

Slide 1



in Control
Wisconsin

Self-Directed Employment Planning

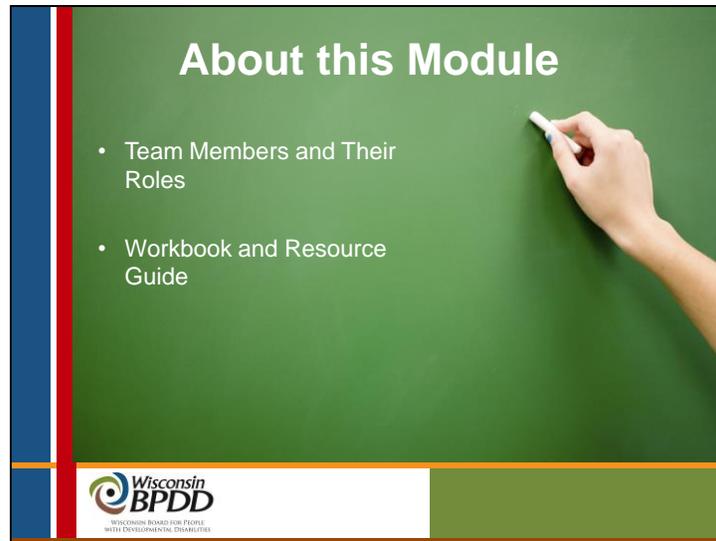
Module 6: Your Employment Support Planning Team

This project was supported by federal funds given to the Wisconsin Board for People with Developmental Disabilities under PL 106-402 from a grant by the United States Department of Health and Human Services and the Administration on Developmental Disabilities. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Health and Human Services

Wisconsin BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Welcome to Module 6 of the Self-Directed Employment Planning Training. This module is called “Your Employment Support Planning Team

My name is Collin. I am a self-advocate from Madison, Wisconsin. I will be your narrator for this module.



In this Module, you will learn about the people who can be part of your employment planning team and help you with the steps of finding, learning, and keeping a job. The steps of the job-seeking process will be described and the different people who might help you with each step will be discussed. You will also hear about a good way to work as a team to reach your employment goal.

There is a section in the workbook that goes with module six. After you go through this module, you can use the workbook to answer the questions and continue to create your plan for employment. There is also a section in the Resource Guide that goes with this module. If you have not downloaded the workbook or resource guide yet, click on the Resources tab on the right-hand corner of the screen to download the workbook before you go through this module.

Creating a Team

- Who knows you well?
- Who else can help?



The slide features a title 'Creating a Team' at the top center. Below the title are two bullet points: 'Who knows you well?' and 'Who else can help?'. To the right of the text is a photograph of a diverse group of approximately 15 people of various ages and ethnicities standing together. At the bottom left of the slide is the logo for Wisconsin BPDD, which includes the text 'Wisconsin BPDD' and 'WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES'. The slide has a decorative border with blue, red, and green vertical and horizontal stripes.

You may be wondering who will be involved in helping you get a job. As you begin your employment planning process, one of the first things you will want to do (and you may have already done this) is decide who will help you with the steps in employment planning. Everyone's support team is different. Some people have parents or other family members who are very involved in their life and some people do not. Others are still in school and have one or more teachers assisting them.

If you are near high school graduation or you are new to adult services in Wisconsin, then you will probably want to visit the Aging and Disability Resource Center in your area to talk to a specialist about resources available to you. Even if there are waiting lists for some services in your area, that does not mean you cannot pursue employment goals. You and your team might need to be more creative in the planning process – but creativity can be good!

Family and Friends

People who know you well make great team members.



 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

Think about members of your family and your friends. Sometimes people believe that only paid professionals – or those who work in the field of disability services – can provide the help and support they need to plan for and get a job. That is not the case. People who know you best can be very helpful to you when you are deciding what type of work you want to do. They can give ideas, support you to express yourself and help you advocate for what you want and need. These important people can be friends or family members. Family and friends might also have great connections in the community to employers.

