



**EMPLOYMENT
PROFESSIONAL
CERTIFICATE
PROGRAM**

**CLARK COUNTY
2019-2020**



Introduction

The Employment Professional Certificate Program is a certificate program for employment professionals. These professionals provide employment support to individuals with developmental disabilities and play an integral role in assisting people to become contributing members of their community. This program offers a high quality training program taught by skilled professionals, intended to build on the skills of the participants, offer opportunities for networking with others, and serve as a building block for future leaders in supported employment.

The goals of the program are:

Increase the competence of employment professionals.

Develop a network of future leaders in supported employment.

Provide staff an opportunity for relationship building and networking.

Expand resources for employment professionals to increase their knowledge through predictable systematic training.

Embed supported employment training within the generic community college system.

Expand employment opportunities for people with developmental disabilities.

The program is offered through Highline College in collaboration with Wise and the Washington State Developmental Disabilities Administration with support from counties and agencies throughout the state.

For more information contact Jenny Crook, Program Coordinator at jenny@gowise.org, or 503.729.9690

Program Logistics

Location

TBD

- » The program will be limited to twenty-four (24) students.
- » The classes will occur each quarter on Friday from 9:00am – 2:00pm.
- » The total program cost is \$2,800.00
- » The program is three sequential quarters:

Fall 2019 (9/27/19 through 12/6/19)

Winter 2020 (1/10/20 through 3/13/20)

Spring 2020 (4/3/20 through 6/5/20)

- » 5 Credits per quarter, credits are transferable, and Clock Hours are an option.

CRITERIA FOR STUDENT SELECTION

- » Student currently works in the field of Supported Employment.
- » Student agrees to attend all three quarters.
- » Agency agrees to cover the cost (\$2,800.00) for all three quarters.
- » Agency agrees to support the student to attend class five hours per week as well as time required for homework assignments.

APPLICATION FOR ADMISSION

- » Student submits payment by September 6, 2019 and registers at www.gowise.org/Wise-Project/highline-college
- » Student will be notified of acceptance into the program and the next steps for registration with Highline College.

The program curriculum is based on the values of power, choice, relationships, competence, status, and health and safety, and will include surveys and focus groups to monitor quality. We are committed to assisting other communities to replicate the success of this project.

HIGHLINE COLLEGE

FALL QUARTER 2019 “FOUNDATIONS OF SUPPORTED EMPLOYMENT”



Instructor:

Wendy Taliaferro
Trillium Employment Services

Wendy has worked in a variety of capacities over many years to move forward the rights and contributions of people with disabilities within their local communities. She worked through the University of Oregon focusing on meaningful employment opportunities for people with more significant support needs, person centered planning, systematic instruction, quality improvement strategies and systems change. Wendy continued this work through a pilot project at Self Determination Resources Inc. (SDRI) which was continued and replicated across the state as the brokerage system. She currently has moved her passion for inclusive meaningful environments to Trillium Employment Services as Program Manager in Clark County Washington.

Wendy has a degree in Psychology and a Masters in Interdisciplinary Studies with a concentration in Organizational Communication.



Teaching Assistant:

Donna Gunnels

Donna began working with children in Special Education through the Evergreen School District in 2001. As a para-educator/staff assistant, she found a niche supporting kids who were on the autism spectrum. From there she started as a Community Support Specialist at United Cerebral Palsy in Portland, became a full-time Job Coach, and was then promoted to Employment Specialist. Donna holds a National Certification as a Job Developer through Virginia Commonwealth University, and is passionate about promoting full inclusion for everyone. Donna has been a Clark County resident since 1996. She enjoys kayaking, hiking, camping and traveling with her family.

Course Content

This course examines the history, values, public policy, individualized planning and positive approaches that have influenced the inclusion of people with developmental disabilities into work and community life.

Course Outline

- » Historical Perspectives
- » Institutionalization and Inclusion
- » Systematic Instruction: Preparing to Teach
- » Systematic Instruction: Teaching
- » Systematic Instruction: Practicum
- » Relationship and Choice
- » Individualized Approaches
- » Service Funding Systems and Policy
- » Positive Approaches in Supporting Behavior

Course Outcomes

1. Demonstrate an understanding of the impact of historical perspective on current professional service provider role
2. Identify how supported employment services support the benefits outlined in the County Guidelines
3. Demonstrate ability to use People First Language
4. Demonstrate knowledge of the value of Task Design in preparation for teaching.
5. Develop and utilize Task Analysis in teaching tasks
6. Demonstrate knowledge of Systematic Instruction Strategies
7. Ability to dialogue about the value of self-determination in supporting individuals.
8. Complete a customized Employment Personal Profile for at least one current client
9. Identify the most significant funding systems issue currently facing the industry.
10. Complete a Functional Assessment of Behavior
11. Develop a Positive Behavior Support Plan in response to Functional Assessment

