

## LOVARC

**Service Description:** *Employment Preparation, Job Development, Job Seeking Skills, and Placement*

### Methodology

**Population to be served:** Services will be provided primarily to persons with disabilities referred by the California Department of Rehabilitation (DOR) and Tri Counties Regional Center (TCRC). Service recipients may have developmental disabilities, mental health, sensory or orthopedic challenges. Service recipients may or may not qualify for supported employment services.

**Service provision:** LOVARC Vocational Department staff will meet with prospective service recipients to assess interest and ability to work. If the person appears to be an appropriate candidate for service, a plan will be developed to match the job seeker with opportunities in the local job market.

**Location of Services:** LOVARC Corporate Office and locations in the Lompoc valley.

**Curriculum:** LOVARC Vocational Department staff will assess the service recipient and formulate a service plan inclusive of:

- Work history, previous training and education
- functional limitations and/or base-line skill levels
- goals based on the person's preferences, needs, abilities, desired outcomes and cultural background and interests
- time limited, specific short and long term goals with objectives
- measures to show how the goal will be accomplished
- who will implement this plan and how data will be collected
- career planning referencing the employee's desired employment based on the local job market
- the need for assistive technology if appropriate
- assessment of potential risk to the employee's health and safety in the community and identification of actions to be taken to minimize risk
- availability of natural supports
- economic status and impact of employment upon benefits

LOVARC Vocational Department staff will meet individually or with a group of job seekers to discuss job search and interviewing techniques, grooming and interpersonal expectations for the work place and other issues pertinent to the service the recipients are seeking for employment.

**Staff responsible for Service Provision:** The Vocational Services Director is responsible for service provision.

**Staff qualifications:**

See Job Description

**Staff performance monitored by:** *Vocational Services Director*

**Staff Training:** LOVARC In-service Training / as available “Job Developers Bootcamp” presented by The Seed, other out service training as needed and available.

## ***OUTCOMES***

**Expected Outcomes / Measurement:** The person’s served voluntary participation in program elements, active participation in the interview and selection process resulting in employment will be objectives tracked on LOVARC’s Performance Improvement / Internal Audit system

**Job Seeker 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/REPORTING/MARKETING***

**Referral process:** LOVARC and the Santa Maria Branch of the California Department of Rehabilitation enjoy cordial working relations. DOR Counselors will refer candidates for Job Development directly to the Vocational Services Director.

**Monthly reporting:** A monthly report of progress will be sent to the referring DOR Counselor. This report will contain any relevant assessments, job seeker concerns or preferences, interviews scheduled or completed and whether employment was achieved and the need for follow up services if appropriate.

**Marketing:** LOVARC’s Job Development Services will be marketed via LOVARC’s web site [www.lovarc.org](http://www.lovarc.org), LOVARC’s newsletters, professional networking and work service coalition meetings.