Your Connections

People you know are connected to other people who can help.



Wisconsin BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Maybe you have a family friend or neighbor who has lots of connections in the field of employment that interests you. Those connections can help you explore careers or get a job. If you are starting your own business, you might need help with business planning, graphic design or bookkeeping. People you know might be connected to people who can help you. Lots of people with and without disabilities use family and friends to learn about job openings, meet potential employers and start businesses.

Working with DVR

- Apply for services on-line
- DVR counselor will be assigned



The slide features a title 'Working with DVR' at the top. Below it are two bullet points: 'Apply for services on-line' and 'DVR counselor will be assigned'. To the right of the text is an image of two hands shaking. At the bottom left is the Wisconsin BPDD logo, which includes the text 'Wisconsin BPDD' and 'WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES'. The slide has a decorative border with blue, red, and green vertical and horizontal stripes.

Some people work with the Division of Vocational Rehabilitation (often called just DVR). If you work with DVR, you will be assigned a DVR counselor. DVR is a good place to start when you begin your search for employment. To get help from DVR, you will need to complete an application, with help as needed, and then create an Individual Plan for Employment (IEP). Completing this training and the workbook that goes with it will be a great start to show your DVR counselor.

Other Paid Supports

- Employment service agencies
- Self-Directed, Individual Supports
- Case Managers and IRIS Consultants



7  WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

There are many other places where you can seek help from professionals, or people who work in the field of assisting individuals with disabilities to get jobs. There are people who work at employment support agencies. These people are often called job developers, job coaches, and employment specialists. If you use self-directed supports, you can hire individual supports to help you. You might also be assigned a case manager from an Managed Care Organization or IRIS consultant from an IRIS Consultant Agency. All of these can work as a team with you on your employment goals. and/or support broker to your team. Who you invite to be part of your employment support team depends the type of support you need, and the services you choose.

People to Help

Your team members should believe in you!

Wisconsin BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

As mentioned in the previous slide, there is a list of different types of professionals to help you with your job search process and to meet your employment goal. The main things to know are that your team members should be people who believe in you, people who positively support your goals, and people who are willing to work together with you.

In section 6 of the workbook that goes with this training, there is a place to make the list of people you already have in your life to help you with employment planning as well as anyone you would like to add. Creating your employment support planning team is an important step on your journey to getting a job.

Your Team and Their Roles

- Teachers
- Job Developers
- Job Coaches
- Employment Professionals
- DVR Counselors
- Care Managers/IRIS Consultants
- Support Brokers

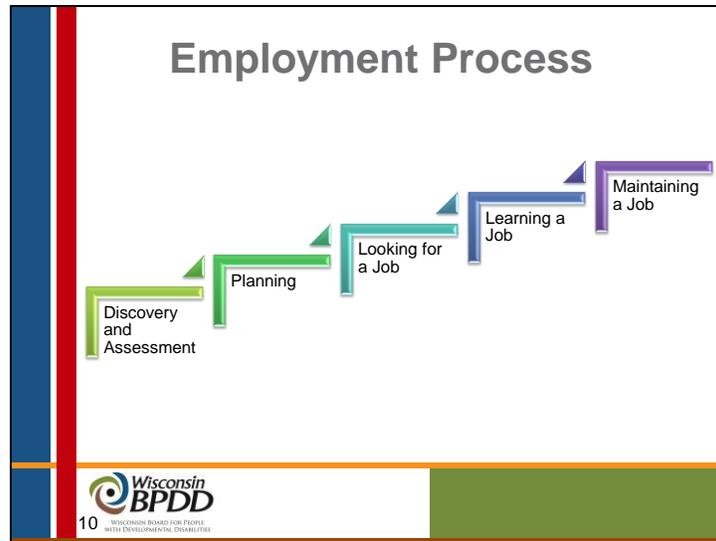


Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

9

Once you have your list of people written down, then you can start to add the information about how each person can help and what they will do. So that people can work together well with you, it is important for everyone on your team to have designated roles. Most team members have specific things that they do with you based on their role in your life or their job descriptions.

