



**EMPLOYMENT  
PROFESSIONAL  
CERTIFICATE  
PROGRAM**

**PUGET SOUND  
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](mailto:jenny@gowise.org), or 503.729.9690.

# Program Logistics

## Location:

Highline College, Outreach Center,  
Room 132 (Building 99, Entrance off of Pacific  
Highway South, 23825 Pacific Highway South,  
Kent WA 98032)

- » 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](http://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.

King County organizations needing tuition assistance should contact:  
Susy Stremel at 206-263-9046 or [susan.stremel@kingcounty.gov](mailto:susan.stremel@kingcounty.gov)

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 throughout the State of Washington.

# HIGHLINE COLLEGE

## FALL QUARTER 2019



**Instructor:**

**Aimee Nelson**

Trillium Employment Services

*"Everyone can learn if we can figure out how to teach them"*  
Marc Gold. Aimee has embraced this belief for over twenty years. During the past 20 years with Trillium, her primary focus has been discovering how people learn and utilizing best practice in systematic instruction. In addition, Aimee is a Lead Instructor for the OELN and WELN Systematic Instruction course; a trainer for the Washington TMPP project; a certified Right Response trainer; and a provider of Individual Technical Assistance through the Washington Initiative for Supported Employment.

Aimee also leads the Trillium School to Work team, building strong relationships with school districts, families and funding agencies. Aimee holds a degree in Psychology/ Criminology and a minor in Human and Family Development.



**Teaching Assistant:**

**Liesa Spring**

Trillium Employment Services

Liesa graduated from Lake Washington Institute of Technology with an AAS degree in Social and Human Services and Environmental Horticulture. Liesa's passion for advocating for people with disabilities began with an internship at the Tavon Center; a day center that encourages vocational skill building through horticulture. After the internship ended, Liesa transitioned into a position as a program assistant and garden liaison. In her two years with Tavon Liesa worked on establishing an accessible garden program that highlighted the skills, abilities, and interests of Tavon's participants. In addition, she worked on building a "farm-to-table" atmosphere where clients could develop their culinary skills by utilizing the produce from the garden in making healthy and nutritious meals. Being fortunate enough to find her passion at an early stage in her career, Liesa is driven to develop positions that accent each client's personal skills and interests. It is her driving force to work towards finding each and every client their "dream job."

## ***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

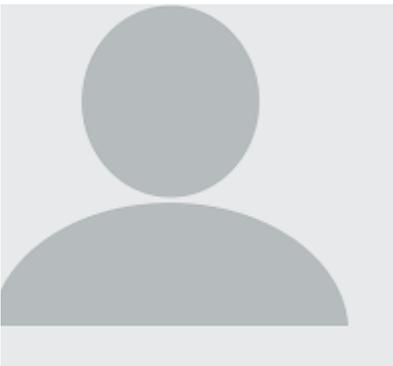
### *“ESSENTIALS TO MARKETING AND JOB DEVELOPMENT”*



Laurie Schindler is the Training & Quality Director at Morningside, a nonprofit 501C3 & Community Rehabilitation Provider. She started as an Intervention Specialist at an Elementary School specializing in assisting students who experience Autism. In 2001, Laurie began her career at Morningside working as a Job Coach then Job developer for the public and private sector. She quickly transitioned into Program Management specializing in Employment Services, and the last year acting as the Training and Quality Director. Laurie earned her Employment Support Professional Certification in 2014 and has taught the Job Development and Job Retention courses at Highline College in Vancouver and Federal Way, Washington. Laurie holds a Bachelor's in Psychology from Arizona State University and is a proud mom.

**Instructor:**

**Laurie Schindler**  
Morningside



**Instructor:**

**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 employers 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***

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>» Job Development Strategies</li> <li>» Networking and Community Involvement</li> <li>» Customized Employment</li> <li>» Corporate Development</li> <li>» Utilizing a Team for Success</li> <li>» Time Management</li> </ul> | <ul style="list-style-type: none"> <li>» Ambassadorship</li> <li>» Job Analysis and Matching</li> <li>» Career Development</li> <li>» Persisting in the Process</li> <li>» Use of personal profiles to direct job development activities</li> <li>» Job Seeker Portfolio Creation</li> </ul> |
|---|--|

## ***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

# HIGHLINE COLLEGE

## SPRING QUARTER 2020 “JOB SUPPORT AND RETENTION”



**Instructor:**

**Lisa Latchford**  
Fox Associates LLC

Lisa was born and raised in Grand Rapids, Michigan; Lisa was inspired to make a career move from Microsoft to EES by a coworker with a developmental disability and joined EES in 1995. She has over twenty five years' experience in the field of developmental disabilities and her professional focus for the last 20 years has been to contribute to quality employment opportunities for adults with disabilities in private and public companies. Lisa is Past President of the University District Rotary Club and past Board Chair for VSA Arts of Washington-Art programs for students and adults with disabilities. She also served on the Advisory Committee for the King County ARC Family 360 program, the Washington APSE Chapter board and the Issaquah Network Board. She is currently the Vice President of the Community Employment Alliance Board. As a private consultant, she provides training and consultation at the local, state, and national level. She is a visionary leader with experience in marketing, public speaking, leadership, management, training and facilitation. Lisa holds a Bachelor of Arts degree in Speech Communication with an emphasis in marketing from Saint Mary's College, Notre Dame, Indiana.



**Teaching Assistant:**

**Nicole Geiger**  
ACHIEVE, Future Launch

Nicole Geiger is the Transition Career Specialist for ACHIEVE, an inclusive higher education program at Highline College in Des Moines, WA. In this role, she develops individualized internships for ACHIEVE students at community businesses. She previously worked for 5 years as an Employment Consultant and Employment Services Manager at a supported employment services provider, where she found customized jobs for individuals with disabilities and supported them to be successful on the job.

## ***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