

## Pathway to Employment

Use the tool below to assist in developing employment-related outcomes for your Service Plan

<b>Path 1: Already Employed</b>		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
1) Are you making enough money to meet your living expenses?	<input type="checkbox"/>	<input type="checkbox"/>
2) Are you working the amount of hours you want to work during the week?	<input type="checkbox"/>	<input type="checkbox"/>
3) Are you happy / satisfied with the job you have?	<input type="checkbox"/>	<input type="checkbox"/>
4) Do you want to stay where you are working now?	<input type="checkbox"/>	<input type="checkbox"/>
5) Do you get the opportunity to try all the different jobs/tasks you'd like at work?	<input type="checkbox"/>	<input type="checkbox"/>
6) Are you happy with the employment services you are currently receiving/SE provider?	<input type="checkbox"/>	<input type="checkbox"/>
7) Are you happy with your job coach?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are all of the answers "YES"?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If all answers are "YES" –</b></p> <ul style="list-style-type: none"> <li>Determine whether or not employment services are needed to maintain current job.</li> <li>If employment services are provided identify areas in which the employee needs support, must improve due to supervisor feedback, wants to improve, etc. and indicate on the Intervention Plan &amp; Service Log. Include these outcomes and any services that are needed to accomplish these outcomes in "Section B: Personally Defined Outcomes" of the Service Plan.</li> </ul>		
<p><b>If any answers are "NO" (i.e. you may be underemployed or unsatisfied with your job) --</b></p> <p>Identify outcomes related to getting an increase in salary, additional hours, another position/job that will increase the employee's satisfaction level, etc. and indicate on the Intervention Plan &amp; Service Log if the individual is receiving employment services. Include these outcomes and any services that are needed to accomplish these outcomes in "Section B: Personally Defined Outcomes" of the Service Plan.</p> <p>Activities you may consider to increase job satisfaction include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Speak with your employer about increasing your hours/salary or about trying other job duties within the company - supported employment services can provide assistance if needed</li> <li>Seek alternative employment (part-time or full-time) - supported employment services can provide assistance if needed</li> <li>Consider exploring employment options through Career Planning services</li> <li>Utilize suggested activities listed under "Path 2."</li> </ul>		
<b>Additional Notes</b>		

<b>Path 2: Unemployed &amp; Has Paid/Unpaid Experiences/Training</b> (i.e.: internships, volunteering, prevocational training, career planning, job try-outs/sampling, etc.)										
Questions	Yes	No								
1) Do you know what kind of job you want?	<input type="checkbox"/>	<input type="checkbox"/>								
2) Have you applied for any jobs?	<input type="checkbox"/>	<input type="checkbox"/>								
3) Do you have a resume?	<input type="checkbox"/>	<input type="checkbox"/>								
<b>Are all of the answers “YES”?</b>	<input type="checkbox"/>	<input type="checkbox"/>								
<b>If most answers are “YES” –</b> Do you have the necessary skills to perform the job you want?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>								
<b>If the individual has the skills to perform the job -</b> Activities you may consider to pursue employment include but are not limited to the following: <ul style="list-style-type: none"> <li>• Network with friends, family, neighbors, and other contacts to seek out job opportunities in the field of interest</li> <li>• Utilize the One-Stop Career Center to assist in finding a job</li> <li>• Pre-placement services through the Division of Vocational Rehabilitation Services (DVRS)</li> <li>• If DVRS pre-placement services are not available, use DDD Supported Employment services, as needed, to assist the individual in finding a job</li> </ul>										
<b>If the individual does not have the skills to perform the job –</b> Activities you may consider to build skills related to employment include but are not limited to the following: <ul style="list-style-type: none"> <li>• Explore the opportunity to receive financial assistance from DVRS for college courses, training, education in the field of interest</li> <li>• Take classes to gain skills, education, training in the field of interest</li> <li>• Utilize Prevocational Training services</li> </ul> <p>Please provide a short list of the skills that are needed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td><td style="width: 50%;"></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>										
<b>Additional Notes</b>										

## Path 2: Unemployed & Has Paid/Unpaid Experiences/Training

(continued)