The people involved in your employment planning team help in different ways depending on what part of the planning process you are in. There are five main parts in the employment planning process. You will learn more about these in the rest of this module and more in module 7.



There are five main parts to the process of getting a job. One, discovery and assessment, two planning, three looking for a job, four learning a new job, and five maintaining a job. Each member of your team plays different roles in supporting you during each part of the process.

Discovery and Assessment

Figuring out what you like to do and what you are good at.



 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Discovery and Assessment is the time when you figure out what types of jobs you want to look for based on your interests and skills. If you are working with DVR, your counselor may want you to work with an employment specialist to narrow down your interests or identify your skills. These services are sometimes called Discovery or Career Profile. You will learn more about these in module 7. If you are in school, your school staff can do Discovery with you or use other assessment tools to help you learn what jobs are best for you.

You Have Options



The image shows a woman with short dark hair and glasses, smiling and holding a black sign with white text. The sign reads: "I have a Gift that Others Need". The sign is held in front of her chest. The background is a plain, light-colored wall.

**Wisconsin
BPDD**
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

12

The people doing these things with you are getting to know you and helping you to understand your skills and interest. People using these assessment techniques with you should be helping you and your team realize the many positive things about you. They should also help you and your team members understand specifically how you need support to be successful. If, after you get started, you (or those who support you) do not feel what you chose provided you with a fair and insightful look at your skills and abilities, you can review your options and choose a different option.

Planning

Set your goals.

Work with your team to address barriers.



 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

Once you have had a chance to decide on options that match your skills and abilities, then it is time to make a plan for how you will get that type of job or start your business. You might also need to address some of the common barriers mentioned in module four, such as finding transportation, learning how earnings will effect your benefits or getting more work experience. You should get your entire team to get together to help you develop a plan that makes sense for you. Part of the plan development might be seeking additional team members with the expertise that you need.

It Takes Teamwork



Meet with your team.
Everyone takes a part.

[This Photo](#) by Unknown Author is licensed under [CC BY](#)

 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

14

It is wise to ask your team to meet with you every month or so to keep everyone informed and the employment planning process moving. These team meetings are a place for your team members to come up with ideas with you and consider solutions to barriers or problems. At each meeting your team members should talk with you to decide what needs to happen, who will work on those things, and your desired (and realistic) timelines.

Once the plan is in place with the team and some action steps are decided, you will work individually with team members or in small groups between team meetings. This is where understanding each other's roles are very important.

Looking for a Job

- Create Resume
- Find and Apply
- Interviews
- Get ideas from your team



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



Once you have completed the first steps of Assessment and Planning, the next part is looking for a job. This is when you work on your resume or portfolio, look for job opportunities, apply for jobs, and have job interviews. This part of the process is sometimes called Job Development. It is common for people who need support to work with a professional from an employment support agency, school personnel or paid support staff for job development, however, you do not have to if you do not want to. You may have someone else in your life that you want ask for help. Or you may want to use the resources available to you and do your own job search.

For many people with and without disabilities, looking for a job takes time and is the longest part of the employment planning process. Other team members, such as family, case managers, DVR counselors, can help you during the job seeking process by coming up with additional ideas, asking around to people they know about job opportunities, and working with you to make sure the services you are getting are meeting your expectations and needs.

Job Developers

Can help with:

- Resume
- Contacting Employers
- Interview skills
- Disclosure and Accommodations



This Photo by Unknown Author is licensed under [CC BY-ND](#)

 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

16

Job developers can help you in many ways. To get the most out of working with a job developer, you first need to understand what they can do and determine if it is the right kind of support you need. You can find out by talking with your case manager, DVR counselor, school staff or directly to a job developer. Some of the ways that job developers can help you are:

- creating a cover letter & resume, portfolio or set of documents about your skills & experiences, other job seeking tools
- teaching you how to look for job postings using the internet, job center and other places
- working with you to become comfortable talking to employers and teaching you interview skills
- working with you to research employers and create a list of businesses you'd like to work at
- networking with and contacting employers with you or on your behalf
- working with you on disclosing your disability and job accommodations



The Hidden Job Market

The people you know have ideas and connections.

