

# EMPLOYMENT FIRST FLORIDA TOOLKIT

A GUIDE FOR JOB SEEKERS



**SUMMARY OF  
DOMAINS AND  
COMPETENCIES**

The charts that follow are a summary of the Domains and Core Competencies included in the Employment First Florida Toolkit.

The toolkit is a guide that will help people with intellectual and developmental disabilities (I/DD) get and keep jobs.

The charts cover “Core Competencies.” They are the basic ideas that someone working as a job services provider should master.

## **2 groups helped identify the Core Competencies.**

- ***Association of People Supporting Employment First (APSE)***
- ***Association of Community Rehabilitation Educators (ACRE)***

The toolkit is organized into 5 areas called “Domains,” and each Domain has its own Core Competencies.

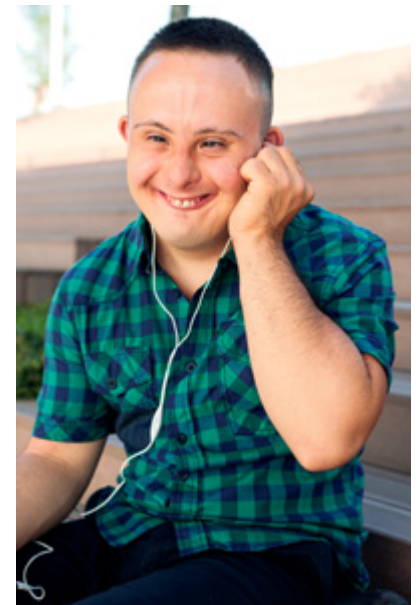
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**This document often uses the term “job services.” People who provide job services are called a job services provider and help job seekers with:**

- ***Planning for jobs (career planning).***
- ***Finding jobs (job development).***
- ***Job coaching (job training and support).***
- ***Advancing in jobs (career advancement).***



## DOMAIN 1: VALUES AND PRACTICES

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
RIGHT TO WORK	Offer community employment as the first option to all people seeking services.	Everyone with a disability will have the chance to have a real job in the community.
RESPECT AND LANGUAGE	Treat job seekers with respect, and use words to describe job seekers that focus on the person, not the disability.	Job seekers will be treated with respect.
HELPING JOB SEEKERS HELP THEMSELVES	Involve the job seeker as much as possible and design services to fit each person.	Each person will participate in their job services to the fullest.
COMMUNITY WORK	Offer jobs within the community instead of workshop jobs or programs run by the job services provider's organization.	Job seekers will be offered paid community jobs near where they live.
LAWS AND REGULATIONS	Understand the history of job support as well as laws and rules that apply to providing job services.	The job services provider will use the current best ways of doing things.
FUNDING	Find and use all available sources of funding for both services and the job seeker.	The job services provider will help job seekers find various kinds of funding.

## DOMAIN 2: INDIVIDUALIZED ASSESSMENT AND PLANNING

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
<b>DISCLOSURE</b>	Not reveal (“disclose”) a job seeker’s disability unless it is necessary and the job seeker approves.	Job seekers will feel comfortable and confident when looking for and applying for jobs. They will have more control over disclosure.
<b>SCHOOL-TO-WORK TRANSITION</b>	Provide a smooth transition to jobs and adult services.	Students graduating from high school will be better prepared to obtain jobs.
<b>FAST CONNECTION TO THE WORKING WORLD</b>	Connect job seekers with opportunities quickly and never tell job seekers they are “not ready.”	Job seekers will not be delayed before starting their careers.
<b>ASSESSMENTS UNIQUE TO EACH JOB SEEKER</b>	Provide individual assessments of job seekers and their skills.	The specific strengths of each job seeker will be identified.
<b>MANY METHODS OF ASSESSMENT USED</b>	Use different ways of measuring a job seeker’s interests, strengths, and needs.	Assessments will cover many areas and will reveal more strengths for each job seeker.
<b>TEACHING ABOUT HOW JOBS AFFECT BENEFITS</b>	Teach job seekers about work rules that allow them to keep their benefits while working.	Job seekers will not risk losing their benefits by working.

