

# CHANGE ANNOUNCEMENT

## EMPLOYMENT SERVICES EFFECTIVE 11/20/2006

### CHANGES

1. Employment Services dated 10/2006 replaces Team Services: Placement and Placement Standards on VRIS under the Program Manual.
2. Job Search Strategy dated 11/06 replaces the one under case form on VRIS dated 8/05.
3. The updated JSS PowerPoint and teaching manual replaces the one previously used.
4. The Resume book dated 9/06 replaces the one previously used and will be added to Case Service Forms /Worksheets on VRIS.

### Noted Differences:

1. The Placement Standards have been incorporated into the Employment Services document.
2. Under Job Search Strategy, the Specialist does the first 90-day review individually with the consumer. The team completes the second 90-day review.
3. Job Seeking Skills is required for all consumers and all staff are to attend one.
4. In Job Seekers Meeting, Employment Specialists are to work only with their consumers and not across teams. All referrals to Job Seekers Meeting are to be made to the Employment Specialist.
5. Employment Specialists are to report their previous week's business contacts at each team meeting.
6. Employment services provided to transfer cases are clearly defined.

### VRIS UPDATE

Employment Services dated 10/06 will replace in the Program Manual Placement Team Services, and Placement Standards. The Job Search Strategy form dates 11/06 will replace the one under Case Forms dated 8/05. The Resume Workbook 9/06 will replace the one previously used and placed under case forms on VRIS.

### TEAM COMMUNICATION

Please review the new guidelines with team.

### LEADERSHIP CONTACT

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