JOBS

This Photo by Unknown Author is licensed under [CC BY-SA/NC](https://creativecommons.org/licenses/by-sa/4.0/)

17  WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Most people find jobs through other people that they know, after all, some experts say that less than 20% of all jobs are ever advertised. Most jobs exist in what is called the “hidden job market.”

You should consider the people on your team as part of *your network of people*. All people are connected to other people. That means that everyone on your team should be thinking about who they know, what these people do, and where these people work. These might lead to the connections you need to ask for informational interviews, learn about businesses and find out about job opportunities. Getting you connected with potential jobs is a job for everyone – including you! So, think about all the people you know, the activities you have been involved in, past job experiences, volunteering that you have done, and any other ways that you have met people who might be able to connect with people about your work interests and your job search.

Learning the Job

- Employer-driven
- Training
- Supports
- Learning on the job



[This Photo by Unknown Author is licensed under CC BY](#)



Once you have found a job, there may be details to figure out such as your transportation, work schedule, training needs, and who will help with your job training. It will be important to continue to meet with your team regularly and work with them to tackle road blocks so that you can keep moving forward.

Learning a job once you have gotten an offer for employment and accepted it is called Job Training. People who can help you learn a job are the workplace supervisor, workplace co-workers or a Job Coach. Job coaches do not work for the employer. Job coaches can be staff of employment service agencies, school personnel, or someone you hire with resources that may be available to you.

Job Training

- Your supervisor and coworkers
- Job coach can help
 - Break down and teach tasks
 - Fade support as you learn



 Wisconsin BPDD
19 WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Learning a job involves several steps. Once you get a job offer, you will need to know the specific job duties, work schedule, pay rate, and training plan. Typically this information is provided by the workplace supervisor. If you are working with a job developer and job coach, they should work with you and the workplace supervisor to get all of this information to develop your job training. The person who was your job developer may also be the person who helps you learn the job. Or you may work with a different person who is your job coach. The job coach will work with you and your employer as needed to get information and help you learn your job duties, how you need to complete them, and the schedules and routines required by the employer. Effective job coaches breakdown of your job duties into small pieces so that you can learn them at your own pace. The job coach will provide just the right amount of support to you to learn the job. As you learn your job and get better at completing your job duties, your job coach will probably be needed less and less. This means you are becoming more independent at work, which is a good thing!

Staying at Your Job

- Learning your job might take time
- You can get help if you need it
- You will get better at it over time



 Wisconsin BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Once you start working you may encounter problems with transportation, your health, understanding how earnings are affecting your benefits or other barriers. Your team members can, and should, continue to help you problem solve so that you can maintain employment.

The last part of the employment planning process is job stability. This means that you are happy with your job, the employer is happy with your performance, and you are doing the job as independently as expected. This is when the job coach can work with you, your employer, and the rest of your team to develop a plan for cutting back or phasing out your job training.

This may be exciting to you and your team members, or it might sound a little scary. Those are things you should talk about with your team and things that your job coach should take into consideration when working with you and your employer. The end result does not have to be that you do not have any assistance at your job. It may be that your job coach only works with you at the beginning or end of your shift. Or they may only check in with you and your employer to make sure things are going smoothly for you. Some people get phone call check-ins at work. Some people can connect with a job coach over the computer to get help when they need it. Some people get assistance from co-workers when they have a question or get stuck. Just like other parts of the employment planning process, everyone is different, and the important thing is to have the supports that you need, in a way that works for you, so that you can be successful at your job.

Coordinating Supports

You will have help when you need it.

You have a team!



