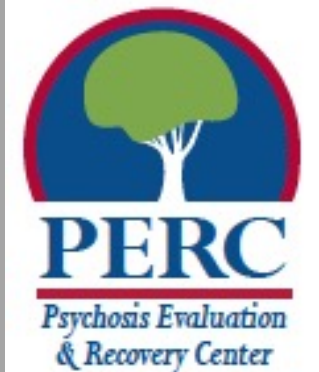


Supported Employment and Education Services (SEES)



Presented by: Bridgette Patton, BA, SEES Specialist &
Tamara Welikson, PhD, SEES Supervisor



What is Supported Employment and Education?

- Supported employment and education services (SEES) are offered to clients as an additional community support to assist with vocational, scholastic, and social integration goals.
- Support focuses on client strengths, interests, and preferences and provides a full collection of helpful resources and tools to help gain successful employment, volunteer experience, or further education.
- Clients meet with the SEES specialist weekly or biweekly during the initial goal planning phase and check in as needed once they start working, volunteering, or taking classes.
- Family members and other support individuals are encouraged to meet and talk with the SEES specialist and client with the client's permission and preference.

Initial Meeting



CAREER/EDUCATION
PROFILE



GOAL
PLANNING/DEVELOPMENT



INTEREST ASSESSMENT



SKILLS ASSESSMENT



WORK VALUES ASSESSMENT

Ongoing Meetings – Supported Employment

- ❖ Reviewing/discussing assessment results
- ❖ Viewing/discussing occupational profiles
- ❖ Resume/cover letter assistance
- ❖ Job searches/tracking & following up
- ❖ Application assistance
- ❖ Contacting employers
- ❖ Interview prep
- ❖ Discussing disability disclosure

Ongoing Meetings – Supported Education

- ❖ College searches
- ❖ Viewing programs/majors
- ❖ App assistance
- ❖ Deadlines tracking
- ❖ Registration/enrollment assistance
- ❖ Accommodation requests
- ❖ Accessing school supports
- ❖ Assignment tracking
- ❖ Discussing grades

Career/Education Profile

- ❖ Work/school goals
- ❖ Educational background
- ❖ Work experience
- ❖ Cultural background
- ❖ Mental health
- ❖ Physical health
- ❖ Cognitive health
- ❖ Interpersonal skills
- ❖ Benefits
- ❖ Disclosure
- ❖ Substance use
- ❖ Legal history
- ❖ Daily activity

Career/Education Profile

- **Work Goals**

- What is your dream job? What kind of work have you always wanted to do?
- What are your long-term career goals?
- What type of job do you think you would like to have now?
- What is it that appeals to you about that type of work?
- What type of job(s) do you know that you would not want?

- **Education Goals**

- Are you interested in going to school or attending vocational training now to advance your work career?
- Are you interested in earning a specific certificate, license, or degree for work?
- Do you know of a specific training/education program you would like to pursue?
- What is it about that field that interests you?
- When would you like to start an educational or training program?

Interest Assessment

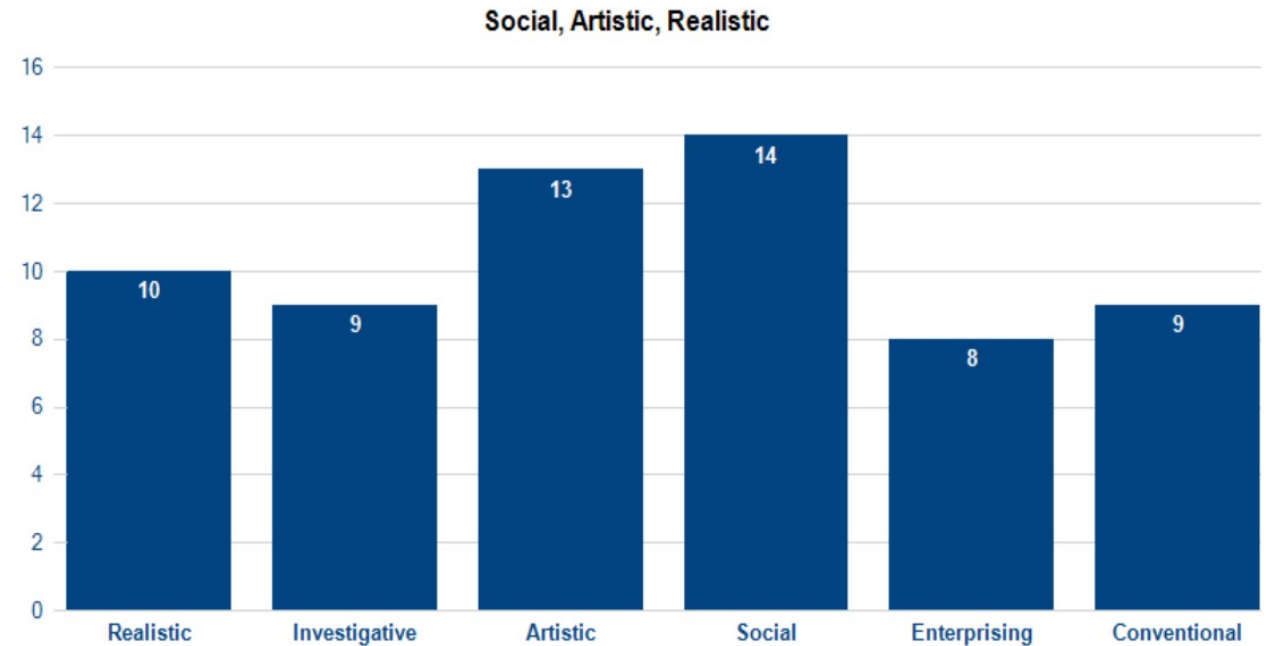
Indicate interest level for 30 activities

