave the program in the following ways

- Voluntarily leaving the program
- Involuntary discharge (due to medical or behavioral concerns)
- No longer meeting admission criteria
- Team decision to terminate participation in the program
- Accomplishment of goals/objectives outlined in program training plan
- Referral to/acceptance in another program

ATTENDANCE

The purpose of the programs offered by Employment Services is to explore and identify employment goals. In addition to evaluating work skills, Employment Services also evaluates attendance and punctuality. Each appointment set at the Employment Services office should be regarded as a job interview; prompt arrival is an important part of determining employability of a job applicant. Strict attendance guidelines must be followed; otherwise your eligibility for services could be jeopardized.

INCLEMENT WEATHER

In the event there is a need to cancel a scheduled appointment due to inclement weather contact the Employment Services staff.

ILLNESS

In order to maintain your own health and prevent the spread of illness, we ask that you stay home if you present any signs of illness including, but not limited to: a fever of 100°F or more, diarrhea, vomiting, conjunctivitis (pink eye), impetigo, lice, or an undiagnosed rash. If you have a fever, you should stay home until you have been fever-free for *at least 24 hours without the need for a fever reducing medication*. If you have had a communicable disease or serious medical condition, including hospitalization, you may need a note from your doctor clearing you to return. If you present with any signs of illness while working with ES staff, you will be sent home. The agency nurse may be consulted with regarding some medical situations.

TRANSPORTATION

Employment Services Staff can provide transportation to and from B.E.S.T., Discovery, Exploration and Job Development Programs; however, we request that ES staff providing transportation be used as a last resort. Once employment is secured, the individual will be responsible for all transportation to and from work.

CONTACT INFORMATION

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