

Rehabilitation Opportunities, Inc. (ROI)

Admission Criteria: Supported Employment Program

1. **Safety Skills** - *The individual should:*

- Know their name, home phone number, and address and be able to recite them when asked. In some cases, allowances will be made if the individual always carries the information with them and is able to present it upon request. A card in the wallet has been used successfully.
- Understand what constitutes an emergency and what to do when one occurs (Call 911, notify the police or fire department.) Examples of emergencies include serious injury, car accident or fire.
- Be aware of dangers in the environment and be able to recognize warning signs. Dangers include construction sites, strangers, traffic and walking at night or in dark places. Warning signs include buzzers, flashing lights, and signs such as "Danger", "Caution", "Stop", and "Do Not Enter".
- Know basic safety procedures such as using sidewalks, crossing the street at a light, corner, or crosswalk, and looking both left and right before crossing the street.

II. **Transportation** - *The individual should have:*

- Access to public transportation or have a steady, reliable, alternate form of transportation.
- Some experience riding on the bus/train/taxi or have a demonstrated ability to learn.

Note: People who are reluctant or scared to try to use public transportation may not be successful and would need to use an alternate form of transportation. ROI does not provide transportation to Supported Employment Participants.

III. **Previous Work Skills and Job Preparation** - *Individuals Should:*

- Have some work experience. School work programs, paid positions, and volunteer work can be considered work experience. A strong work history and professional recommendations are very helpful in finding a position.
- Possess the requisite skills for the jobs they are seeking. A realistic view of an individual's skills will ensure an appropriate and successful placement. For example, a person who cannot read, write, or type should not look for a job as a data entry clerk or secretary.
Often, a person wishes to find a job in a field in which they have no experience. In some cases, classes or training courses can be taken at local community colleges, adult continuing education programs, or agency based programs to help prepare an individual for a new field of employment.
- Have an idea of what types of work interest them. For example, if someone does not like to be out in cold weather, then they should not apply for work as a parcel

- pick-up clerk at a grocery store where they will be asked to stand outside collecting carts and assisting customers with their purchases.
- Be willing and eager to participate in the job development process. This includes providing accurate and complete information about previous employment, attending job interviews and working closely with his/her job coach.

IV. Work Behaviors - *Individuals should exhibit certain basic acceptable work behaviors such as:*

- Accepting supervision
- Following directions (written or verbal)
- Maintaining attendance and punctuality
- Remaining on task and at their work station
- Working without disrupting others whether through unnecessary conversation or disruptive behaviors. Aggressive behaviors will not be tolerated at the work site.
- Good hygiene and grooming skills.
- The ability to communicate effectively with their employer and coworkers.
- Be able to tell time (analog or digital is acceptable) so they can arrive to work on time, access transportation correctly, and return from breaks on time.
- The ability to use money correctly so they can utilize public transportation or make purchases if needed.
- Motivation to work - If someone does not want to work, no amount of assistance will make him/her successful.