*Vocational Rehabilitation Services*

1. **Job Seeking Skills Instruction**: Activities that support and assist an individual in searching for an appropriate job. Services include: career exploration and discovery, assistance with job applications, resume preparation, developing interviewing skills, labor market surveys, identifying appropriate job opportunities, company tours and job shadows.
2. **Job Skills Training**: Services provided to assist the individual in developing work skills, work habits, and job retention skills required to obtain and maintain employment. May include work-based learning experiences, work adjustment training activities to improve and increase productivity, attendance, punctuality, ability to work with others, ability to work under supervision, and work tolerance.
3. **Job Development and Placement**: Contact and networking, on behalf of clients, with potential employers that have or anticipate open job listings, in order to assist clients with achieving competitive, integrated employment at minimum wage or higher that is suitable to their skills and interests. These efforts can include developing job sites for on-site Community-Based Situational Assessments (CBSA), employer negotiations, identification of employer needs, matching applicant skills and abilities with employer needs, clarifying job duties and work schedule, and developing a job arrangement (such as customized employment, job carving, job sharing, or a split schedule or determining specifics of supervision).
4. **Job Coaching- Short Term**: Support services, provided to an individual who has been placed in employment, in order to stabilize the placement and enhance job retention. Such services include short-term job coachingfor persons who do not have a supported employment goal consistent with the employment goal on the IPE. This can include virtual and off-site job coaching and check-ins.
5. **Job Coaching- Supported Employment (SE)** is ongoing support and other appropriate services needed to maintain an individual with a most significant disability in employment for a longer period, generally not to exceed 24 months. Youth (ages 14-24) with a most significant disability may receive extended support services for a period not to exceed 4 years. Such services are for individuals who have supported employment and long-term supports identified on the IPE.
6. **Community-Based Situational Assessment (CBSA)** is a short-term trial competitive placement that is utilized to assess a client’s skills, abilities, strengths, barriers, and need for long term support in a competitive environment.
7. **On-The-Job-Training** is training by an employer in which the client works for wages while learning the skills of the job. Wage costs are usually shared by the VR agency on a reducing schedule with the employer.
8. **Business Engagement & Employer Relations**: Using a dual customer approach, business relations specialists engage with businesses within the proposed geographic area(s) of service, in order to expand opportunities for individuals they are serving, while meeting employer human resource needs. To understand those needs, individual jobs may be analyzed at the worksite and information gathered on workplace culture/environment, recruitment strategies, and Human Resources policies and practices. Business relations specialists may also serve as a resource to the business regarding topics such as the Americans with Disabilities Act (ADA), disability etiquette, Fair Labors Standards Act, etc. As appropriate, the employers may be approached with low-risk strategies, such as informational meetings with an interested job seeker, job shadows and/or paid work experiences, that allow the employer to assess an individual’s job fit prior to an actual commitment to hire.