

“Job Placement”

Job Development

OPTIONS helps people interested in competitive, integrated employment find meaningful work in the community of their choice. A Job Developer works individual with each job seeker to find the right job for each person. The areas of interest, employment background and skill level of each person is assessed as part of the job search process. The Job Developer works with the job seeker to prepare them for interviews and helps develop a resume so each job seeker can put their best foot forward. The Job Developer helps the job seeker meet prospective employers in the community and assists with interviews to find a good job match.

Retention

Once hired, the Job Developer works with the Department of Rehabilitation or funding agency to coordinate on the job support with a Job Coach when needed. Job coaches may help provide temporarily or on-going support to help the new employee have a successful work experience. Additional training may be provided away from the job in order to retain employment. Areas of assistance may include how to get to and from work, understanding the work rules/procedures, scheduling, and routine safety procedures.

“Supported Employment”

The Road to Self-Reliance

OPTIONS Supported Employment Services help people with disabilities find meaningful work suited to their individual interests and talents. Entrance criteria for this program are established by the State of California Department of Rehabilitation and referrals are accepted only from Department of Rehabilitation Counselors.

Group Supported Employment funded through Tri-Counties Regional Center, provides individuals with the opportunity to improve their skills by working in a small crew, with a full time supervisor. Many people develop employment skills then advance to individual jobs in the community.



OPTIONS

Family of Services

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OPTIONS

Family of Services

**Vocational
Services**



A non-profit organization providing positive choices for people with disabilities since 1984

Vocational Services

What is Vocational Services?

Vocational Services helps adults with disabilities to locate and retain paid jobs in the communities where they live. OPTIONS helps people develop skills to ensure success in getting and keeping a job. There are many different services offered including work assessment, employment preparation, job development. Programs are funded by the California Department of Rehabilitation or Tri-Counties Regional Center.

Admission Criteria

In order to receive OPTIONS Vocational Services, the following requirements must be met:

- **18 years or older**
- **Be safe in the community**
- **Able to work independently**
- **Have an open case with the Department of Rehabilitation or Tri-Counties Regional Center**
- **Meet government work eligibility requirements**

“Informed Choice & Decision Making”

Once eligible for services, a DOR counselor will begin a Vocational Assessment. This process is about gathering information to help with career goals and services needed to attain successful employment. The counselor will examine interests, abilities, aptitudes, educational achievements, work history, strengths and weaknesses. Informed choice means obtaining all the information needed to make sound decisions about a career path. The counselor will work as partners with OPTIONS to develop an employment plan. These options may include personal vocational and social adjustment, situational assessments, employment preparation, and job placement. When the process is complete, there will be a thorough understanding of job options and an awareness of the services available from which to choose from.

“Employment Preparation”

Individuals are taught how to determine what the right job may be for them, how to obtain the job and how to retain the job once it is obtained. The right job match is important. Each person may receive assisted in the following areas:

- **Interview Skills**
- **Help Making a Resume**
- **Presentation and Hygiene**
- **Expectations at Work**
- **Social Skills at Work**

“Personal, Vocational, Social Adjustment”

Personal, Vocational, Social Adjustment (PVSA) services are provided to assist a person to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors, and functional capacities to achieve and maintain positive employment outcomes. This service is authorized to address one or more barriers that are preventing a person from successfully meeting his/her employment goals. Training is time-limited, individualized, and provided in the environment where assistance is needed or occurs.

- **Positive interactions in the workplace**
- **Grooming and hygiene for work**
- **The use of public transportation**
- **Work habits and attitudes**
- **Understanding company policies and procedures such as punctuality**
- **Money management and budgeting**
- **Social Interaction at work**
- **Time management**

“Situational Assessment”

An opportunity to try out different jobs on a temporary basis to see what a person likes and dislikes. Positions are short term and may be paid positions or at a volunteer job site to assess current vocational skills and interest level.