

IVRS Responsibilities for Job Development Services

- Participate in team meeting to develop an approved plan for Supported Employment Services and determine payment responsibilities.
- Participate in scheduled meetings to assess job candidate's progress towards work goal.
- Collaborate with the CRP by making business contacts to support the CRP in job development.
- Develop relationships with employers and provides those leads to CRPs for individual job candidates when appropriate.
- Work with CRP to ensure training needs are identified and addressed with the employer, job coach and job candidate. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- 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 job candidate'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 job candidate's disability, interests, preferences, aptitudes, and individual plan for employment.
- Maintain a job search log of employers contacted with job candidate.
- Contact employers to develop a job specific to the job candidate's IPE.
- Market the job candidate to the employer.
- Accompany the job candidate to interviews (if necessary).
- Assist the job candidate in completing and submitting job applications.
- Advise the job candidate on interviewing, resume revisions, and follow up.
- Recommend work station modifications (if necessary).
- Develop a job for the job candidate 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.
- Negotiate with the employer the essential functions of the job that will serve the business by focusing upon the talents of the job candidate.
- Work with IVRS to ensure training needs are identified and addressed with the employer, job coach and job candidate. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodations with the employer.
- Develop a plan for natural supports for any job candidate in Supported Employment.

- Provide disability awareness and training to the employer when necessary.
- Provide technical assistance to the employer regarding the training progress as identified by job candidate's team.
- Provide **Forms of Job Development** to IVRS itemizing the time period billed, hours worked, payment amount, and documentation in achievement of performance measures. The forms include:
 - Section IV of the Job Analysis (SEPA)
 - Job Development Log
 - Job Development Monthly Report
 - Natural Supports
 - Job Analysis

Job Candidate Responsibilities for Customized Employment 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 that the team agreed on.
- 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.