



brevard **achievement** center

EMPLOYMENT SERVICES PROGRAM

VOCATIONAL EVALUATION

The goal of this program is to provide work evaluation, assessment and screening services to identify your work interests, evaluate your potential for employment and identify programming options. The evaluation process normally takes one to five days depending on the type of information that you and the referral source request. The evaluation usually occurs at our office in Rockledge, Monday – Friday, from 9:00 – 3:00. However, our Evaluators do travel to schools and other sites in Brevard County to provide evaluation services. When the evaluation is completed, the Evaluator will schedule a final staffing upon referral source and/or your request. During the staffing, the results of your evaluation will be discussed along with recommendations for programming. If a formal staffing is not requested, the Evaluator will prepare a final report for your referral source.

SITUATIONAL ASSESSMENT

The goal of this program is to provide a community or facility-based assessment to determine your potential for employment and identify programming options through work at our Center or community employment. The situational assessment normally lasts anywhere from 5 to 10 days. Work skills, behavior, stamina, and attendance are a few of the areas that might be assessed during your participation in work activities. Situational assessments in the Rockledge Center occur between the hours of 9:00 – 3:00, Monday – Friday, and an Evaluator will be identified to work with you. If you are participating in a community situational assessment, a Coordinator from the Employment program will be identified to work with you. The days and times of a community situational assessment depend upon your availability and the employer's needs.

Pay for work at the Center in Rockledge is normally on a piece-rate basis, meaning you will be paid for the work you complete. The assigned staff person will explain how this works. Pay periods are every two weeks and checks are distributed on Fridays. There is a one pay period hold back. Pay for work in a community situational assessment is at an hourly rate; since this is an assessment period, the pay is normally at minimum wage. Once the Situational Assessment is complete, the assigned staff person gathers information from the employer; a report is generated and submitted to your Vocational Rehabilitation Counselor for determination of program direction.

EMPLOYMENT SERVICES

The goal of this program is to provide job development, on-the-job training and follow-up and support services to assist you with securing and maintaining unsubsidized, community employment. An Employment Coordinator will be assigned to work with you in preparing for job placement, applying for jobs and interviewing with employers. You will usually have contact with your Employment Coordinator a minimum of twice monthly, Monday – Friday, between the hours of 8:00 AM – 4:30 PM. Once you get a job, on-the-job training from a BAC staff person is available if needed. When you go to work, you will also receive follow-up services for up to 150 days depending on the referral source and your needs. During this time, your Employment Coordinator will meet with you according to the needs as expressed by you and your employer. Your Employment Coordinator may ask your employer to complete an employee evaluation. This information may be discussed with you and the person who referred you for services. Upon completion and at different times during your employment, a report will be prepared for the referral source regarding the progress and outcome of your employment.

Should you lose your job for reasons that are considered to be out of your control, a staff person will work with you to find another job. If the reason for losing your job was within your control, then a meeting with you and the referral source is necessary to determine whether continued assistance in one of the job placement programs is appropriate.

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SUPPORTED EMPLOYMENT

The goal of this program is to provide job development, placement, on-the-job-training, follow up and support services to help you find and keep a job. Your Employment Coordinator will help you with job development, placement, and on-the-job training until you know your new job. During this time, your Employment Coordinator will be in touch with you at least weekly. When you are comfortable with your new job and your employer feels that you are doing well, your Employment Coordinator will meet with you at least twice per month. The days and times of when you receive services are based on your work schedule. You will receive this level of support for as long as you, your employer, your Employment Coordinator, and your funding Counselor feel it is needed.

Your Employment Coordinator and your employer will help you decide what goals you need to work on. Your Employment Coordinator will ask your employer for evaluations on how you are doing on the job. The Employment Coordinator will also help you with any other services you may need from other agencies, and will let your funding Counselor know how you are doing. If you should lose your job, you will need to make some choices about whether you want a new job or whether you want to do something else. Your Employment Coordinator will help you make these decisions. If you were in an ADT or Work Group program before you went into Supported Employment, you may choose to return to that program.