Activity	Strongly Dislike	Dislike	Unsure	Like	Strongly Like
1. Build kitchen cabinets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Develop a new medicine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Write books or plays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Help people with personal or emotional problems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Manage a department within a large company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Interest Assessment Details and Results (Example)

Based on assessment, areas tested strongest in:



- Social people like to work with people to inspire, inform, help, train or cure them.
- Artistic people like to work in unstructured situations using their imagination and creativity.
- Realistic people tend to have athletic interests, prefer to work with objects, machines, tools, plants or animals, and like to be outdoors.



Interest Assessment Job Matches (Example)

58 Career Matches

<u>Match</u> ⚡	<u>Career</u> ⚡	<u>Outlook</u> ⚡	<u>Hourly Wages</u> ⚡	<u>Education</u> ⚡
Best	Adult Basic Education, Adult Secondary Education, & English as a Second Language Instructors	Below Average	\$26.61	Bachelor's degree
Best	Architecture Teachers, Postsecondary	Average	No Data Available	Doctoral or professional degree
Best	Art Therapists	Bright	\$27.55	Bachelor's degree
Best	Art, Drama, & Music Teachers, Postsecondary	Bright	No Data Available	Master's degree
Best	Childcare Workers	Bright	\$12.24	High school diploma or equivalent

- Matches range from Best – Great – Good
- View occupational profiles
- Outlook ranges from Bright – Average – Below Average
- Average hourly wages
- Education level

Skills Assessment

Select skill level for 40 activities

Skill	Beginner	Basic	Skilled	Advanced	Expert
1. Administration and Management How much do you know about business planning and leadership?	<input type="radio"/> Complete a timesheet	<input type="radio"/>	<input type="radio"/> Monitor project progress to complete it on time	<input type="radio"/>	<input type="radio"/> Manage a \$10m company
2. Biology How much do you know about plant, animal and cell functions?	<input type="radio"/> Care for a pet	<input type="radio"/>	<input type="radio"/> Investigate effects of pollution on plants	<input type="radio"/>	<input type="radio"/> Identify a new virus
3. Body Coordination How well can you coordinate moving your arms, legs, and torso together?	<input type="radio"/> Get in and out of a truck	<input type="radio"/>	<input type="radio"/> Swim one pool length, or play a ball sport	<input type="radio"/>	<input type="radio"/> Perform ballet choreography
4. Building and Construction How much do you know about construction materials, methods, and tools?	<input type="radio"/> Hang a picture	<input type="radio"/>	<input type="radio"/> Fix a plumbing leak in ceiling	<input type="radio"/>	<input type="radio"/> Build a high-rise
5. Chemistry How well do you know chemistry?	<input type="radio"/> Use a household chemical safely	<input type="radio"/>	<input type="radio"/> Use proper chlorine concentration to purify water source	<input type="radio"/>	<input type="radio"/> Develop a formula for a safe cleaner

Skills Assessment Details and Results (Example)

Skills rated highest

- **Psychology** Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Therapy and Counseling** Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills rated next highest

- **Administration and Management** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Complex Problem Solving** Noticing a problem and figuring out the best way to solve it.

