



## Continuing Education Information

### Course Title:

Employment Specialist: Introductory Level

### Course description:

This two-day course is designed to provide participants with the knowledge and skills needed to provide effective supports to individuals with disabilities seeking integrated employment. Participants will learn a variety of key skills and competencies including methods of vocational assessment, job development strategies, employee training and skill development, and assessing and implementing appropriate workplace modifications and necessary accommodations. Participants will also gain a greater understanding of laws, regulations, and issues surrounding disability disclosure. In addition, attendees will learn proven job training and workplace support strategies including direct and systematic instruction, self-management techniques, and the use of natural supports.

### Relevance to social work:

Social workers are employed by community provider and advocacy organizations in direct service (job developer, employment specialist) and management roles (supervisors, directors of supported employment). In these roles, social workers are responsible for vocational assessment, job development, and workplace accommodations for people with disabilities. Relevant content covered will include methods of vocational evaluation, disability disclosure issues, compliance with the Americans with Disabilities Act, and the earnings impact on federal work incentive benefits such as Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

### Instructor (s):

Dan Baker, Ph.D.  
Anthony Camuso, B.A.

### Number of clock hours requested minus lunch and breaks:

11 hours (5.5 hours each day)

## Employment Specialist: Introductory Level (continued)

### Timed Outline:

#### Day One:

9:00 AM	Supported Employment Overview: Definition and Guiding Principles
10:00 AM	Categories of Disability
10:45AM	Morning Break
11:00 AM	Disability Etiquette
11:30AM	Supported Employment Planning Team: Roles & Responsibilities
12:00 PM	Lunch
1:00 PM	Methods of Assessment
1:30PM	Career Planning and Job Matching
1:45 PM	Job Development Strategies: Networking and Marketing
2:00 PM	Employer Contact: Building Business Relationships
2:15PM	Afternoon Break
2 :30PM	Americans with Disabilities Act (ADA): Title I Employment
3:15 PM	Job Placements and Hidden Disabilities
3:30 PM	Documentation of Activities
4:00 PM	Adjournment

#### Day Two:

9:00 AM	Principles of Job Coaching
10:00AM	Introduction to Workplace Supports & Interventions
10:45AM	Morning Break
11:00 AM	Self Management Strategies
11:30 AM	Principles of Direct Instruction
12:00 PM	Lunch
1:00 PM	Training: Task Analysis & Systematic Instruction
1:30 PM	Natural Supports & Fading Timeline
1:45 PM	Case Studies: Determining Workplace Supports
2:00PM	Afternoon Break
2:15 PM	Record Keeping & Documentation Requirements
3:00 PM	Review of Supported Employment Resources
3:30 PM	Workshop Review & Discussion
4:00PM	Adjournment

## Employment Specialist: Introductory Level (continued)

### **Course Goals:**

This course will teach attendees the fundamental concepts of supported employment. Attendees will learn various assessment method strategies and tools for determining individual skills, interests, and abilities. Effective job development techniques will also be discussed and practiced. Participants will develop a better understanding of workplace support strategies that encourage self management techniques and the use of natural supports. This course will conclude with a thorough review and discussion of documentation requirements and record keeping procedures.

### **Course Learning Objectives:**

After the completion of this course attendees will be able to:

1. Summarize at least two key concepts of supported employment as an effective service for finding integrated, competitive employment for people with disabilities.
2. Define and discuss the employment services role of the New Jersey Division of Developmental Disabilities and the Division of Vocational Rehabilitation Services.
3. Define People First Language and its significance for communicating with people with disabilities.
4. Identify and discuss at least three categories of vocational assessment methods for determining an individual's work skills, abilities, and interests.
5. Discuss the key concepts of career planning and job matching for people with disabilities.
6. Identify at least two methods of job development and explain their primary purpose.
7. Summarize Title I of the Americans with Disabilities Act (ADA) and how it protects people with disabilities from employment discrimination.
8. Define the ADA terms Reasonable Accommodation and Undue Hardship and provide an example of each one in the context of employment.
9. Name and describe at least four methods of workplace interventions and job support strategies.
10. Summarize the steps needed to successfully fade supports from a jobsite.
11. Identify and discuss the required state documentation procedures during each phase of supported employment services.