

SOUTH BAY VOCATIONAL CENTER



SEP
Information

**Supported
Employment
Program
(S.E.P.)**

SUPPORTED EMPLOYMENT PROGRAM

The Supported Employment Program is an employment option that enables individuals with developmental disabilities to work in integrated settings in the community. This program provides job development, on the job training, and support services necessary for job retention.

Supported Employment provides opportunities to enhance individual potential growth through meaningful employment and independent living.

After completion of an intake interview and assessment, a determination will be made as to whether you are best suited for an individual or group placement.

If you are best suited for an individual placement, job development will take place. This involves evaluating the information you gave us at intake and determining possible job options. From there, potential employers are contacted and if they are interested in hiring a meeting will be scheduled between you and the potential employer. If hired, your Department of Rehabilitation Counselor will be notified to request approval for job placement. Once approved, your D.R. Counselor will authorize job-coaching services. The responsibility of your job coach is to help you learn your new job. This will include training you on your new job functions, orientation you to your new job site and assisting you in communicating with your co-workers and supervisors, your job coach will work alongside you 100% of the time for the first month until you are able to perform your job duties on your own. At that time your job coach will begin reducing the amount of time they spend with you until you are considered stabilized (able to work independently), your job coach will then visit with you once a week.

If you are best suited for a group placement, you will be placed with other clients at a worksite best suited to meet your skills and interests. This type of placement offers you greater support and supervision. Each group is assigned a South Bay Vocational Center job coach who will be there 100% of the time for supervision and training. Clients at these sites will work alongside non-disabled employees and will have the opportunity to interact with them.

ENTRANCE CRITERIA

South Bay Vocational Center's Supported Employment Program accepts individuals within the severe to mild range of mental retardation. Applicants considered for admission must meet the following criteria:

- 1. You are eighteen years of age or older*
- 2. You are a U.S. citizen or have authorization to work in the U.S.*
- 3. You are medically cleared to participate in a work activity program.*
- 4. You are able to attend to personal needs independently (e.g., dressing, toileting and feeding).*
- 5. You are ambulatory and/or independently mobile.*
- 6. You are able to communicate your wants and needs.*

7. *You are able to follow simple directions.*
8. *You are oriented to self, time and place.*
9. *You are able to maintain a level of self-control, which does not pose a threat to yourself, to others or to property.*
10. *Able to work individually, or in a small group setting, in the community with minimal supervision by South Bay Vocational Center staff.*
11. *Able to travel independently to and from your site of employment after initial destination training if you are in an individual placement.*

SUPPORTED EMPLOYMENT (GROUP PLACEMENT)

Before you leave for your assigned work site, your assigned Supported Employment Coordinator will give you a tour of South Bay Vocational Center and introduce you to the staff and clients. You will then be introduced to your assigned Job Coach and co-workers. The Health and Safety Representative will inform you of fire and earthquake procedures and ensure you know the location of extinguishers, exits and restrooms as well as other safety rules. Once at your assigned community work site your Job Coach will give you a tour and introduce you to the staff and clients who work there. Your Job Coach will also explain your workday schedule, review the basic rules and safety procedures of your new job and answer any other questions you may have.

SUPPORTED EMPLOYMENT (INDIVIDUAL PLACEMENT)

On your first day of community employment, a Job Coach will accompany you from your home to your job site. The Job Coach will introduce you to your co-workers and supervisor and explain the schedules, basic rules and safety procedures of your new job. Your Job Coach will also answer any other questions you may have.

TRIAL ADJUSTMENT PERIOD

The first ninety (90) days of participation in your individualized program in the Supported Employment Program is considered a trial adjustment period. During this time, your performance will be evaluated to determine how you might best benefit from our program options and how we might be able to help you become a more independent adult. You will be involved in many activities and are encouraged to ask questions. If at any time during the ninety (90) day trial adjustment period or thereafter you demonstrate the lack of desire to remain at your job site, you may be discharged from the Supported Employment Program according to our established policies. You may have the option to return to the base program or seek an alternative job placement.

DISCHARGE FROM PROGRAM

At some time it may be determined that South Bay Vocational Center is not the most beneficial program for you and the staff will have to make the decision to terminate you. This decision will be

made together with your Regional Center Counselor, and other persons involved in your life. The basis for this type of decision may be based on the following criteria.