HIGHLINE COLLEGE

WINTER QUARTER 2020

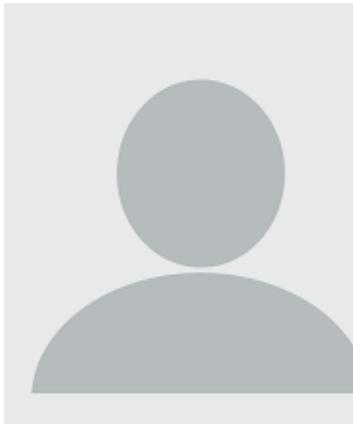
“ESSENTIALS TO MARKETING AND JOB DEVELOPMENT”



Instructor:

Debra McLean
Independent Contractor
Portland

Debra is passionate about seeing all people obtain employment. She has been intrigued with community building and person centered planning as a way to see individuals with disabilities succeed in jobs that fit them since 1988. She has worked on a number of projects involving people with disabilities and employment. Debra provides training and consultation on employment and person centered planning in Washington and Oregon. She has taught classes on these topics at Portland State University in the Teacher Education Program and for Highline Community College. She has worked with schools, families, agencies, businesses, and individuals, both in the U.S. and in Australia. Debra holds an MS in Rehabilitation Counseling and Deafness.



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Teaching Assistant:

TBD

Course Content

This course will focus on many aspects of developing jobs for people with developmental disabilities in the community. It will include general networking approaches and specific sales strategies. Working with individuals to target specific jobs and then approaching employer on their behalf. Working as a team in a supported employment agency and with residential and family members. Being a good ambassador for the people you are promoting and preparing them for job interviews.

Course Outline

- » Job Development Strategies
- » Networking and Community Involvement
- » Customized Employment
- » Corporate Development
- » Utilizing a Team for Success
- » Time Management
- » Ambassadorship
- » Job Analysis and Matching
- » Career Development
- » Persisting in the Process
- » Use of personal profiles to direct job development activities
- » Job seeker portolio creation

Course Outcomes

1. Design a customized employment approach
2. Develop a personal profile and/or portfolio
3. Show personal method of maintaining persistence in job development contacts and demonstrate time management
4. Describe and role play all aspects of ambassadorship
5. Complete job analysis, environmental analysis and job matching worksheets
6. Generate leads on a weekly basis
7. Make corporate presentations of benefits of supported employment.
8. Build a network for job development in your community
9. Demonstrate personal job development script and ability to field difficult questions from employers.
10. Demonstrate knowledge of the job market

HIGHLINE COLLEGE

SPRING QUARTER 2020 “JOB SUPPORT AND RETENTION”



Instructor:

Emily Harris
Wise
Portland

Emily has had the good fortune to be affiliated with people with disabilities throughout her life. She has experience as an employment consultant and as a Positive Behavior Support consultant with individuals, families, and employment agencies both in Oregon and Washington States. Emily is committed to the concept of inclusion and full participation, and knows that employment is critical to equity. Emily is a Certified Employment Professional through APSE, a primary trainer and coordinator for the Oregon Employment Learning Network, and a Person Centered Planning facilitator. She holds a BS in Arts & Letters with a focus in Women’s Studies and English. Emily is interested in creative, innovative, low-tech ways to support people to be independent on their jobs.



Teaching Assistant:

Michael Stegmeier
Community Services, Inc
Portland

Michael has been serving individuals living with disabilities for 19 years and is the Community Employment Program Manager for Community Services Inc. He has overseen the transformation of a Portland based sheltered workshop to a community-based Pathway to Employment program as well as job development and job coaching. With a diverse educational background, Umpqua Community College in Roseburg where he grew up to University of North Dakota and most recently Highline College, Michael is an educator who teaches Oregon Interventions Systems, Systematic Instruction, and employment staff trainings. Now living in Banks, Oregon, he is an avid family man, outdoorsman, and sports enthusiast.

Course Content

This course will build skills and offer creative methods of assisting v individuals with developmental disabilities to be successful on their jobs and improve the competence of businesses and coworkers to support and include people with disabilities. The emphasis will be on job support and coaching, developing partnerships with business, creative problem solving, follow along, diminishing external support and fostering natural supports in the workplace.

Course Outline

- » Natural Supports
- » Preparing the Individual
- » Preparing the business
- » Review of Systematic Training
- » Orientation and Initial Training
- » Developing Support Plans
- » Monitoring and Case Management
- » Communication and Partnership with Circle of Support
- » Time Management
- » Training for Independence
- » Diminishing Agency/Staff Supports
- » Proactive Assistance and Problem Resolution
- » Customer follow-along services to business and individual
- » Career Advancement
- » Additional Job Development

Course Outcomes

1. Discuss Steps to facilitating job start
2. Complete job analysis
3. Monitor progress of new employee
4. Monitor progress of natural supports
5. Record results of person-centered plan for job retention.
6. Conduct functional assessment
7. Develop plan(s) for mediating behavior issue
8. Monitor progress of behavior plan
9. Customer service surveys conducted by peers