

Client ID Number: _____

Current MHC Admit Date: _____

Supported Employment Career Profile

Client Name: _____ Today's Date: _____

Employment Specialist Name: _____

Work Goal

What is your ideal 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?

Do you know people who are working? What types of jobs? What do you think about those jobs?

Work Skills

How have you found jobs in the past?

What work skills have you learned from other jobs?

What hobbies or interests do you have?

What type of work do you think you would be good at?

Why do you want to work now?

Is there anything that worries you about going back to work?

Modify form to include two questions:

Does the individual currently receive SSI/SSDI benefits?

Is the individual interested in applying for SSI/SSDI?

Education

What school did you attend last? What was the highest grade you completed?

How did you do in school? Were you in any special classes (honors classes or classes to help you learn better)?

Were you ever enrolled in vocational training classes?

Would you ever like to return to school? For what type of degree?

Do you have any certificates or licenses related to work?

Military Experience

What did you do in the military? Did you receive any training?

What years were you in the military?

Do you remember what type of discharge your received?

<u>Work Experience</u>	
Most recent job:	
Job title:	
Employer:	
Job duties:	
Start Date:	End Date:
How many hours per week:	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	

Next most recent job:	
Job title:	
Employer:	
Job duties:	
Start Date:	End Date:
How many hours per week:	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	
Next most recent job:	
Job title:	
Employer:	
Job duties:	
Start Date:	End Date:
How many hours per week:	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	

Other jobs:

Current Adjustment

What is your Diagnosis?

How does your psychiatric disability affect you?

What are the first signs that you may be experiencing a symptom flare-up?

How do you cope with your symptoms?

What medicines do you take and when do you take them?

What are your typical sleep hours?

Physical Health

How is your physical health?

Do you have any documented health problems?

Do you have any problems with standing for long periods? Sitting?

How much can you lift?

How is your endurance? How many hours could you work each day? Each week?

Cognitive Problems or Abilities

Do you have problems with memory?

Concentration?

Problem-solving?

Attention?

Decision making?

If so, what things have helped with these issues in the past?

Getting Ready for a Job

Do you have the clothes you'll need for a job? For interviews?

Do you have two forms of ID? Picture ID, social security card...?

Transportation?

Interpersonal Skills

How well do you get along with other people?

Would you care for a job that involved working with the public?

Where do you live and with whom do you live?

Who do you spend time with? How often do you see or talk to them?

What is your Support System like?

Daily Activity

What are your activity levels?

Are there places in your neighborhood that you like to go to?

Do you belong to clubs, groups, a church...?

Substance Use

Current alcohol and drug abuse?

How will your using affect your work?

Criminal Record

Have you ever been arrested? Have you ever been convicted of a crime?

Explain:

Do you have any legal charges pending?

Benefits

Do you receive any of the following benefits?

SSI ____ SSDI ____ Housing Subsidy ____ Food Stamps ____ TANF ____

Retirement from previous job ____ VA benefits ____ (Combat Related ____)

Spouse or dependent child receives benefits ____

Medicaid ____ Medicare ____ Other benefits: _____

Do you manage your own money?

Are you applying for benefits, or thinking about applying?

Referral made to:

- MHCD Resource Center - (303) 504-6800
- Ability Connection Colorado - (303) 226-5537

Change referral source to SOAR practitioner.

If no referral, why not:

Job Placement Plan

Pre-Employment Questions:

Individual Strengths:

What successful supports have you had, and what supports will you need?

Goal for a job: (should match Career Profile)

1. Looking for a _____ job working in _____
2. I would like to get paid _____
3. I use a/the _____ to get around.
4. The surrounding area I would like to work is _____
5. I am/am not willing to travel long distances (more than 25 miles) for the job
6. The days I can work are _____

7. The education I have is _____
8. I am/am not interested in going back to school.
9. I do/do not like working with people directly and would prefer to be indoors/outdoors.
10. Do you have any other work environment preferences?

11. What are you able to do physically?

12. Areas of Support (i.e. transportation, time management, etc.) and who will help support you in these areas.

13. In order to remain engaged in my job search the best method and time to contact me is:

If you can't get a hold of me, my employment specialist can contact me by contacting:

1. Family or friend _____
2. Show up to appointment/group/community _____
3. Other _____

NOTE: As a caring member of your recovery team, we will work with the other members of your clinical team (therapist, doctors, etc.) to insure your success. This communication will strictly be about your progress in employment and your engagement in the program.

