

It's up to you!



A guide for adults with developmental
disabilities who want to work
and be active in the community

March 2011

It's up to you!

A guide for adults with developmental disabilities who want to work and be active in the community



With information about support services, local agencies, and other valuable resources

Introduction	2
Figuring out what you want	3
Get started	
Work with others	
Identify your interests, strengths, and needs	
Understanding the services	10
Individual Supported Employment	
Group Supported Employment	
Community Access	
Getting to work	
Funding your supports	12
The nature of public funds	
Division of Developmental Disabilities	
Other funding possibilities	
Interviewing the agencies	15
What do you need to know about the agency?	
What does the agency need to know about you?	
Make the appointments	



Closing the deal 18

About your paperwork

Setting your goals

Measuring your progress

The County role

Local service providers 21

Advantage Employment Partnerships (EFI) 22

Career Quest 24

Community Resources, Inc. 26

Creative Employment Services, LLC 28

Employment Solutions Plus 30

Morningside 32

Resources 34

State and federal agencies

Local resources

Worksheets

Helpful people 3

Things I like 5

Things I am proud of 6

Things that worry me and things that might help 8

Summing it up 9

My Plan 35

Progress Notes 36

Welcome

This guide is your introduction to some of the services and supports that are available in Thurston and Mason Counties. It was put together to help you organize your ideas, explain programs that might meet your needs, help you understand the service system, and offer some help as you pick an agency to work with you. We hope this workbook will help you bypass some of the confusion and problems that people often have when they look for help.

Inside you'll find descriptions of local agencies that are currently qualified to work with adults with a developmental disability. People in these agencies can work with you to identify your interests and skills. Depending on the type of service you are authorized to receive, they can help you find a job or possibly join a club or community organization.

Finding your place in the community begins with you. Agencies can play an important part but they need to know who you are and what you want. We encourage you use this guide and to write down important information as you think about getting a job. Don't be shy about your ideas and be sure to ask your friends and family to help—sometimes they have important information!

Community participation—work, friendships, independence, a chance to learn, and the opportunity to contribute—can be attained once you make the commitment and get started. We hope this guide is just the beginning.

Best wishes,

Anne Butigan, Jim Goers, Kim Jensen,

Brandi Monts, and Rochelle Rogers

Thurston County Public Health and Social Services

Developmental Disabilities

- March 2011

Figuring Out What You Want

Get started

Getting a good job and finding your fit in the community starts with understanding who you are and figuring out what you want. It's a process that can take time and a good deal of effort—you won't want to do it alone. Think of a few good partners to help you out. They should be people who can offer support through tough times, add to your good ideas, and make your work fun.

You can start by asking only one person who is close to you—someone you trust and with whom you are comfortable. As you go through the steps in this book, you'll want to include others who can help. By the time you're done, you'll know lots of new people and you'll be on your way to making things happen. Let's get started.



Helpful people

Add to your list as you think of new people who can help.

Name and phone number

Work with others

Figuring out what you want in life and then making it happen can't be done alone. You will be meeting and talking to lots of people. It's important to remember to be patient and help out by letting people know what you think. Listen to what others have to say and take part in meetings and planning sessions as much as you can. You have a very important role. You know the most about yourself. ***Don't take a back seat and let others plan your life.***

Let others know what you think

The people you'll be working with need to know what you like and what you want to do. Help them understand your dreams, interests and skills. It's also important to share your concerns and fears.

Listen to what others have to say

Find out what other people are thinking. They may know things about you that you have a hard time seeing. They can tell you about their experiences with the system, jobs they've had, and different community activities. Remember, listening doesn't mean just being quiet. It's important to understand what people say—so if you don't understand something, be sure to ask questions.

Get involved as much as you can

Work closely with people and you will be successful. Write things down in this book or have someone help you record the new information you gather along the way. Working with others is good practice for when you go out on interviews and meet new people.

Identify your interests, strengths, and needs

Do you have ideas about where you want to work? If so, it's important to make sure that the job ideas match your interests, skills, and needs. If you are not sure about work or if you are unclear about what the community has to offer, it's even more important that you have a clear picture of your interests, skills, and needs. Follow your interests. They can lead you to where you want to go.

Interests

It's a good idea to start by thinking about the things you like. Your interests are the key to your future. If you like doing something, you might be pretty good at it and that can lead you to figuring out what skills you have.

