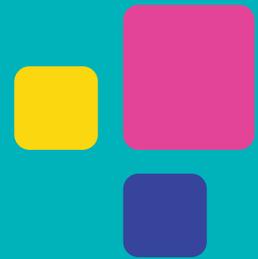




*We are diverse in  
our challenges. We  
are united in love.*



# Employment Services

An Informational Package  
for People with  
Diverse Abilities

Information about  
our Employment  
Services to assist you  
with meeting your  
employment goals.



**Bethesda**  
Faith. Service. Inclusion.

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# Employment Services

*Mission: Bethesda's Employment Services will assist participants to discover their God-given gifts and abilities and to achieve their employment goals.*

Bethesda's Employment Services encourages you to discover your God-given gifts with the objective of achieving vocational goals within an employment setting that matches your interests and abilities. This is a fully collaborative service, with employers coming alongside to support you to be successful.

As part of Employment Services through Bethesda, you will participate in opportunities to learn or review skills needed to make employment successful. We assist you with preparing or updating your resume, guiding you in determining where you can best contribute your skills and talents, and in finding your dream job. We continue to provide support and assistance as needed even once you find employment.

While not everyone may be able to hold a full-time paid position, we will support each person who desires to explore employment as one of their life goals or dreams.



Whatever you do,  
work at it with all your heart,  
as working for the Lord,  
not for human masters,  
since you know that you will  
receive an inheritance from the  
Lord as a reward.  
It is the Lord Christ you are  
serving.

Colossians 3:23

# Questions to Consider

Bethesda considers various things when accepting someone into Bethesda's Employment Services. For example:

Do you have the desire to obtain employment or to volunteer to help build skills?

1. Do you receive funding from Community Living BC (CLBC) for employment supports? If not, are you part of one of Bethesda's other services?
2. Are you willing to further develop the skills you currently possess, and do you have the desire to learn a new skill or task if it was required for the job of your dreams?
3. Are you in reasonably good health? If not, what kind of support will you need?
4. Do you have a supportive circle of encouraging family, friends, and/or Bethesda staff?
5. Are you willing to complete the Job Seeker Intake Form?
6. Are you willing and able to work cooperatively with an employment specialist who will need to meet with you frequently to collect information and to receive your input and feedback?
7. Are you willing to honor your commitments scheduled meetings with an employment specialist?

# What is Expected of Me?

As part of your desire to find a job with the assistance of a Bethesda employment specialist, you are an active and responsible participant in the process.

To achieve employment success, you are responsible for things like:

- Accepting that you may have to miss out on other activities from time to time if you are serious about finding a job.
- Honoring your commitments by being on time for meetings with your employment specialist
- Informing us when you need to cancel an appointment with us.



# Employment Services Best Practices

Bethesda's employment specialists follow the best practices for supported employment that are recommended by the Canadian Association for Supported Employment (CASE).

- 1. Choice and Control:** Employment support is guided by you to achieve your career aspirations.
- 2. Paid Employment:** When you obtain a job, you receive the same rate of pay and benefits as other employees doing the same job. You receive your paycheques directly from the employer.
- 3. Partnership:** You, together with your employer, Bethesda and other helpful people, determine the strategies that will work the best for you and that will assist in career enhancement and ultimately create long term satisfaction for both you and your employer.
- 4. Full Inclusion:** You are socially and economically included in community.
- 5. Job Search:** Timely and appropriate support is provided to you to achieve successful employment.
- 6. Individualized:** Bethesda helps you negotiate with the employer in a way that you can use your individual skills and abilities and meet the unique/specific needs of the employer at the same time.
- 7. Natural Supports:** Employment supports are as subtle as possible and (may) fade over time by building on support from people around

you – for example, fellow employees and other people acquainted with you.

**8. Long-term support:** Is available to you and to your employer to ensure you maintain employment stability and achieve career enhancement.

**9. Continuous quality improvement:** Everyone involved in supporting you to obtain a job are open to evaluation and committed to implementing improvements when necessary.



# Types of Employment

Here are some ideas of the types of work that an employment specialist can help you explore:

## **Traditional Employment (real work for real pay)**

The individual secures employment and is expected to meet the standards of the employer in exchange for wages and benefits consistent with abilities and performance. This meets the needs of both the employer and employee.

## **Customized Employment (real work for real pay)**

The relationship between the employer and employee is individualized in ways that meet the needs of both. It is based on an individualized assessment of the strengths, needs and interests of the person. It is also designed to meet the specific needs of both the employer and employee.

## **Self Employment (real work for real pay)**

The employee (or group of employees) creates the employment opportunity themselves meeting an identified need (i.e., landscaping, dog walking, coffee roasting).

