



AIVRTTAC

JOB SUPPORT SERVICES

The American Indian Vocational Rehabilitation Services (AIVRS) Program and Rehabilitation Services Administration (RSA) are committed to placing eligible and qualified Native Americans with disabilities in the best possible jobs. As job development and job placement services constitute the primary function of AIVRS projects, the responsibilities of AIVRS project staff center around these services. The job placement process is the culmination of the rehabilitation counseling endeavor, which focuses directly on the employment outcome goal required for all AIVRS participants. The job development and job placement processes require a substantial amount of planning and effort by AIVRS project staff, both in the early stages of the Individualized Plan of Employment (IPE) development and toward the culmination of the program. Job placement and development services are not dependent upon either the participant's financial need or comparable benefits.

The following is a list of job-related services that a participant may find helpful.

Community Based Assessment (CBA) is a service that allows for evaluation of an individual's work skills, work tolerance, and job-related behaviors at a public or private job site. CBAs may also be conducted at volunteer sites if the participant's activities are consistent with volunteer opportunities. CBA is intended to answer questions concerning a participant's interests, capabilities, needed job supports, and other factors related to achieving a successful job match. CBAs may be provided by AIVRS staff (including counselors, vocational evaluators, or business relations representatives) or community rehabilitation programs.

CBAs may be performed as a part of the preliminary assessment for purposes of carrying out a trial work experience, during the comprehensive assessment, or as a service on the IPE. CBA is not intended to replace supported employment or work adjustment services for participants who require these supports, or to replace job placement services or actual employment for participants who are placement-ready. When there are questions about the job interests or capabilities of a participant who is most significantly disabled and for whom supported employment services are being considered, a supplemental evaluation shall be used in lieu of a Community Based Assessment. Per AIVRS policy, the CBA activities will have a defined length of time for completion, and usually do not exceed 40 hours per case. CBA is not subject to financial need.

Job placement assistance is a referral to a specific job resulting in an interview, regardless of whether or not the participant obtained the job.

Job retention support should be used if a participant is seeking assistance with maintaining or advancing in current competitive and integrated employment.

Job search and job readiness activities support and assist a participant in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the participant.

Long-term follow-along support services are defined as support services provided to an individual who has been identified as needing help with job retention. Such services include job coaching, follow-up and follow-along, and job retention services.

On-the-job supports are support services provided to a participant who has been placed in employment and may need extra support in order to be successful in the position and increase the likelihood of job retention. These supports may include job coaching, follow-up and follow-along, and job retention services.

Supported employment services should be used if the participant is an individual with the most significant disability seeking competitive and integrated employment and will need long-term job supports to obtain and maintain employment (e.g., supported employment services and extended employment services).

Work adjustment is a service that project participants can receive as a part of work adjustment training provided by Community Rehabilitation Professionals. Work adjustment can include job coaching services, which are for project participants requiring on-the-job supports in order to be successful in their employment. Job coaching services cannot be utilized solely for job placement. The counselor will include work adjustment job coaching on the IPE and is responsible for providing continuing counseling, guidance, and job development and placement services in conjunction with the CRP. Included in this service are job development, job placement, and job training. Such services are not dependent upon either financial need or comparable benefits.

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