Take some time to think and talk about the things you do. Where are the places that you like to spend time? What do you like doing? Do you like being around people? What are the favorite parts of your day? What do you look forward to doing? Do you like sports, shopping, going to church, or eating at restaurants? Do you watch television? What are your favorite programs? What are your hobbies? Are you an outdoor person? What is it about these things that make you happy and want to keep doing them? Get to the core of these questions and you'll be able to list your interests.



Things I like

List the places where you like to spend time and the things you enjoy. List all your interests. If you've worked, include the things you liked doing.

Strengths

Each of us has unique strengths and abilities. But sometimes we have a hard time recognizing our own gifts. That's why it's a good idea to ask others for help when you get to this part. When you look for a job or meet new people, you will want to make a good impression. Employers want to know about your talents and the things you have to offer. What do people like about you? Do you like to learn new things? Are you dependable? Honest? Do you work hard? Do you get along with people?

If your main interest is work, you'll want to pay special attention to your skills. Skills are those things you are good at. They might include tasks that you do well at home or school. Think about all the things you've done. What skills do you have from other jobs? For example, if you've worked at a nursery, what did you like most—transplanting and watering plants? Or were you better at working with customers? Can you read instructions, file, make change, count, or measure? Are you good with your hands?



Things I am proud of

*Think about your strengths and your practical skills.
What are the things you are good at and like doing?*

Needs

In addition to figuring out your interests and skills, it's important to think about your needs. As you explore ideas for the future, things will not always be perfect. There will be times when you'll need to compromise—consider things that aren't exactly what you want. There will be times when you turn down things because they don't meet your needs. Balancing desires and needs and knowing when to compromise can be challenging.

We all have things about us that we can't control or that we won't budge on. When figuring out your needs, it's helpful to take a good look at yourself—who are you? What are your support needs? Are you someone who gets along with people or are you someone who doesn't like being around lots of people? Are you grouchy in the morning? When you do things, are you slow and accurate or do you do things fast and make some mistakes? Do you have physical limitations like a hard time lifting or walking about? Do you need help using the bathroom? How are your hearing and vision? Do you take medication? Do you need to work indoors?

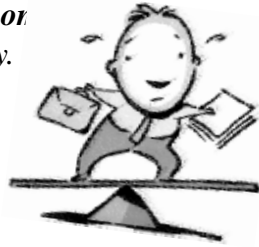
Listing these things is about finding the right fit in the community. In addition to listing those things that explain what you can and cannot do, it's important to think about support needs. What kinds of things are helpful? If you have a rough time in the morning, is it helpful to have someone remind you to get to bed early? If you make mistakes at work, what is the best way to remind you to slow down and check for accuracy?

It's very important to know what you need when you are looking for a job. How much money do you need to earn? What kind of people do you want to work with? Do you need health insurance? Does it matter when you work? Part-time? Evenings? Weekends? What are the things you really need and what are the things you can compromise on?

Finally, don't forget about Social Security. Getting a job could mean a change in your benefits. Stay updated on the rules. Recent changes mean you can earn more money so be sure you have the most current information as you plan.

Things that worry me and things that might help

*Think carefully and list the things that could be **troublesome** you look for work or ways to be active in the community.*



*Think about those things that worry you and list ideas that might be **helpful** as you look for work or community activities.*

Summing it up

You've gathered a lot of information and learned valuable things about yourself. Now, it's time to pull it all together so it will be helpful to others. Answer the questions below from all the information you've gathered and put those things that are most important at the top of your list.

I want to do things that take advantage of my interests in:

I want to be able to use these skills:

I want people to know these good things about me:

I do not want to do these kinds of things:

My life will be better if I have these things:

I need these things in a job:

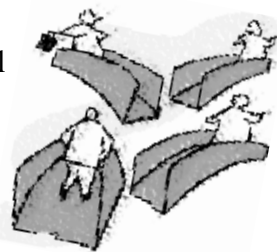
Understanding the Services

By now, you and the folks you have asked to help you have an idea of your interests, skills, and support needs. If not, that is something that you should do right away. It's also something you will want to keep updated as things change.