Skills rated lowest

- **Chemistry** Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Personnel and Human Resources** Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.



Skills Assessment Job Matches (Example)

4 Career Matches

Your Match	Career	Annual Wages	Education	Outlook
1	Music Therapists	\$57,310	Bachelor's degree	Bright
2	Art Therapists	\$57,310	Bachelor's degree	Bright
3	Occupational Therapists	\$86,280	Master's degree	Bright
4	Substance Abuse and Behavioral Disorder Counselors	\$47,660	Bachelor's degree	Bright

- View occupational profiles
- Average annual wages
- Education level
- Outlook ranges from Bright – Average – Below Average

Work Values Assessment

Select importance level (least – less – somewhat – more – most) for 20 job qualities

1.	I use my talents and abilities.	
2.	I am treated fairly by my employer.	
3.	I can stay busy all the time.	
4.	I have opportunities to advance in my job.	
5.	I can give directions or instructions to others.	
6.	I can get a feeling of accomplishment.	
7.	My pay compares well with other workers' pay.	
8.	My co-workers are easy to get along with.	
9.	I can try out my own ideas.	
10.	I can work alone.	



Work Values Assessment Details and Results (Example)



- Achievement reflects a desire to meet challenges and improve through experience. If Achievement is one of your highest work values, it's probably important to you to perform work that gives you a strong sense of accomplishment, requires you to meet new challenges, and allows you to learn new skills on an ongoing basis.
- Independence reflects a desire to do work on your own initiative. If Independence is one of your highest work values, it's probably important to you to feel a sense of responsibility for your work, and to bring your unique ideas or perspectives into the workplace.
- Working Conditions relates to specific circumstances in your work environment. If Working Conditions is one of your highest work values, it's probably important to you to seek work that suits your preferred environment and work style, including one or more of these: specific pay level, job security, safe working conditions, keeping busy all the time, working alone, or having a wide variety of tasks.

Resume

- Be brief.
- Print and proofread your resume several times. Ask another person to proofread your resume.
- Objective: Be specific about the type of work you want to do. Change your objective as you apply for different types of jobs.
- Education:
 - List your education in reverse order. Start with the most recent school or training program.
 - Include classes that did not result in a degree, particularly if they are related to the type of job you want.
- Work history:
 - Begin your work history with your last, or current, job. Then add other jobs in reverse order.
 - Be accurate and direct about your work experience.
 - Do not include jobs that were a month or less, unless the job was seasonal or time limited.
- Include volunteer jobs that relate to your work history or fill gaps in employment.

Sample Resume

Dale Kendall

4045 Hoover Street, B-1
Pittsburgh, WA 15601
Cell Phone: (555) 123-4567
myemail@domain.com

Career Objective: To use my skills as a Certified Nursing Assistant to promote wellness and to help older people live with dignity.

Education:

Name of School, Town, State
Certified Nursing Assistant, 2013

Name of High School, Town, State
Graduate

Work Experience:

Name of Nursing Home, Town, State

Position: Dietary Aide

March 2011 to January 2012

- Prepared food and assembled trays for patients based upon dietary needs.
- Served food in cafeteria and in patient rooms.
- Assisted some residents with eating their meals and recorded the amount of food consumed.
- Assured that cleanliness and quality standards were met.

Name of Restaurant, Town, State

Position: Food Prep Worker

June 2010 to October 2010

- Washed, peeled, and chopped vegetables.
- Prepared cold salads and desserts.
- Assisted with dish washing and keeping the kitchen clean.
- Assisted cooks and kitchen staff with various other tasks, as needed.

Volunteer Experience:

Name of Church, Town, State

Volunteer Driver

2010 to Present

- I have consistently volunteered to drive older people to church each Sunday

Cover Letter

- A document you send with your resume, that provides additional information about skills and experiences related to the job you are applying to
- Include:
 - **How your work experience meets the job's requirements**
 - **Why you desire to work at the company**
 - **Give concrete examples of your skills**
 - **Excitement to discuss the job further**

Sample Cover Letter

Dale Kendall

4045 Hoover Street, B-1
Pittsburgh, WA 15601
Cell Phone: (555) 123-4567
myemail@domain.com

RE: CNA Position (Job ID 44301)

April 12, 2014

Mary Fuller
Name of Nursing Home
Street Address
City, State, Zip Code

Dear Ms. Fuller:

I am writing this letter in reference to your job advertisement for a qualified Certified Nursing Assistant. I would love to bring my compassion and enthusiasm for working with older adults to your retirement village.

