



Employment Professional
Certificate Program
Puget Sound

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 offers 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 Developmental Disabilities Administration 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 will be at Highline College, Outreach Center, Room 132 (Building 99, Entrance off of Pacific Highway South, 23825 Pacific Highway South, Kent WA 98032).
- 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.

King County organizations needing tuition assistance should contact Susy Stremel at 206-263-9046 or susan.stremel@kingcounty.gov

The program curriculum, based on the values articulated in the County Guidelines that advocate power, choice, relationships, competence, status, and health and safety, will be reviewed throughout the year, and a student manual with valuable resource material will be developed. We are committed to assisting other communities to replicate the success of this project throughout the State of Washington.

FALL QUARTER 2016
“FOUNDATIONS OF SUPPORTED EMPLOYMENT”



Instructor-Aimee Nelson, Trillium Employment Services

"Everyone can learn if we can figure out how to teach them" Marc Gold. Aimee has embraced this belief for over twenty years. During the past 18 years with Trillium, her primary focus has been discovering how people learn and utilizing best practice in systematic instruction. In addition, Aimee is a Lead Instructor for the OELN Systematic Instruction course; a certified Right Response trainer; and a provider of Individual Technical Assistance through the Washington Initiative for Supported Employment.

Aimee also leads the Trillium School to Work team, building strong relationships with school districts, families and funding agencies. Aimee holds a degree in Psychology/Criminology and a minor in Human and Family Development.

Teaching Assistant: Jen Robinson, Trillium Employment Services



Jen graduated from the University of Wyoming in 2008, with a Bachelor's Degree in Social Work and a double minor of Disability Studies and Sign Language. Jen has been advocating for people with disabilities as long as she can remember, and has worked in residential, school and private one-on-one settings. Jen has experience with a diverse age range as well as a wide range of abilities and skill sets. Jen's main focusing is helping people realize their strengths and live a meaningful and productive life.

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 Functional Assessment of Behavior
9. Develop a Positive Behavior Support Plan in response to Functional Assessment.

WINTER QUARTER 2017

“ESSENTIALS TO MARKETING AND JOB DEVELOPMENT”



Instructor – Aimee Sharp, Washington Initiative for Supported Employment, Seattle

Aimee is passionate about equality and inclusion and believes that employment is the most efficient way for a person to be an active, contributing member of their community. This fuels her commitment and energy to the Supported Employment movement. Aimee graduated from the University of Washington in 2008 and has utilized her skills and experience to grow and support a large network of businesses committed to diversifying their workforce by hiring people with

disabilities. Aimee firmly believes that Supported Employment is a win-win for everyone and enjoys sharing her experience and knowledge with others in the field in many ways including co-instructing the Highline Employment Certification course as well as at Bellevue College.

Teaching Assistant – to be announced.

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

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.

SPRING QUARTER 2017
“JOB SUPPORT AND RETENTION”



Instructor: Lisa Latchford
President, Fox Associates LLC

Lisa Latchford was born and raised in Grand Rapids, Michigan; Lisa was inspired to make a career move from Microsoft to EES by a co-worker with a developmental disability and joined EES in 1995. She has over twenty five years' experience in the field of developmental disabilities and her professional focus for the last

20 years has been to contribute to quality employment opportunities for adults with disabilities in private and public companies. Lisa is Past President of the University District Rotary Club and past Board Chair for VSA Arts of Washington-Art programs for students and adults with disabilities. She also served on the Advisory Committee for the King County ARC Family 360 program, the Washington APSE Chapter board and the Issaquah Network Board. As a private consultant, she provides training and consultation at the local, state, and national level. She is a visionary leader with experience in marketing, public speaking, leadership, management, training and facilitation. Lisa holds a Bachelor of Arts degree in Speech Communication with an emphasis in marketing from Saint Mary's College, Notre Dame, Indiana.

Teaching Assistant: Autumn Cutter, AtWork!

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
- 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. Discuss steps to facilitating job start.
2. Complete job analysis
3. Monitor progress of new employee
4. Monitor progress of natural supports
5. Record results of person-centered plan for job retention.
6. Conduct functional assessment.
7. Develop plan(s) for mediating behavior issue.
8. Monitor progress of behavior plan
9. Customer service surveys conducted by peers.

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