Now it's time to introduce you to some of the agencies and people that are in your community. Thurston and Mason Counties have many fine service organizations that provide a variety of services and assistance. These organizations can be divided into two groups—government agencies and private companies. In general, the government agencies determine eligibility, help with planning, and manage public funding. Private companies provide direct services.

Most of the private companies are nonprofit organizations; but that does not mean they work for free. They have expenses and charge for their services. The agencies listed in this guide are companies that contract with the County—that means they have agreed to follow certain rules when they work with you and in exchange, the County pays them for helping you.

One of the first things you'll need to do is meet with a Developmental Disabilities Case Manager. He or she will review the different types of County Support Services and work with you to figure out which one is best for you. It would be helpful, but not necessary, to share the information you've gathered about yourself from the first part of this guide.



The system of County Support Services helps people with developmental disabilities pursue active lives, earn a living, and make meaningful contributions to the community. Most people want to use Support Services to get a job of their own. A good job means money, a feeling of pride and independence, and an opportunity to make new friends. Some people feel less secure about their skills and look for a more structured workplace where they can build their confidence and work skills. Finally, a small number of people are not interested

in work because they are retired or have other things going on in their lives that keep them from working. In an attempt to address all of these needs, we offer the following services.



Individual Supported Employment – Job development, on-the-job training, and follow-up services to help you find and keep your own job in the community. The exact services will depend on your needs and your ability to help with the search for a job. Generally, you can expect help in figuring out what kind of work best fits your interests and abilities. Services may also include the development of a job with an employer, training and support to your new supervisor and co-workers so everything works smoothly on your new job. You'll get plenty of help to learn your new job through on-the-job training. You'll also get help making adjustments to the workplace and when new job duties pop up as time passes. One of the best parts of this service is that the people who help you find the job and learn the job duties will stay in touch with you and the employer to make sure things are working for both of you.

Group Supported Employment – Employment and on-the-job training with a small group of other people with developmental disabilities. It's like sharing a job in the community and it usually means there is always a supervisor close at hand. This kind of service happens in community businesses and might have you sharing your job duties with up to eight other people.

Community Access – This is a nonemployment service that helps you include community activities into your life. These services are for people who are 62 years of age and older. Your Case Manager will help you decide if Community Access services are for you.

Once you and your case manager have determined which support service will best meet your needs, it's up to you to check out and choose the agency that you want to work with to achieve your goals.

Getting to work

When you are figuring out what kind of job you want to do, you will also have to think about how you will get to work. Where and when you work can be affected by what transportation is available. Some people take the bus, while others use the Dial-a-Lift van service. The bus company in Thurston County (Intercity Transit) and the bus company in Mason County (Mason County Transit) provide these services at no or low-cost. Some people walk, bike, or ride in a car. The agency you work with can help you figure out what works best for you, or your Case Manager might have some ideas for how you can get to your job. **In the end, just like doing your job while at work, getting to and from work is your responsibility.**

Funding Your Supports

The nature of public funds

For people with developmental disabilities, federal and state funds combine to form the primary source of long-term support. However, *it is important to know that public funds for these services are limited.* So, even if you qualify for assistance, you may not be guaranteed funding. Government agencies and private companies cannot help everyone who comes to them asking for publicly funded assistance. It's a good idea to sign up as soon as possible and put together a backup plan in case public funding is not available.



Division of Developmental Disabilities

If you want public funds to pay for services, you will need to work with a Case Manager. Case Managers work for a state government agency called the Division of Developmental Disabilities (DDD). When you meet with a Case Manager they will help you understand the system and let you know if you meet the qualifications to get help from the Division of Developmental Disabilities.

The Division of Developmental Disabilities has offices in both counties. If you live in **Thurston County**, call the Tumwater office at **360-725-4250** to set up an appointment. If you live in **Mason County**, you'll want to call **360-432-2039** to meet with a Case Manager in Shelton. When you meet with a Case Manager you will find out if you are eligible to receive funding that pays for services with local service providers. The Division of Developmental Disabilities awards the money that pays for services to the County. The County works with Case Managers to be sure that people get what they need and that the services are good.

Case Managers usually know if there is money available. They can let you know if there will be a wait for public funding. If you are new to the system and are signing up for services for the first time, or if you have just moved to the area, it is likely that you will have to wait until funding becomes available.