## DOMAIN 2: INDIVIDUALIZED ASSESSMENT AND PLANNING

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
DOCUMENTATION OF JOB SEEKER'S INFORMATION	Record a job seeker's interests and goals in a written document.	Job seekers will have written tools to support the job search.
MANY ACTIVITIES TO SUPPORT ASSESSMENT	Offer a variety of activities in the community, including job "try-outs," volunteering, interviews, and job shadowing.	Job seekers will be assessed using real activities and will be better prepared for work.
SELF-EMPLOYMENT SUPPORT	Offer job seekers ways to learn about self-employment (having their own business).	Job seekers will learn that there are many ways to work, including having their own business.
REFERRALS TO OTHER JOB SERVICES	Provide any needed information and referrals to other job services.	Job seekers will have a broader base of job supports.



## DOMAIN 3: JOB DEVELOPMENT

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
UNDERSTAND THE LABOR MARKET	Gather information on important trends that can lead to good jobs.	New and developing opportunities will be available to job seekers.
MARKETING AND COMMUNICATIONS	Let employers know what kinds of help they provide, have a professional business image, and use respectful language.	Employers will know how to use the supports of the job services provider and see job seekers with disabilities as valuable hires.
JOB PORTFOLIO	Help job seekers create a written or visual portfolio that shows employers their skills and strengths.	The strengths and skills of each job seeker will be easy to communicate to employers.
INFORMATIONAL INTERVIEWS	Help job seekers talk to employers to learn about the type of work they might do before they decide if they want to work there.	Job seekers and employers will have their questions answered and get to know each other.
MENTORING	Guide job seekers with dignity and respect during the job search and application process.	Job seekers will be more involved in their own careers and will receive respectful guidance.
JOB MATCHING	Help job seekers develop a plan and a list of job descriptions that will fit their own skills and strengths.	Job tasks and settings will fit well with the person's skills and interests.

## DOMAIN 4-5: WORK SUPPORTS

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
EMPLOYMENT PROPOSALS	Help the job seeker develop an employment proposal that will help identify what duties the person can do for an employer.	The strengths and skills of each job seeker will be easy to communicate, and employers will see how each person will fit in a role.
RESPONDING TO EMPLOYER CONCERNS	Help answer employers' questions about a job seeker's disabilities, skills, or interests with specific information.	Issues or questions will be resolved quickly so job seekers can start work or get back to work.
EMPLOYER INCENTIVES	Understand the needs of employers so they can offer incentives (things given to employers to encourage hiring job seekers with disabilities).	Employers will see that there are many benefits to hiring people with disabilities.
COMMUNICATION BETWEEN SUPPORTS	Be sure all members of the support team communicate clearly about how to help the job seeker.	There will be few missed opportunities to help the job seeker.
UNDERSTANDING IMPACT OF INCOME ON BENEFITS	Keep job seekers informed about how their pay will affect their ability to receive government benefits.	Job seekers will keep to a minimum the risk of losing their benefits.
TRANSPORTATION	Help job seekers locate transportation that meets their needs.	Job seekers will have no trouble getting to work.

## DOMAIN 4-5: WORK SUPPORTS

CORE COMPETENCY	WHAT THE JOB SERVICES PROVIDER SHOULD DO	HOW THIS HELPS PEOPLE FIND JOBS
ON-THE-JOB TRAINING	Begin training that helps the job seeker learn about the new job and meet co-workers before the first day of work and continue after the job has started.	Workers with disabilities will learn from their co-workers and/or supervisors as they work and have a better chance of success.
TRAINING PROCESS	Check in often with job seekers and the employers to make sure training is working well, to keep track of progress, and to make changes as needed.	Questions or issues will be identified quickly, and employees will feel supported.
POSITIVE BEHAVIOR SUPPORTS	Use Positive Behavior Supports to help job seekers learn new skills and change behaviors that may be hurting job performance.	Job seekers will be treated with dignity and problems will be resolved in a positive way.
FUNDING AND RESOURCES	Work to find funds for supports that will be available long-term.	Programs and services will not end due to lack of funds.
CAREER ADVANCEMENT	Help job seekers work with their employers to get promotions or new job opportunities.	Employees will be on track for new responsibilities, raises, and new job options.
LONG-TERM SUPPORTS	Have a plan for helping the employee succeed in the job over a long period of time, even after on-site support is no longer needed.	Employees will be supported for the entire time they are working.