

## Supported Employment Job Coaching

The purpose of Supported Employment Job Coaching is to provide extensive, upfront job coaching to assist the new hire to work in an integrated setting at a business, earning commensurate wages at or above minimum wage, and afforded company benefits. Supported Employment Job Coaching trains the job candidate (JC) on the appropriate job specific skills, work habits, behaviors, socialization, and adjust to the job to achieve successful employment. Service delivery is coordinated with the employer and JC in a way that the employer takes on more and more of the responsibilities to work with its employee with disabilities.

### IVRS Responsibilities for Supported Job Coaching Services

- Identify and document extended support provider, known as long-term support and services (LTSS) by Health and Human Services (HHS), and funding support as part of a Supported Employment Services (SES) on the Individual Plan for Employment (IPE).
- Discuss Benefits Planning services with each JC receiving Social Security benefits and their need for ongoing support prior to case closure.
- Ensure JC is working 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 Supported Job Coaching Services

- Connect with employer to understand the training needs of the new hire and ensure employer satisfaction.
- Analyze worksite and workstation to arrange appropriate accommodations for the new hire on the job.
- Develop job coach fading plan that is consistent with JC's training needs for IVRS approval.
- Train new hire in areas needing additional skills such as transportation, social and/or advocacy.
- Provide on-the-job training to new hire 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 new hire to become an integral part of the business.
- Document how services support fading of job coaching service.
- Document discussion with employer once a decision is made that new hire's job is stable and suitable.

- Document time spent with employer and new hire and provide report that outlines number of hours devoted to job coaching and training.
- Work with IVRS and the extended support service providers to ensure that long term support services are in place if needed.
- Provide notice of job stabilization to IVRS for payment indicating plan for continued job coaching.
- Developing Natural Supports is a requirement for writing a plan for Supported Employment Services.
- Submit documentation of services to businesses and employer satisfaction when stabilization occurs using the form associated with this service.

## Job Candidate Responsibilities for 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.