If you have money of your own, you might want to consider paying for support services yourself. You can call any of the agencies in this book to find out what they can do for you and how much they would charge to help you out. Your Case Manager or the people who work for the private agencies may also be able to connect you to other funding sources.

Other funding possibilities

As you consider funding from other government programs, you should remember that it is a two-part process. First, **you must be eligible**. Each government agency will have its own guidelines and ways of doing things. Second, if you meet their requirements, **you'll need to follow their rules**. Some agencies only offer short-term or one-time funding. If so, they might also ask that you have long-term funding from the Division of Developmental Disabilities before they will be able to help.

The most important thing is to understand the rules of the program. Know what they can do for you and know your responsibilities.

Division of Vocational Rehabilitation

Most of the private agencies listed in this guide have worked with the Division of Vocational Rehabilitation (DVR). They can help you get connected to a Vocational Rehabilitation Counselor. DVR Counselors focuses on employment and they can help you put together a plan to find a job and get the training you need to learn that job. Sometimes that's all it takes! If you don't need long-term support to keep your job, they could be just what you need! If you need extra help (for a long time) in order to keep your job, DVR can help you get started with a supported employment job, but they may need to know that you have long-term support available before they begin working with you. The Division of Vocational Rehabilitation only offers time-limited funding.

Services for the Blind

The Department of Services for the Blind (DSB) provides a variety of programs to blind and visually impaired persons of all ages. People whose vision is not correctable by ordinary eye care are candidates for this service. Their services are similar to those offered by the Division of Vocational Rehabilitation. This might be worth checking out if you are visually impaired.

Social Security Administration

Recent changes in Social Security rules have removed many barriers for people with disabilities who want to go to work. **Now you can earn more money and hang on to your medical benefits.** In addition, Social Security offers several kinds of work incentives to encourage people with disabilities to seek employment. Examples of these incentives include Plan for Achieving Self-Support (PASS) and Impairment-Related Work Expenses (IRWE). Both the PASS and IRWE provisions under the Social Security Act may help a person with disabilities obtain vocational rehabilitation services and supported employment services, including services for an extended period of time.

Interviewing the Agencies

Before you start receiving a service you'll need to pick the agency you want to work with. This booklet has the names, phone numbers and service descriptions of the agencies qualified to provide employment and community access services in Thurston and Mason Counties. Some agencies specialize and do not provide all of the services available in the county. At times, agencies may even be full, that is, they may be helping as many people as they can handle.



It is up to you to find the agency with the right fit for you and to be sure you are happy—it's best to visit each agency that looks interesting. You can go on your own or with a friend. We recommend going with a friend so you can talk it over afterward. If you choose to have a partner, it is very important that you ask questions and provide as much information as possible.

Here are some helpful hints:

Know which service you've been authorized to receive. Your Case Manager will work with you and let you know that when you meet.

Use this guide to find the agencies that provide the service you want. In the back you'll find a list of agencies and their services. You can put a check by the service you want to talk about.

Ask plenty of questions and share your ideas when you are interviewing. This will help you know if you will be comfortable working with the agency. Finding a job and making new friends can be a lot of work. It's important to trust the people you will be working with.

What do you need to know about the agency?

Think about what you want to ask. There are sample questions next to each provider's description but you will want to come up with some questions of your own. Here are some samples with tips on what to look for:

What kind of jobs have you found for people with skills like mine?

Look to see if most of the jobs are the same kind. It's better if there is variety. Have they helped others find jobs like the ones that interest you?

What kind of help does your agency provide?

Depending on your needs, look to see if you'll get on-the-job training. Do they provide transportation training? Training to co-workers? How will they help you once you have learned the job? Will they help you make friends or do they stick just to skill training?

How experienced are the people who will be working with me?

Ask to meet the people who will be working with you. How good are they? What have they accomplished? What will they do for you? Can they deliver what you want? Ask about what happens if you are unhappy with the service.

What will your agency do if I am unhappy or if I lose my job?

Find out what happens if you lose your job. Will they help you find another? Will they help if you want to find a better job?

How big is your company? How much time will you spend with me?

You want to know how much time will be spent helping you every month. Find out how many customers each of their staff are responsible for. What are the average wages for the people they have helped? How are wages and benefits negotiated? What does the community think of this company?

Think about what you want to know and write down the questions on the pages next to the agency descriptions. If you have lots of questions, that's great. Write your questions on a separate piece of paper. It's also a good idea to talk with others who have used the services to see what they have to say.