TERMINATION CRITERIA (Group Placement)

Excessive Absenteeism:

This means that you are not meeting the attendance requirements of your employer. These requirements will be reviewed with you by your Job Coach. (See absence policy).

Disruptive and/or Severe Behavior Problems: (See standards of conduct)

1. If you have behavior problems which interfere with your program, such as yelling or other distracting behaviors, leaving your assigned work area often, hitting others, destroying property, or stealing, your Job Coach will help you to understand and change these behaviors.
2. You continuously exhibit dangerous behavior that has not been alleviated through the use of a behavior modification program and/or behavior specialist.
3. You continuously exhibit inappropriate behavior that endangers or disrupts activities of others near you. Behavior that endangers the health and safety of yourself and/or others may result in immediate termination.

Medical Condition:

You have a medical condition that does not permit you to meet the employer attendance requirements.

Geographic Location Change:

Your residential location changes and you live out of the geographic area of program service or your job.

Unable to Work Without Support:

You demonstrate the inability to work without support services, (i.e. you require 1:1 supervision), which may necessitate termination from the program.

TERMINATION PROCEDURE

Suspension:

Your Job Coach may ask you to leave the job site for a while if you are having behavior problems. This time away from your job will be used to explore ways to help you learn to improve problem behaviors. If you continue to have problems, you may be discharged from the program.

Staffing:

If these problems do not improve, your parents/care provider and your Regional Center Counselor will be notified. We may also ask the Regional Center to send a special person to help you when you are having behavior problems.

Termination:

If these problems still persist, you may be terminated from your employment and returned to your base program until a more suitable placement is obtained.

RE-ENTRY

If you voluntarily choose to leave the program and later would like to return, you may be able to. You will need to notify the Vice President to discuss coming back into the program.

If you were discharged from the program and later want to return, again you should notify the Vice President. A meeting will be set up between yourself, the South Bay Vocational Center, Regional Center Counselor and family/care provider to determine if the reason for your discharge has been resolved. If it is then decided that South Bay Vocational Center is the most beneficial program for you, you will be eligible to re-enter.

WAGES/PAY SCHEDULE

Group:

Your pay is based on the prevailing wage of each job you work on commensurate with your level of productivity (you must be a citizen of the United States to participate in paid work).

Individual:

The rate of pay you receive will depend upon your employer. The rate of pay will be discussed before placement, and agreed upon by all parties involved. Be sure you clearly understand the compensation being offered to you before you accept the position. Your employer will also inform you of your pay schedule

ATTENDANCE/ABSENCE POLICY GROUP PLACEMENT

Vacation Leave:

After three (3) months attending the program you are eligible for vacation pay. You are entitled to pay for five vacation days per year (Vacation time not used during the year will be lost). You will receive your average hourly wage, (based on your production rate) for paid time off. Vacation requests must be submitted to your Habilitation Counselor a minimum of two weeks in advance.

Sick Leave:

You must call your Habilitation Counselor if you expect to miss work due to illness. A medical excused should be provided upon your return to program.

Good attendance can ensure that you learn a routine quicker and speed up your goal achievement. We require 90% attendance.

Medical/personal appointment should be scheduled outside of program hours. If you are sick or have a communicable disease, you should stay home.

If you are sick, you or your parents/care providers should call the front office at (310) 784-2032 to inform us. Otherwise, it is considered an unexcused absence. Too many unexcused absences will result in a warning or possible termination. Your attendance is checked every month. Problems will be discussed with you personally.

Leave of Absence-Medical:

A Doctor's written statement as to the nature of your illness and its expected duration must accompany any extended medical absence. In the case of extended absences due to surgery or long-term illness, it may be necessary to terminate you from the program services, and re-enroll you when you are better.

Leave of Absence-Personal:

Request for absences beyond the allowed days are subject to approval by the Vice President. It may be necessary to terminate you from services, and re-enroll you upon your return.

Bereavement:

Up to three (3) days per year of bereavement absence may be permitted in the case of a death in the immediate family. Excused absence because of the death of another relative or friend will be reviewed and may be granted by the Vice President.