Path 2: Unemployed & Has Paid/Unpaid Experiences/Training		
(continued)		
If any answers are “NO” –	Yes	No
<b>1) Have you gone to the Division of Vocational Rehabilitation Services (DVRS) to see if you are eligible for their services and if they can help you get a job?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what was the most recent date of contact:  What was the result of contacting DVR:		
<b>2) Have you gone to the One-Stop Career Center to see how they can help you write a resume, build skills, network and meet with other unemployed people, etc.?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what was the most recent date of contact:  What was the result of contacting the One-Stop:		
<b>3) Have you had a situational (community-based vocational) assessment or job sampling?</b>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, when was the most recent situational assessment conducted:  What was the result of this assessment:		
<b>If most answers are “Yes” (to the 3 questions above) -</b>		
Activities you may consider to assist you in exploring employment options include but are not limited to the following: <ul style="list-style-type: none"> <li>• Situational assessments (or vocational evaluations) and/or pre-placement services through DVRS</li> <li>• If DVRS services are not available, use DDD Career Planning, Supported Employment, or Prevocational Training services, as needed</li> <li>• Utilize the One-Stop Career Center to access assistance in identifying a career path</li> </ul>		
<b>If any answers are “No” (to the 3 questions above) –</b>		
<ul style="list-style-type: none"> <li>• Contact your local DVRS office and set up a meeting to determine eligibility for services</li> <li>• Visit your One-Stop Career Center to learn about the services they have to offer and access those services that apply</li> <li>• Discuss getting a situational assessment through DVRS or (if unavailable from DVRS) through DDD Supported Employment services</li> </ul>		
<b>Additional Notes –</b>   		

### Path 3: Unemployed & Has No Exposure to Paid/Unpaid Experiences/Training

Questions	Yes	No
1) Do you want to learn a new skill?	<input type="checkbox"/>	<input type="checkbox"/>
2) Have you thought about something you are really good at and how that could become a job or business for you?	<input type="checkbox"/>	<input type="checkbox"/>
3) Have you thought about what information you need in order to help you consider employment?	<input type="checkbox"/>	<input type="checkbox"/>
4) Have you thought of how your life might change if you had money to spend on things you want?	<input type="checkbox"/>	<input type="checkbox"/>
5) Have you thought of how your life might change if you were more involved in the community?	<input type="checkbox"/>	<input type="checkbox"/>
6) Would you like to get paid to do work in the community?	<input type="checkbox"/>	<input type="checkbox"/>
7) Have you ever taken work-related training, education or classes?	<input type="checkbox"/>	<input type="checkbox"/>
8) Have you had any job experiences in school or as an adult?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are most of the answers “YES”?</b>	<input type="checkbox"/>	<input type="checkbox"/>

#### If most answers are “YES”

- What needs to change in order for you to consider finding a job in your future?
- Why do you feel that work is not an option at this time?
- What is your greatest fear when you think about working?
- Are you aware of the services and supports that are available to help you find and keep a job?
- Are you aware of ways that you can maintain benefits while working?
- Are you aware that you may be able to have someone with you at work to help coach and support you, called a Job Coach?

#### If most answers are “NO”

- Continue thinking about the possibility of going to DVRS for employment services and supports
- Consider exploring employment options through Career Planning services
- Consider building skills or gaining work-related experiences through volunteer work by using Prevocational Training services
- Consider spending time learning more about employment/work through job touring, job shadowing, job clubs, and/or job sampling
- Consider watching videos, reading books, exploring the Internet for information about various jobs/career

#### Additional activities you may consider to assist you in exploring employment options include but are not limited to the following:

- Seek benefits counseling/planning through providers of this service, Supported Employment providers that offer benefits counseling services, the Social Security Administration, or other entities with expertise in this area.
- Use [www.njdb101.org](http://www.njdb101.org) to assist in calculating your benefits
- Determine whether WorkAbility (NJ’s Medicaid buy-in program) is an option for you by DDS at 888-285-3036 or visiting [www.state.nj.us/humanservices/dds/projects/discoverability](http://www.state.nj.us/humanservices/dds/projects/discoverability)

#### Additional Notes -