What does the agency need to know about you?

It is important to ask lots of questions when you are trying to pick an agency. It's also very important to give information to the agency. You are looking to develop a partnership and it's best if you start by sharing information.

You will be off to a good start if you go to the agency with the information you collected in the first chapter of this guide. Each agency you talk to will be interested in learning about your interests, skills, and support needs. It will also be helpful if you can give them an idea of how much funding you have available. If you will be using County funding, the Case Manager can help you figure that out. If you will be paying for the services out of your own pocket, you'll need to see how much you can afford. It's also a good idea to let the agency know if you'd like help understanding Social Security work incentives.

Make the appointments



Now that you have your list of questions and information about yourself, it's time to contact the agencies and set up your interviews. Call each agency you want to get more information about and arrange to meet with someone who can answer your questions. You could get the information over the phone but we recommend a face-to-face meeting. That way you can see if the people you will work with look like they are a good match and you can get an idea of how their offices look. You will get some sense of how valuable you are going to be as a customer just by visiting the people in the agency.

If you have trouble making appointments over the phone, you might want to get help with this part. If you are going to your appointment with another person, it is a good idea to let the agency know that up front so there are no surprises. Once you have an appointment, write down the name of the person you'll be meeting with, the date and time, and the place you'll be meeting.

It's *not* a good idea to change an appointment. If something important does come up; be sure to let the agency know as soon as possible and set a new appointment when you call.

When it's time for your meeting, you want to be on time. Just like you'll be looking at the agency to see if you want to work with them, they will be looking at you to see if they will be able to help you. Being on time will be a good start. Once you are settled in and comfortable you can start by letting the person know you are looking for an agency to help you.

Tell them a little about yourself and then let them know that you have some questions. Be sure you get all your questions answered before you leave. As we mentioned earlier, it's a good idea to go to this meeting with a friend. It's nice to have someone to talk to about your meeting. You might even want to write down all the positives and negatives from the meeting. That way it will be easier to compare several agencies.

If after you've interviewed several agencies you still can't decide, you might want to talk with a couple of the agencies again. It's important to be respectful of their time, but it is also important for you to be happy with your decision.

Closing the Deal

Once you've identified the kind of support service you'll need and selected the best agency for you, it's time to do the paperwork. You are making an important decision and like any important purchase, it's a good idea to put things in writing. Here is a summary of the things that will happen.



Note: If you will be paying for your own services you might want to consider some of the next steps and set up an agreement with the agency you selected to help you.

About your paperwork

Once you've figured out which agency you'll be working with, you'll need to let your DDD Case Manager know so they can contact the County and the agency and get the paperwork started. It begins with a County Service Authorization—a form that helps the agency, County and DDD agree on the type of service you'll

get and the amount of money the County will make available to pay for your services. After everyone has signed the County Service Authorization form, your Case Manager will give you a copy for your records.

Setting your goals

One of the first things you'll do is put together an Individual Work Plan for yourself. Someone from the agency you've chosen will meet with you to figure out the things that you want to accomplish by working with the agency. You will also come up with ideas on how to make those things happen and set some dates to reach your goals. It's important to be clear about what you want and to believe that the steps toward your goals will work. Deadlines are also important because you need a way to measure progress toward the things you want.

The Individual Work Plan is very important! It is a way for you and the agency to be clear about what you want and how they will help you. It is a starting point, and there will be opportunities to make changes along the way.

You may want to ask someone to help you develop and review it to be sure it meets your needs. It's a good idea to have someone who can help you talk about what you want now and for the future. The information you put together when you started this booklet will be very helpful. It would be a good idea to include some of the people from your "helpful people" list on page three. You may even want to invite your Case Manager. Once you are happy with the plan, you'll need to sign it—it's your contract with the agency. A person from the agency will also sign it and pass it on to your Case Manager and the County. If you have a legal guardian you may want them to be part of your planning meeting because they'll need to sign your plan too.

Measuring your progress

Every six months the agency you work with is required to do a progress report. There will be another meeting—much like



your Individual Work Plan meeting—to review the progress you and the agency are making toward your goals. If you have accomplished the things you wanted, it will be time to come up with new goals.