ATTENDANCE/ABSENCE POLICY INDIVIDUAL PLACEMENT

Sick Leave:

It is very important that you attend work everyday that you are scheduled. If you stay home because you are sick or hurt, you should call your employer at least a half-hour before you're scheduled to start. You should also make an effort to notify your Job Coach as to your absence.

If you are sick or hurt for more than three (3) days in a row, your employer may require you to bring a note from your doctor when you return. Your Coordinator and your employer need to know that your health has improved enough for you to return to work.

There might be times when you are too sick to go to work. When this happens, we want you to be able to have some time away to obtain the right treatment and rest so that your health will improve. We also request that either you or your family/care provider notify your employer of the reason for your absence. You will need to arrange medical leave with your employer if it is to be for an

extended period of time. If your employer has granted medical leave, you must bring a note from your doctor saying when you are able to return to work.

If you are frequently absent or habitually late coming to work, your employer may terminate you. In this case, we would offer you the alternative of returning to the base program or seeking other employment, if you are willing to attend work on a dependable schedule.

Any time your employer or Job Coach thinks you should be terminated from employment, whether because of your behavior or sickness, your problem will be discussed carefully by all parties concerned. We will give the matter serious consideration and ask you to help with the decision.

Vacation/Personal Leave/Bereavement:

Vacation time is an area that you need to discuss with your employer. You should advise your Job Coach as to your vacation plans at least one month in advance so that he/she can help you fill out the necessary paperwork to get the vacation time approved. Arrangements for personal leave and bereavement should also be made with your employer with the assistance of your Job Coach.

GENERAL PROGRAM INFORMATION

Program hours:

Your hours will vary according to your employer. The work hours will be discussed before placement and agreed upon by all parties involved. Your employer will also schedule your break time. This time is for you to relax and also to socialize with co-workers.

Lunch:

Your Job Coach will inform you of your lunch options prior to your start date on your new job as each site varies.

Transportation:

If you are in a group placement, the same transportation will bring you to S.B.V.C. and your Job Coach will transport you to and from your worksite if necessary. In some situations, you may be required to go directly to your work site from your home, if you are unable to get to your work site independently, S.B.V.C. will transport you there and home. If you are in an individual placement, you will be mobility trained to take public transportation to and from your worksite.

Destination Training

South Bay Vocational Center offers destination training for clients who are placed in individual placements. The service will provide training in using caution with strangers, knowledge of traffic signals, crosswalks, etc., seeking help when lost as well as how to utilize public transportation (paying, obtaining a bus pass, making bus connections etc.)

**SOUTH BAY
Vocational Center**



**SOUTH BAY
Packaging And Assembly**

1526 West 240th Street, Harbor City, California 90710
TEL: 310/784-2032 • FAX: 310/539-6342 • www.sbvcl.com

Corey Sylve
President and Chief Executive Officer

Clare Grey
Vice President and C.O.O.

SEP CLIENT HANDBOOK

I, _____ the undersigned client of the South Bay Vocational Center, have received a copy of the South Bay Vocational Center SEP Client Handbook. The contents of this handbook have been read and explained to me by the undersigned South Bay Vocational Center staff person.

I understand and agree to abide by the rules and regulations described in this handbook.

Client Signature

Date

Conservator (if applicable)

Date

South Bay Vocational Center (representative)

Date

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SUPPORTED EMPLOYMENT

CLIENT WORK COMMITMENT

I, _____, am interested in working in community-based employment. I will cooperate with the South Bay Vocational Center Supported Employment staff before, during, and after, the process of obtaining the job of my choice. However, if I choose a job and later decide I'm not happy with my choice, I will let my Job Coach and immediate supervisor know as soon as possible.

I, _____, will not walk off a job nor will I quit without considering the employer's needs. In considering the employer and my employment record, I will give my employer a minimum of two weeks notice. I understand that if I develop a medical problem that prevents me from carrying out my work duties, I will be allowed to resign immediately.

I, _____, will have a Job Coach on the job and off the job for any training that the Job Coach deems necessary. The Job Coach will continue with my training until he/she feels that I am stabilized (independent) in my position. This decision will be made with the input of my employer.

Client Signature

Date

Vice President Signature

Date

Witness/Job Coach

Date

**1526 West 240th Street
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