

## LOVARC

### **Service Description: *Supported Employment***

#### ***Methodology***

**Population to be served:** Services will be provided primarily to persons with disabilities referred by the California Department of Rehabilitation (DOR) Service recipients may have intellectual disabilities, mental health, sensory or orthopedic challenges.

**Service provision:** Following review of referral materials, Vocational Department staff will meet with persons referred for supported employment to assess willingness and appropriateness for supported employment. If the person appears to be an appropriate candidate for service when all paperwork and authorizations are in place an offer of employment contingent upon passing pre-employment screening will be made by the HR Department or designee.

**Location of Services:** LOVARC Corporate Office and business sites in Lompoc and surrounding areas.

**Curriculum:** Instruction and training is provided on a 1:1 or group basis, utilizing writing work procedures or task analysis. Technical and interpersonal skill development sufficient to enable the person served to achieve and maintain positive employment outcomes.

**Staff responsible for Service Provision:** LOVARC vocational Services Director and Job Coaches

**Staff qualifications:**  
See Job Descriptions

**Staff performance monitored by:** *Vocational Services Director, Human Resources, CEO*

**Staff Training:** LOVARC In-service Training / out service training as needed.

#### ***Outcomes***

**Expected Outcomes / Measurement:** The person served voluntary participation in program elements resulting in achievement of technical and interpersonal proficiency enabling maintenance of employment. Progress will be tracked on LOVARC's Performance Measurement and Management System.

**Supported Employment Satisfaction Measurement:** On a survey measuring the person's served satisfaction with services, 80% of responses will fall within the "agree" or "strongly agree" range indicating satisfaction with services.

#### ***Referral /Marketing***

**Referral process:** DOR SVRC's will refer candidates for supported employment directly to the Vocational Services Director.

**Marketing:** LOVARC's Supported employment services are marketed via LOVARC's web site [www.LOVARC.org](http://www.LOVARC.org), LOVARC's newsletter, professional networking and vocational service coalition meetings.