If the deadlines on your original plan have passed and you are not close to where you thought you'd be, it's time to come up with different ideas on how to get you to where you want to be. Or, you may want to drop your original ideas and come up with new goals that you want to work on.

When you are done reviewing your accomplishments, you should have a fresh set of goals and deadlines. When things go well, reporting and planning will happen every six months, but it's important to remember you can always talk with people who work at the agency about how things are going. Let them know if things aren't going well. If things *are* going well it's important to let them know that too.



If you've been with an agency for a while and things aren't going well, you need to talk with the staff at the agency. It's important that they understand your problems and that you give each other a chance to fix things.

Every agency has a grievance procedure to address the concerns of customers who are unhappy. If nothing works, you may want to begin shopping for a new agency. Changing agencies or programs should not be taken lightly. You will need to call your Case Manager and you'll need to work together to figure out what program or agency might be best for you. The process will look a lot like when you signed up to receive services the first time.

The County role

The Thurston County Public Health and Social Services Department manages funding from the Division of Developmental Disabilities and contracts with local agencies to provide services for adults with developmental disabilities in both Thurston and Mason Counties.

The County, in cooperation with its community partners:

- Develops and oversees services to meet the employment needs and encourage community participation.
- Assesses community needs, identifies resources, and allocates funding to provide the most benefit to individuals with disabilities and the community.
- Collects service outcome information and monitors spending to assure that services are directed to meet the needs of each individual.
- Monitors and reviews program services delivered by community agencies to assure service quality and ongoing improvement.

County staff is available if you need help. Call 360-867-2517 to talk with **Jim Goers**, 360-867-2519 to talk to **Brandi Monts** or 360-867-2518 to talk to **Kim Jensen** if you get stuck or would like some help.

Local Service Providers

The following information was provided by the service providers in Thurston and Mason Counties. Each summary lists contact and address information and a description of services offered by the organization.

There is also a statement that sums up their way of working and lists the types of payment methods they are willing to accept.

The organizations are listed alphabetically and each has a contract with Thurston County to provide the services listed at the bottom of the page. It's up to you to select the service provider that's right for you.



Advantage Employment Partnerships (a division of EFI)

Mailing: P.O. Box 669
2009 West Railroad Avenue
Shelton, Washington 98584

Telephone: 360-426-0077 Email: EarlCampbell@team-efi.org

Fax: 360-426-4989 Website: www.team-efi.org

SERVING THURSTON & MASON COUNTIES

Founded on the belief that everyone benefits from fully participating in community life, EFI has been helping people with disabilities in Mason and Thurston Counties since 1957. Advantage Employment Partnerships empower people with disabilities to contribute to their community by building their sense of dignity and self-worth, through employment that meets their needs. *Advantage Employment Partnerships provides employment support services for Individual Supported Employment*, including services to clients enrolled in the Division of Developmental Disabilities' *Community Protection Program*.

Employment:

Advantage Employment Partnerships is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment Planning Services, Job Development, Job Site Training and Job Supports Services

Advantage staff take the time needed to understand who you are. Discovering your abilities and your needs are critical in finding that right employer, so you can be successful. Our on-the-job training and support services help you learn and settle in to your new job. We'll be by your side to help you get acquainted with your new employer and co-workers. We stay with you until you know your job and the surroundings. We visit you and the employer occasionally to assist with any new tasks and help resolve concerns or job needs that may come up. *We succeed when you succeed.*

Advantage Employment Partnerships accepts the following funding: Thurston/Mason County Social Services funding, DVR funding, Private Pay, Pass/IRWE and Public School Funds.

County Contracted Services:

- ✓ Individual Supported Employment

Interview notes

My authorized service



- Individual Supported Employment
- Group Supported Employment
- Community Access

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

name

phone

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

Career Quest

2026 Olympic Hwy N #201
Shelton, Washington 98584

Telephone: 360-427-7300

VRS: 866-327-8877

TDD: 360-833-6388

www.careerquest.biz

1570 Irving Street SW
Tumwater, WA 98512

Email cquest@hctc.com

Website:

We will meet with you in the Olympia area or Shelton.