As indicated on my attached resume, I have several years experience working with older adults. I began as a volunteer who drives elderly people to church for Sunday services. I have enjoyed this experience so much that I chose to pursue paid employment in a nursing home. As a dietary aide, I had significant contact with residents and decided it was time to further my career through education. In December 2013 I became a Certified Nursing Assistant.

I would appreciate the opportunity to discuss my qualifications with you. I will call your office during the week of April 19 to follow up on my job application. In the meantime, I may be reached at (555) 123-4567 or through email, myemail@domain.com.

Sincerely,

Dale Kendall

Disability Disclosure

Employment Rights Under the Americans with Disabilities Act (ADA)

The ADA protects you from discrimination in all employment practices including: job application procedures, hiring, firing, training, pay, promotion, benefits, and leave. It also calls for you to be free from harassment because of your disability, and the right to request a reasonable accommodation. Here are some additional rights you have under the ADA.

- All employers with 15 or more employees are required to follow the Federal law (the ADA).
- Employers may NOT ask about your disability, but they can ask if you can perform the job duties with or without a reasonable accommodation.
- An employer cannot refuse to hire you if you need an accommodation to do the job unless the accommodation would cause an undue burden on the employer or would create a direct threat to safety.
- An employer cannot require a medical exam before you are offered a job. After you are hired they can require a job-related medical exam as long as they require that of ALL new employees.

Disability Disclosure Continued

- Examples of a reasonable accommodation:
 - Making the work site accessible.
 - Modifying work schedules.
 - Providing readers or interpreters.
 - Allowing time for treatment.
 - Personal care assistants.
- In order to request an accommodation:
 - You must tell your employer that you are a person with a disability.
 - State that you are requesting a reasonable accommodation under the ADA.
 - Identify the problems with the job task.
 - Explain what you want for an accommodation.
 - Invite your employer's accommodation ideas.
 - Ask for a response in a reasonable amount of time.
 - Your request can be verbal but written requests provide a record.
 - A doctor, family member, peer, advocate, or other support person can make a request on your behalf.
 - The accommodation cannot be at your expense (lower pay, or money taken out of your salary).
- The employer does not HAVE to give you what you ask for if they can prove that the accommodation would cause a huge burden or expense.
- Document your request and any correspondence related to it.
- Seek assistance from Disability Rights services in your state.

Academic Accommodations

- Individualized Education Program (IEP) Plan (K-12)
 - Current performance
 - Annual Goals
 - Special education and related services
 - Participation with nondisabled children
 - Participation in state and district-wide tests
 - Dates and places
 - Transition services needs (age 14 or younger)
 - Needed transition services (age 16 or younger)
 - Age of majority
 - Measuring progress

Reference from <https://www2.ed.gov/parents/needs/speced/iepguide/iepguide.pdf>

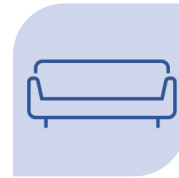
- 504 Plan (K-12 and college)
 - Accommodations
 - Modifications
 - Behavior intervention plans
 - Assistive technology
 - School services
 - Transition planning not usually included

Reference from https://www.understood.org/articles/en/what-is-a-504-plan?_sp=9ea5797c-c07a-4fde-a88f-daf9c47e31c8.1643668263515

Academic Accommodations Examples



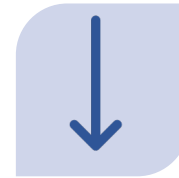
EXTENDED
TIME



SEPARATE
SPACE



NOTE TAKING
ASSISTANCE



REDUCED COURSE
LOAD



EMOTIONAL
SUPPORT

Websites/Resources

- IPS Employment Center <https://ipsworks.org>
- Career One Stop <https://www.careeronestop.org>
- College Board <https://www.collegeboard.org>
- PA Office of Vocational Rehabilitation <https://www.dli.pa.gov/Individuals/Disability-Services/ovr/Pages/default.aspx>
- Community Integrated Services <https://cisworks.org>
- SPIN <https://spininc.org>
- JEVS <https://www.jevshumanservices.org>
- Indeed <https://www.indeed.com>
- LinkedIn <https://www.linkedin.com>
- PA Career Link <https://www.pacareerlink.pa.gov/>
- Americans with Disabilities Act <https://www.ada.gov>
- Individuals with Disabilities Education Act <https://sites.ed.gov/idea/>



Questions???