## **Volunteerism (non-paid services)**

The individual offers services to a cause that will be of benefit to both parties. Expectations & commitments are mutually negotiated. Volunteering can be a positive step towards employment and can provide valuable experience; however, it should not be used in place of what would normally be a paid position.

# Stages of Support

The following information will help you understand the different steps that we take to help you achieve your work-related goals. These steps may not happen exactly as outlined here because the process will be designed for you.

## 1. Intake

- Applicant writes a letter of request which is reviewed by Bethesda's Director Team.
- An application/intake package will be provided to the job seeker.
- employment specialist will meet with job seeker and go over the application and let job seeker know if they are accepted and when they can expect to access Employment Services through Bethesda.

## 2. Job Preparation:

- Discovery process that gathers information from the job seeker and other people who know the individual well. The employment specialist will ask to review assessments that may be helpful in learning about the job seeker.
- Employment specialist meets with the job seeker in their home and community settings.
- Employment specialist meets with other people who know the jobseeker well (i.e., family, friends, previous employers, etc.).

- Employment specialist creates a list of the jobseeker's activities, services and supports based on dreams, interests, preferences, strengths and capacities.
- Employment specialist looks for themes in the job seeker's skills and interests that could be considered in employment setting.
- Job seeker attends workshops to prepare for employment.

### **3. Job Search / Development**

- Employment specialist conducts market research to determine best opportunities for the job seeker.
- The job seeker and employment specialist work together towards individualized employment by starting to hand out resumes, respond to job postings, etc.
- The employment specialist looks for unmet needs in businesses based on themes identified in the discovery process.
- The employment specialist conducts a walk through/tour of the possible worksite to observe job duties performed by co-workers.
- Together with the job seeker, the employment specialist creates and presents a proposal to the employer that addressed the unmet needs of the employer.
- The employment specialist arranges a 'situational assessment' with the employer to demonstrate the job seeker's skills and abilities as they relate to job duties (optional).
- The employment specialist helps the job seeker prepare for interviews.

- The employment specialist accompanies the job seeker in interviews with potential employers if desired and provides support and follow up as necessary.
- The employment specialist meets with potential employers to explain customized employment if appropriate and to help the employer develop a customized position.

#### **4. On the Job Support**

- The employment specialist supports the job seeker, now the employee, and the employer through the orientation and training at the work site (length of support is based on the employee and the employer's needs)
- Employer is supported to identify any adaptations required for the completion of job duties.
- Employment specialist and the employer help the employee learn the task and responsibilities of the job.
- Natural supports in the workplace are identified and trained to help the employee experience success.
- The employment specialist addresses needs the employee may have related to the job but outside of the job itself – for example, learning how to use transit, or understanding the social practices of the workplace, etc.

## 5. Job Maintenance Support

- Fading: The employment specialist gradually fades away in a planned and purposeful manner but monitors the employment arrangement closely so that problems can be solved on a timely basis.
- The employment specialist continues to have regular communication through phone calls and emails to the employee and others as appropriate (i.e., family and supervisor) during the beginning phases of employment and on-going.
- The employment specialist will visit the work site from time to time as requested and helpful.



## 6. Job in Jeopardy Support/Crisis Supports

- The employment specialist will offer support if the employee's position is in jeopardy and help resolve concerns.
- The employment specialist is able to provide support with any changes in job duties, management, difficult social situations, etc.
- If the employee loses his/her job, the employment specialist will help the job seeker identify new goals and new employment.

## 7. Other Necessary Supports

“Wrap around” supports are sometimes helpful for the employee to achieve and sustain employment success. Some of these supports may include:

- Transportation training
- Liaising/support to family members and/or members of the employee’s support network
- Support to access resources that strengthen the individual as an employee (i.e., fitness/wellness resources)
- Specific, time-limited, skill development support
- Other types of support that may be required to support employment sustainability (not including on-going staff support).

## In Conclusion...

As Bethesda continually strives to grow in the quality of support we offer you, we recognize that it is important for you to understand what you can expect from us and what is expected of you. We hope this information package has provided that information and answered many of your questions as well. If some of the information is unclear or you have more questions, please do not hesitate to talk with your employment specialist or “worker”, for short.

The name and contact information for your employment specialist is:

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Name

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Phone Number

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Email Address

**We are happy and privileged to offer you our support. God has brought us together for a specific time and a specific purpose. It is our prayer that we will receive His blessings as we use the gifts He’s given us to honor Him.**

To learn more, contact us at:

Caleb Wee – Employment Services Manager

Phone: 604-866-8995

Email: [caleb.wee@bethesdabc.com](mailto:caleb.wee@bethesdabc.com)

Location: 105 – 2975 Gladwin Rd, Abbotsford BC

Webpage: <https://bethesdabc.com/employment-services/>

*We look forward to hearing from you!*

