

# Job Development

The purpose of Job Development is to place a job candidate (JC) with the most significant disabilities into competitive, integrated employment where wages align with industry standards and ongoing support services are available to meet business needs. Job Development also assists Iowa employers in hiring and retaining individuals with disabilities in their workforce. Unlike other services, Employer Development focuses primarily on supporting the business or industry where the job candidate is placed. A Job Analysis is required before service authorizations can be paid.

## IVRS Responsibilities for Job Development Services

- Participate in team meetings to develop an approved plan for Supported Employment Services (SES) and determine payment responsibilities as needed.
- Participate in scheduled meetings to assess JC's progress towards the Individualized Plan for Employment (IPE).
- Collaborate with the CRP by making business contacts to support the CRP in job development.
- Develop relationships with employers and provide those leads to CRPs when appropriate.
- Work with CRP to ensure training needs are identified and addressed with the employer, the job coach and JC.
- Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Initiate the Supported Employment Planning Agreement (SEPA) form and work with the JC and JC's team to complete the form prior to authorizing for job development service.
- Identify and arrange reasonable accommodation(s) with the employer.
- Provide disability awareness and training to the employer if necessary.
- Provide technical assistance to the employer regarding the training progress as identified on the JC's IPE.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Job Development Services

- Identify available job openings consistent with the JC's disability, interests, preferences, aptitudes, and individual plan for employment (IPE).
- Maintain a job search and outcomes log of employers contacted with JC.
- Contact employers to develop a job specific to the JC's IPE.
- Market the JC to the employer.
- Accompany JC to interviews (if necessary).
- Assist the JC in completing and submitting job applications.
- Assist the JC with following up with employers and on all job applications.

- Advise the JC on interviewing, resume revisions, and follow up on all of JC's assignments for follow through.
- Recommend workstation modifications and/or accommodation (if necessary).
- Develop a job for JC with a business or industry that pays commensurate wage at or above minimum wage and offers benefits (whenever possible).
- Complete a job analysis for the specific job that has been developed by the job developer and accepted by JC.
- Negotiate with the employer the essential functions of the job that will serve the business by focusing upon JC's talents.
- Work with IVRS to ensure training needs are identified and addressed with the employer, job coach and JC.
- Determine JC's job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodation(s) with the employer (if necessary).
- Develop a plan for natural support for any JC in SES.
- Provide disability awareness and training to the employer when necessary.
- Provide technical assistance to the employer regarding the training progress as identified by JC's team.
- Provide **Forms of Job Development** to IVRS itemizing the time billed, hours worked, payment amount, and documentation in achievement of performance measures. The forms include:
  - Job Development Log
  - Job Development Monthly Report
  - Natural Supports
  - Job Analysis

## Job Candidate Responsibilities for Job Development Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions agreed by team.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.