Career Quest works together with you as a team to explore and develop your interests and opportunities. Individualized plans are developed with you to identify your work goals. We emphasize a good job match and assist you with all aspects of your employment success. Services for you can include:

- Exploring and developing your job interests, ideas and goals, this can include worksite visits, work sampling, skill development, etc.
- Employment preparation and presentation skills, including resume, cover letters, application process, and interview preparation
- Work search and job development activities
- Job coaching, customizing your skills and duties, etc.
- Assistance with new employee orientation to promote a successful transition into the workplace
- On-going services, including job coaching, communication, adjustment to changes in duties and/or worksite staff, new skill training, resolution of work issues, etc.

We have worked with many successful employees in a wide variety of work settings including, but not limited to: clerical positions with businesses, state and local government; shipping & receiving; mail clerk; equipment repair; stocking; warehouse; print shop; restaurant; self employment; assembly; retail including super stores, video, grocery; maintenance/janitorial, and more!

We are happy to meet with you to hear your ideas and answer questions!

Career Quest will accept the following funding: DDD/County Social Services, DVR, Services for the Blind, PASS/IRWE and Private Pay.

County Contracted Services:

- ✓ Individual Supported Employment

Interview notes

My authorized service



- Individual Supported Employment
- Group Supported Employment
- Community Access

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

name

phone

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Community Resources

208 West Bay Drive
Olympia, Washington 98502

Telephone: 360-943-6257

Fax: 360-705-2338

Email: wendy@community-resources.com

Community Resources offers a Community Access program. We have been providing this service in Thurston County for over fifteen years. Community Resources and their staff are knowledgeable of the community and its many opportunities for belonging and personal growth. Currently, Community Resources supports a variety of individuals through Community Access.

The philosophy of Community Resources emphasizes “challenging fear and social barriers to achieve a sense of belonging”. We encourage the people we support to be active and visible in their community and to celebrate diversity in the community. Our services are designed around the individual’s vision and based on goals developed from this vision. Community Resources staff provide support to assist people to take advantage of the risks and challenges that are present in everyone’s lives.

Some of the activities that Community Resources has provided support for include: attending college; creating, displaying, and selling works of art; being politically active; staying in contact with family and friends; improving communication and other vital community skills; volunteer work; and operating a small business.

If you would like to learn more about the services Community Resources offers, contact Wendy at the above number.

Community Resources, Inc. accepts the following funding: Thurston-Mason

County Contracted Services:

- ✓ Community Access

Interview notes

My authorized service

- Individual Supported Employment
- Group Supported Employment
- Community Access



Appointment information

Date: _____

Time: _____

Contact name and phone: _____

name

phone

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

CREATIVE EMPLOYMENT SERVICES

Morningside

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936

Physical: 809 Legion Way SE
Olympia, Washington 98501

Telephone: 360-943-0512

TTY: 360-754-5368 Email: mail@mside.org

Fax: 360-943-8466 Website: www.morningsideservices.com

Creative Employment Services provides Group Supported Employment and Individual Supported Employment for clients who are eligible for the Division of Developmental Disabilities' *Community Protection Program*.

The program offers trained and certified support staff that provides line-of-sight supervision for clients with Community Protection funding from the Division of Developmental Disabilities.

Clients receive the same quality employment services including individualized person-centered planning, assessment and job development, focused on identifying and creating the necessary supports and services, to help these individuals achieve their employment goals.

Creative Employment staff and programs meet national accreditation standards that are maintained every three years through the Rehabilitation Accreditation Commission. Staff receives ongoing training and employees are encouraged to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding for this program: Thurston-Mason County Social Services, DVR, and Public School Funds.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ Group Supported Employment

Interview notes

My authorized service

- Individual Supported Employment
- Group Supported Employment
- Community Access



Appointment information

Date: _____

Time: _____

Contact name and phone: _____
name *phone*

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Employment Solutions Plus

Mailing: PO Box 8404
Lacey, Washington 98509-8404
Physical: 1113 SleaterKinney Road SE
Lacey, Washington 98503

Telephone: 360-923-2204

Fax: 360-923-0807

Email: jdee@employmentsolutionsplus.com

Employment Solutions Plus (ESP) provides an array of services that include Community Access and Individual Supported Employment. ESP employs quality individuals who believe in the people we serve. We work hard to help our customers reach their employment and personal goals. ESP offers integrity, accountability and a commitment to our customers.

We help our customers achieve personal growth, develop social relationships, and open the door to economic stability. Our goal is to assist you in reaching your goals so that you can be on the road to independence and lead a meaningful productive life.

