

## **Employment and Alternatives**

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**Purpose** *ASC believes in promoting quality of life through meaningful community involvement; vocational, and employment opportunities.*

**Policy Statement** *To provide meaningful community, vocational, and employment opportunities for youth and adults receiving services with ASC.*

*ASC recognizes a continuum of community involvement that includes:*

- 1. Alternatives to Employment for people who are retired or otherwise unable to work*
  
- 2. Vocational Skill Development including:*
  - a. Productive activities*
  - b. Skill development activities*
  - c. Educational classes*
  - d. Volunteering to build skills*
  - e. Work experience / contract work*
  
- 3. Employment Seeking including:*
  - a. Actively preparing for employment*
  - b. Developing employability and job search skills*
  
- 4. Employment including:*
  - a. Employed making at least minimum wage*
  - b. Self employment*

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## Employment and Alternatives

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### Community Involvement (Alternatives to Employment)

Through the continuum of community involvement, ASC employees will assist clients who require alternatives to employment to identify their preferences, interests, and abilities through a variety of means such as:

- Situational assessments (community activity, volunteer)
- Documented assessments (Outcome Stars)
- Direct conversation and observation
- Service planning processes

ASC employees will work with the client and community partners to secure and access opportunities for community participation and volunteer opportunities related to a client's identified skills, interests, and goals.

### Vocational Skill Development

To assist clients who would like to enhance their skills and move towards employment, ASC employees will work with community partners to ensure volunteer opportunities are available to gain skill and expand interests, but do not replace paid positions.

ASC Employment Specialists will work with community partners to build direct work experience opportunities for clients to gain skills and expand interests. Note; work experience is not to exceed 120 hours per worksite location.

ASC Employment Specialists will conduct reviews to help the client, employer, and Employment Coach identify: what skills the client is developing, what areas need additional training or support, and if the work is modified as needed to meet the client's skills and employers expectations. Some examples of how this review can be completed include:

- Employer surveys
- Direct conversation and observation
- On the job coaching with the client
- Outcome Star

### Seeking Employment

ASC employees will assist clients to develop pre-employment skills through one on one support and group classes. Some of the topics include but are not limited to:

- Personal Presentation

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- Communication
- Job Search Skills
- Resume Writing Skills
- Interview Skills
- Self Marketing Tools
- Employer Expectations
- Workplace Culture
- Workplace Safety

ASC Employment Coaches will assist clients to attend informational interviews, job shadowing, and job interviews as part of the job seeking process.

ASC Employment Coaches will support clients to network with the family, friends and the community to expand their job search opportunities.

In order to support a successful employment opportunity and placement, ASC Employment Specialists will work with employers to carve jobs as needed to meet the client’s skills and interests.

**Employment / Self Employment**

Upon obtaining employment in a community business ASC employees will ensure the client is being paid a competitive wage that is not less than the Provincial minimum wage.

Upon commencement and through the duration of employment in a community business ASC employees will monitor to ensure the client’s rights are maintained in relation to Alberta Employment Standards, and employer policy.

Upon commencement of employment or self-employment, and ongoing as needed, ASC employees will ensure the client is aware and trained to appropriate health and safety as it relates to their work, and their travel to and from their place of employment.

ASC Employment Coaches and Specialists will work to develop open communication between the client and the employer regarding providing positive feedback, client needs or concerns.

ASC employees will assist clients to network and engage socially in the worksite and build natural supports and relationships.

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