 Wisconsin Board for People with Developmental Disabilities

There will probably be someone whose job it is to coordinate your employment support planning. If you are working with a Managed Care Organization (MCO) you will probably have a Care Manager who coordinates your planning and your team with you. If you choose to participate in the IRIS (Include Respect, I Self-Direct) program, you will probably have an IRIS Consultant or support broker, who helps you to coordinate your employment support planning team. Or, you can designate someone else that you choose, such as your mom, sister, brother, or aunt to be the coordinator.

As you go through the employment planning process, remember that you do have people ready and available to assist you as you go through the steps. It is important to have people on your support planning team that work well with you, who believe in you, and who help you in the right way. In other words, the members of your support planning team should be a good match for your support needs. If you already have people who are well-suited to assist you with the things that you need, that is great! If you still need to find the right people, there are ways that you can do that. Modules 9 and 10 will help you learn how to find the right people to support your employment goals.

It Takes a TEAM

- Your team should:
 - Work together
 - Have a coordinator
 - Meet with you often



 Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Teamwork is a key to success with employment planning. In this module, we have talked about the roles of different people on your employment planning team and how they can work together with you. Every good team needs a coordinator, or someone to keep them working together. Whether that person is you, an MCO care manager, an IRIS Consultant, a support broker, or someone else you hire, that person should work with you and your team to have productive planning meetings on a regular basis. If you do not feel planning with your team has been productive, you should talk about this with your team and come up with solutions.

During the first three phases of the employment support planning process, meeting every four to six weeks is a wise idea. Even though it is not always easy to get everyone together that often, it will help everyone check in and be accountable for what they said they would do with you and for you (and remember, that means you too!).



Team Planning Tips

1. Meet regularly
2. Solve problems
3. Take notes and a To-Do list
4. Everyone takes responsibility
5. Check in between meetings

Helpful Tips

This Photo by Unknown Author is licensed under CC BY-SA

Wisconsin BPDD
WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

When your employment support planning team meets, you should talk about the stage of planning you are in, what has happened since the last meeting, how you think it is going, what needs to be done next, and what each team member will work on between that time and the next meeting. You should also plan the next meeting and get it on everyone’s calendars before wrapping up the meeting. There is an example and template for team meetings available in the Resource Guide that might be helpful to you and your team. You can make copies of this and take notes on it or you and your team can develop a format that works well for you. It is a good idea to designate someone at the meeting to send the notes (with a “to-do” list) out to all team members.

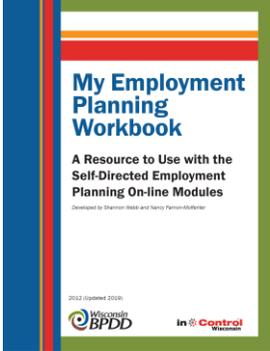
Remember that, by following a regular pattern of:

- Getting people together regularly
- Sharing ideas and solving problems
- Asking everyone to summarize what they said they would do
- Setting the next meeting,
- Sending out a “to-do” list to help everyone stay on track
- And repeating this process as many times as needed

You are more likely to get to your goal in a way that you want and probably a lot faster than if you didn’t keep your team working together!

Workbook and Resource Guide

- ✓ Answer questions in workbook
- ✓ Explore resources



The image shows the cover of a workbook titled "My Employment Planning Workbook". The cover is white with a blue and red vertical bar on the left and a green and orange horizontal bar at the top. The title "My Employment Planning Workbook" is in blue and black text. Below the title, it says "A Resource to Use with the Self-Directed Employment Planning On-line Modules". At the bottom of the cover, it says "Developed by Shannon Webb and Nancy Person-McIntire" and "© 2012 (revised 2016)". Logos for Wisconsin BPDD and In Control Wisconsin are also visible.



Wisconsin
BPDD
WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

Congratulations, you have completed the sixth module of the Self-Directed Employment Planning series. Now it is time to answer the questions for this section in your workbook and explore some of the resources for this section listed in the Resource Guide.