Our customer service orientation offers:

- Custom Employment opportunities with one-on-one support
- Efficient service without long waiting periods
- Individual long-term support plans
- Job retention and job coaching services
- Success in overcoming barriers to employment
- Pre-employment development and worksite touring
- Person Centered Plans for Pathways to Employment
- Community volunteer and assessment programs

Employment Solutions Plus accepts the following: Thurston-Mason County Social Services funding, DVR, PASS/IRWE, Public School Funds, and Private Pay.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ Community Access

Interview notes

My authorized service

- Individual Supported Employment
- Group Supported Employment
- Community Access



Appointment information

Date: _____

Time: _____

Contact name and phone: _____
name *phone*

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Morningside

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936
Physical: 809 Legion Way SE
Olympia, Washington 98501

Telephone: 360-943-0512
TTY: 360-754-5368
Fax: 360-943-8466

Email: mail@mside.org
Website: www.morningsideservices.com

For over 40 years, Morningside has provided quality employment services to people with disabilities and their families. Morningside believes that individualized person-centered planning focused on identifying and creating the necessary supports and services, helps individuals achieve their employment goals.

Morningside offers Individual Supported Employment, Group Supported Employment, and Community Access Services. We support people in looking at different jobs in the community and figuring out which is the right job for them. Areas of focus include individual jobs, high school transition, and government employment.

Morningside's staff and programs meet national accreditation standards that are maintained every three years through the Rehabilitation Accreditation Commission. Our staff receives ongoing training and the agency encourages employees to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding: Thurston-Mason County Social Services, DVR, Public School Funds, Private Pay, Private Insurance, Department of Services for the Blind and several other funding sources.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ Group Supported Employment
- ✓ Community Access

Interview notes

My authorized service

- Individual Supported Employment
- Group Supported Employment
- Community Access



Appointment information

Date: _____

Time: _____

Contact name and phone: _____
name *phone*

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Resources

State and federal agencies

Division of Developmental Disabilities

Thurston County Branch

Point Plaza E., Bldg, #2 3rd Floor

P.O. Box 45315

Olympia, WA 98504-5315

Phone: 360-725-4250

Division of Developmental Disabilities

Mason County Branch

2505 Olympic Highway North, Ste 440

Shelton, WA 98584

Phone: 360-432-2039

Division of Vocational Rehabilitation

Thurston County Branch

243 Israel Rd SE

Town Center Bldg. #3, 4th Floor

Tumwater, WA 98501

Toll free: 1-800-548-0946

Voice/TTY: 360-664-3060

Division of Vocational Rehabilitation

Mason County Branch

2505 Olympic Highway North, Ste 420

P.O. Box 458

Shelton, WA 98584

Phone: 360-427-2037

Division of Developmental Disabilities

Central Office

P.O. Box 45310

Olympia, WA 98504-5310

Phone: 360-725-3413

www.dshs.wa.gov/ddd

Department of Services for the Blind

4565 - 7th Avenue SE

Lacey, WA 98503

Mailing Address:

P.O. Box 40933

Olympia, WA 98504-0933

Phone: 360-725-3830

Toll-free: (800)552-7103

Social Security Administration

402 Yaeger Way SW

Olympia, WA 98502

Toll free: 1-800-772-1213

TTY: 1-800-325-0778

Local Resources

Thurston County Public Health and Social Services has developed a comprehensive **Resource Guide for Students with Support Needs**. The County also supports a variety of programs for people with developmental disabilities and families who have children with developmental disabilities. Please call **Anne Butigan** at **360-867-2520** for more information about these resources.

My Plan



GOALS

Goals are those things that you want to have happen as the result of working with an agency. If you want a job, that's your goal. It's important that your goals are clear. If you want an office job working with computers and filing, your goal should say that. Once you and the agency agree on your goals, write the most important ones below.

1. _____

2. _____

ACTION STEPS

Action steps are the things you and the agency need to do to make your goals happen. If you want that office job, an action step might be for you and your agency to contact ten employers that have the kind of work you want. Each of your goals should have several action steps and due dates. Write your action steps below and be sure you and your agency follow through with them.

Action steps for goal #1

Due date

a) _____

b) _____

c) _____

Action steps for goal #2

Due date

a) _____

b) _____

