

Non-Supported Employment Job Coaching

Non-Supported Employment Job Coaching requires an exception and is not widely used. This service is provided when the counselor, job candidate (JC) and employer determine that job coaching is needed. There is a preference to work with a CRP for non-supported employment job coaching supports, however, there are times when services are not available through a CRP or the CCO option. In these rare circumstances, through informed choice, a JC may consider this opportunity. Non-Supported Employment Job Coaching may be available on or off the work site by the individual chosen by the JC and approved by VR (e.g. co-worker, family member, friend, acquaintance) that is knowledgeable about the JC and the job needs. Throughout the process, in consultation with the IVRS counselor, the job coach gains disability-related knowledge used to support the JC in learning the job-specific tasks, work habits, and behaviors so that they are eventually able to work independent of job coaching assistance. When this option is utilized, IVRS provides payment to the JC who then hires the job coach of their choice. These time-limited services then transition to natural supports occurring in the work environment unless specific arrangements and eligibility have been determined for extended long-term supports.

IVRS Responsibilities for Non-Supported Employment Job Coaching Service

- Obtain supervisory approval to authorize this service under an exception before proceeding with a service request to a CRP/partner.
- Approve Job Coaching Plan that includes worksite analysis from CRP/partner.
- Communicate areas of concern to CRP and revisit strategies if needed to facilitate JC's progress.
- Document timeframes anticipated for stabilization to occur.
- Monitor and approve payment documentation to service provider.
- Ensure JC is working independently in a competitive integrated job, earning commensurate wage that is at or above minimum wage.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Non-Supported Employment Job Coaching Services

- Develop a fading plan to deliver Job Coaching services consistent with the JC's training needs for IVRS approval.

- Work with employer to understand the training needs of the JC.
- Analyze worksite and workstation to arrange appropriate accommodations.
- Provide one-on-one training to JC until job skills are learned and work performance, habits and behaviors are appropriate.
- Work with employer and co-workers to ensure understanding of disability-related issues or training (if needed) for JC to become an integral part of the business.
- Share training strategies with the employer so that they may provide future training once the IVRS file is closed.
- Document how services support fading of non-supported employment job coaching service.
- Document discussion with employer once a decision is made that JC's job is stable and suitable.
- Provide notice of job stabilization to IVRS for payment indicating procedures to utilize if continued job coaching become necessary using the form associated with this service.

Job Candidate Responsibilities for Non-Supported Employment Job Coaching 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.