



Employment Professional
Certificate Program
Clark County
2016-2017

INTRODUCTION

The Employment Professional Certificate Program is a certificate program for employment professionals. These professionals provide employment support to individuals with developmental disabilities and play an integral role in assisting people to become contributing members of their community. This program will offer a high quality training program taught by skilled professionals, intended to build on the skills of the participants, offer opportunities for networking with others, and serve as a building block for future leaders in supported employment.

The goals of the program are:

- Increase the competence of employment professionals.
- Develop a network of future leaders in supported employment.
- Provide staff an opportunity for relationship building and networking.
- Expand resources for employment professionals to increase their knowledge through predictable systematic training.
- Embed supported employment training within the generic community college system.
- Expand employment opportunities for people with developmental disabilities.

The program is offered through Highline College in collaboration with WISE and the Washington State Division of Developmental Disabilities with support from counties and agencies throughout the State.

For more information contact Teri Johnson, Program Coordinator at teri431@comcast.net or 206-251-2420.

PROGRAM LOGISTICS

- The program will be limited to twenty-four (24) students.
- The classes will occur each quarter on Friday from 9:00am – 2:00pm.
- The total program cost is \$2,300.00 (may be slightly higher - awaiting final determination)*.The program location will be at Innovative Services NW | 9414 NE Fourth Plain Boulevard| Vancouver, WA 98662
- The program is three sequential quarters, Fall 2016(9/30/16 through 12/9/16), Winter 2017 (1/13/17 through 3/17/17) and Spring 2017 (4/7/17 through 6/8/17).
- 5 Credits per quarter, credits are transferable, and Clock Hours are an option.

CRITERIA FOR STUDENT SELECTION

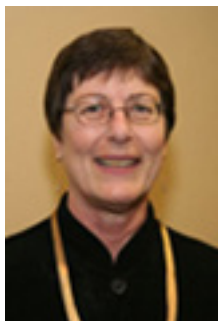
- Student currently works in the field of Supported Employment.
- Student agrees to attend all three quarters.
- Agency agrees to cover the cost (\$2,300.00)* for all three quarters.
- Agency agrees to support the student to attend class five hours per week as well as time required for homework assignments.

APPLICATION FOR ADMISSION

- Student submits payment by September 1, 2016 and registers at www.gowise.org/Wise-Project/highline-college
- Student will be notified of acceptance into the program and the next steps for registration with Highline College.

The program curriculum is based on the values of power, choice, relationships, competence, status, and health and safety, and will include surveys and focus groups to monitor quality. We are committed to assisting other communities to replicate the success of this project.

FALL QUARTER 2016
“FOUNDATIONS OF SUPPORTED EMPLOYMENT”



Instructor: Robyn Fitzgerald

Robyn Fitzgerald retired as the Executive Director of ICON Community Services, Inc. in July 2007. ICON is a private non-profit agency providing supported employment and supported living services for people with disabilities in northern Virginia. She currently owns and operates Fitzgerald Associates providing training and technical assistance specializing in supported employment, community inclusion and related subjects. She lives in La Center, WA, and is currently a consultant for Dean Ross Associates in the area of supported employment and related subjects.

Ms. Fitzgerald began her career in adult disability employment services in 1986 and prior to her responsibilities as the Executive Director/CEO she was instrumental in the development of ICON's community-based employment programs for individuals with disabilities, supervising all of ICON's employment programs and providing training and technical assistance to public school personnel, other service providers, and the business community. She has presented at both local and national conferences on various aspects of supported employment and worked with community businesses helping them to recruit, hire, train and supervise employees with disabilities. She has served on various municipal workforce boards and commissions and business organizations to further community education and awareness of persons with disabilities.

Teaching Assistant: Donna Ganly Turk

Donna has been supporting individuals with disabilities for over 20 years, starting as Teaching Assistant in a Special Education high school class. She also worked 10 years as a Job Coach/Para Educator for ESD 112 Transition students. Donna is a proud graduate of the Highline Employment Specialist program (2011) and looks forward to her third year as Teaching Assistant.

COURSE CONTENT:

This course examines the history, values, public policy, individualized planning and positive approaches that have influenced the inclusion of people with developmental disabilities into work and community life.