PLAN FOR APPROACHING EMPLOYERS

Disclosure of a Disability at the Workplace

Some people ask their employment specialist to talk to employers on their behalf. For instance, if a person was interested in factory jobs, the employment specialist might meet managers of factories to learn more about those jobs and to advocate for the job seeker. When employment specialists talk to employers, they usually say that they help job seekers who have disabilities or that they help job seekers who have had mental health issues. The reasons that a person might want the employment specialist to talk to employers could include:

- Extra help with a job search. Employment specialists can describe the job seeker's strengths as a worker, learn about available jobs, and request interviews.
- Extra feedback about work performance. Employment specialists can keep in touch with employers after a person is hired to ask for feedback about how the person is performing the job, and to help if there is a problem. Some people benefit from a change in work hours, work duties, or help learning a job.

Others people do not give employment specialists permission to talk to employers on their behalf. Instead the employment specialist helps with finding job leads, filling out applications, practicing interviewing skills, and other job seeking activities. The reasons that some people would not want to disclose that they use supported employment services might include:

- Concern that employers will not hire a person with a disability. It is true that there is stigma about mental health problems and some employers probably do discriminate. But it is also true that many employers are interested in working with programs like IPS supported employment.
- Some people do not mind if their supervisor knows they are working with an employment program, but they would not want their co-workers to find out. Your employment specialist cannot guarantee that co-workers will not find out that you receive help from a supported employment program.
- Some people do not feel that this type of help is necessary.

Either option is fine. You should pick the strategy that feels most comfortable to you. It is also okay to change your mind during the job search, or after you are hired.

You probably have your own personal feelings about disclosure. Try working on the table below with your employment specialist.

Possible Advantages of Disclosure	Possible Disadvantages of Disclosure

When employment specialists talk to employers, it is usually possible for them to keep some things private. For example, some people do not want their employment specialist to share information like diagnosis or medications. Talk this over with your employment specialist and write down the things that you would not want the specialist to share with an employer.

If you might want your employment specialist to speak with employers, you can let the specialist know what information is okay to share, and what he or she should not say. You and your employment specialist should stop here and discuss what might be said to employers.



For now, what is your preference about approaching employers?

- I do not want my employment specialist to talk to employers.
- I am not sure right now and I would like some more time to think about this and receive some more information.
- I do not want my employment specialist to share information about me with employers. However, if my employment specialist is talking to an employer who has the type of jobs that I like and s/he hears about a good job lead, I would like to hear about that. Maybe I will decide to disclose to that employer.
- It is fine with me if my employment specialist talks to employers on my behalf.

Client

Date

Employment Specialist

Date

Congratulations! You got the job!

What are your strengths that landed you this job?

Based on your new job schedule, when and where in the community would you like to meet with your employment specialist? NOTE: If contact between the employment specialist and you is lost, the employment specialist will outreach at these days and times. If you write that Friday at noon is a good time for face to face contact on the job, or 5pm by phone, the employment specialist will use this as a tool to attempt to contact you. By pre-determining dates and times, we can limit interference with the daily schedules in your life. Please try and keep your appointments, or call to re-schedule when necessary, so the employment specialist can continue to support you in the job.

Preparing for the first Day of Work:

Where do you need support? (e.g., time management, anxiety, transportation, etc.)

Who/What is going to support you?

Beyond The First Day:

Where do you need support?

Who/What is going to support you?

On the Job Communication

Goals and Skills

Understanding the impact of the job:

Goals and Skills

Benefits (SSI/SSDI):

Budgeting:

Other:

What happens if this job is not for you?

1. Talk to your employment specialist about the struggles you are having with the job
2. Your employment specialist can help with communication and understanding job goals through job coaching
3. If you want to quit, respect the business. Draft a letter of resignation with your employment specialist and provide the employer a two week notice.

Specific lessons learned:

What you learned and what to improve:

What/who you need more of:

How to achieve that:

Job End Report

Job Title: _____ **Employer:** _____
Job Start Date: _____ **Job End Date:** _____

Job Duties (if changed since start date):

Work hours (include any changes):

Reason for job end:

- Quit for a better job
- Quit—symptoms

- Quit for another reason
- Terminated

Consumer's perspective regarding job end:

Staff comments regarding job end:

Employer comments:

Type of support provided:

Type of supervision at work site:

Does person wish to look for another job? What kind?

Client's preferences regarding disclosure on next job:

Staff Signature

Date