



WORK IN PROGRESS

SYNOPSIS OF SERVICES OFFERED

The key to our successful program is and has always been the dedication of our “work candidates” (the persons that we serve are referred to Work In Progress by Richland and Lexington County mental health agencies, homeless shelters, and veteran agencies). With much dignity and respect the persons that we serve are given the title of “work candidate” as opposed to “client”, “patient”, etc. as they are coming to us for employment assistance, not health services. The work candidates support the program through assisting others in finding their way into employment support once an employment opportunity is obtained.

Initial Interview

The work candidate referral would be interviewed by an Employment Services Specialist (job coach) at Work In Progress to ascertain interest and work aptitudes. A packet prepared by Work In Progress would be given to the work candidate to take home and fill out, follow through of returning information is the responsibility of the of the candidate. Appointments are scheduled for the work candidate with Vocational Rehabilitation and other links within the community based on their needs. It is at this time the Work In Progress staff would prescreen the work candidate skills and or needs. Help would be provided for work candidates needed them (filling out applications, understand how to dress for the employment interview and/or work, interviewing skills, etc.)

Job Development

Once a work candidates employment goals have been identified Work In Progress seeks opportunities within the person’s employment desires and vocational aspirations. We know that placing a person in an employment opportunity that matches their interest and aptitudes leads a person into long term consistent employment in the same employment position.

Job Coaching

One on one employment task coaching is implemented at the onset of the employment opportunity. The Employment Specialist (job coach) assist the work candidate with learning the correct way to perform the tasks and working with the work candidate at the job site until the work candidate feels comfortable with the demands of the employment opportunity. Our onsite job coaching can last from ½ day to two weeks dependent upon the needs of the work candidate (follow along services are provided for the duration of the employment opportunity)

Employment Counseling

Job coach works with the work candidate and supervisors to assist with any retraining or increased responsibilities necessary for the duration of the employment opportunity. Conflict resolution, if necessary, is completed by the Work In Progress staff and anyone involved within the session that chooses to participate.

Follow Along

Services are provided by the Job Coach with backup from the Director of the program on a regular basis. This service is dependent upon the need of the work candidate and the desire by the work candidate for this service. This service is provided for the duration of the employment opportunity. Included within the arena is the WIP Dutch Dinner in which all working work candidates are invited bi-monthly to meet with the other members of the WIP program. This is a relaxed atmosphere at a restaurant of choice where everyone working is allowed a time to voice whatever issues have arisen within their own employment opportunity that might be of help to others as they are faced with similar peer situations at their employment opportunity.

Speaking Team

Throughout the success of Work In Progress several members of the group have volunteered to educate the community on disabilities and the **Benefits of Work**. This is an ongoing process which brings ownership for the program to the work candidates.