COURSE OUTLINE

- Historical Perspectives
- Institutionalization and Inclusion
- Systematic Instruction: Preparing to Teach
- Systematic Instruction: Teaching
- Systematic Instruction: Practicum
- Relationship and Choice
- Individualized Approaches
- Service Funding Systems and Policy
- Positive Approaches in Supporting Behavior

COURSE OUTCOMES

1. Demonstrate an understanding of the impact or historical perspective on current professional service provider role.
2. Identify how supported employment services support the benefits outlined in the County Guidelines.
3. Demonstrate ability to use People First Language.
4. Demonstrate knowledge of the value of Task Design in preparation for teaching.
5. Develop and utilize Task Analysis in teaching tasks.
6. Demonstrate knowledge of Systematic Instruction Strategies.
7. Ability to dialogue about the value of self-determination in supporting individuals.
8. Complete a customized Employment Personal Profile for at least one current client.
9. Identify the most significant funding systems issue currently facing the industry.
10. Complete a Functional Assessment of Behavior
11. Develop a Positive Behavior Support Plan in response to Functional Assessment.

WINTER QUARTER 2017

“ESSENTIALS TO MARKETING AND JOB DEVELOPMENT”



Instructor: Debra McLean, Washington Initiative for Support Employment

Debra Mclean is passionate about seeing all people obtain employment. She has been intrigued with community building and person centered planning as a way to see individuals with a variety of support needs, succeed in jobs that fit them since 1981. She has worked for the University of Oregon and Oregon Health Sciences University on

a number of projects involving people with disabilities and employment. She provides training and consultation on employment and person centered planning for agencies in Washington and Oregon. She has also taught classes on these topics at Portland State University in the Teacher Education Program. Currently she works for the Washington Initiative for Supported Employment. She has worked with schools, families, agencies, businesses, and individuals regarding the development of quality employment opportunities both in the US and in Australia.

Teaching Assistant: Lynn Greenwood

COURSE CONTENT

This course will focus on many aspects of developing jobs for people with developmental disabilities in the community. It will include general networking approaches and specific sales strategies. Working with individuals to target specific jobs and then approaching employer on their behalf. Working as a team in a supported employment agency and with residential and family members. Being a good ambassador for the people you are promoting and preparing them for job interviews.

COURSE OUTLINE

- Job development strategies
- Networking and community involvement
- Customized employment
- Corporate development
- Utilizing a team for success
- Time management
- Ambassadorship
- Job analysis and matching
- Career development
- Persisting in the process
- Using personal profiles to direct job development activities
- Preparation of a portfolio for one client, to be used in presentations to employers.

COURSE OUTCOMES

1. Design a customized employment approach
2. Develop a personal profile and/or portfolio
3. Show personal method of maintaining persistence in job development contacts and demonstrate time management.
4. Describe and role play all aspects of ambassadorship
5. Complete job analysis, environmental analysis and job matching worksheets
6. Generate leads on a weekly basis
7. Make corporate presentations of benefits of supported employment.
8. Build a network for job development in your community
9. Demonstrate personal job development script and ability to field difficult questions from employers.
10. Demonstrate knowledge of the job market

SPRING QUARTER 2017
“JOB SUPPORT AND RETENTION”



Instructor: Emily Harris, Program Manager,
Washington Initiative for Supported Employment.

Emily has had the good fortune to be affiliated with people with disabilities throughout her life. She has experience as an employment consultant and as a Positive Behavior Support consultant with individuals, families, and employment agencies both in Oregon and Washington States. Emily is committed to the concept of inclusion and full participation, and knows that employment is critical to equity. Emily is a Certified Employment Professional through APSE, is a primary trainer and the new manager for the Oregon Employment Learning Network, and a Person Centered Planning facilitator. She holds a BS in Arts in Letters with a focus in women studies and English. Emily is interested in creative, innovative, low-tech ways to support people to be independent on their jobs.

Teaching Assistant: Ryan Farrow, Washington Initiative for
Supported Employment

COURSE CONTENT:

This course will build skills and offer creative methods of assisting individuals with developmental disabilities to be successful on their jobs and improve the competence of businesses and coworkers to support and include people with disabilities. The emphasis will be on job support and coaching, developing partnerships with business, creative problem solving, follow along, diminishing external support and fostering natural supports in the workplace.

COURSE OUTLINE:

- Natural supports
- Preparing the individual
- Preparing the business.
- Review of Systematic Training
- Orientation and initial training.
- Developing Support Plans
- Monitoring and case management
- Communication and partnership with circle of support
- Time management
- Training for independence
- Diminishing agency/staff supports
- Proactive assistance and problem resolution
- Customer follow-along services to business and individual
- Career advancement
- Additional job development

COURSE OUTCOMES:

1. Use job development approaches that set the stage for natural supports.
2. Conduct a worksite and job analysis that identifies natural support business capacity.
3. Negotiate with business for coworker training of new employee.
4. Consult with coworkers during the training process.
5. Identify and negotiate for on-going coworker supports.