

Job Coaching Tips

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Introduction:

- Mother of 3 kiddos
- Wife of wonderful man for 17 years
- 25 years experience in retail and food service management
- 4.5 years experience as an employment specialist
- Live in Pierre, SD and cover central SD
- 1 of 4 Employment Specialist Coordinators in the state
- Tina Meyer (Western), Lisa Winkler (Southeast), Sam Johnson (Aberdeen/Central)

Finding a job

- Obtaining the first job
- Your very first day of work/ feelings & expectations
- How things changed/ managers now
- Websites, Job service, walk-in, QR codes, texting

Know Your Student:



Limitations & Accommodations:



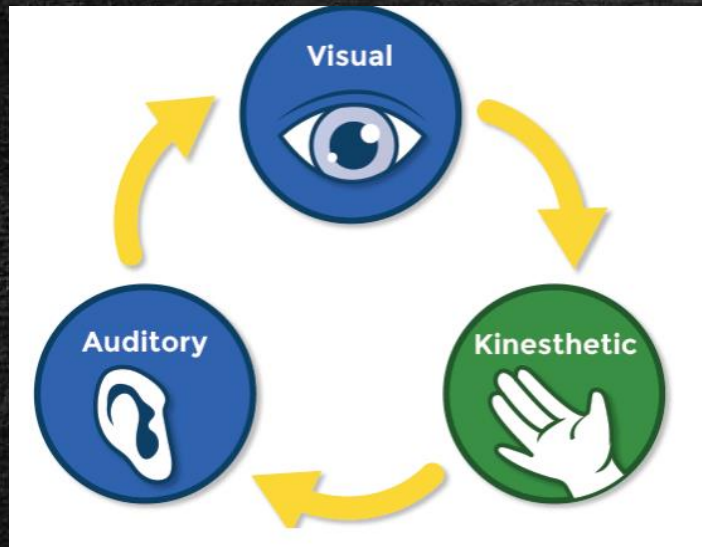
Week outside of School:



Communication with Student/Employer:



What does WORK look like:



Know your community:



Disclosure- Don't do it.



Don't put your student in a box before they get a chance to prove themselves.

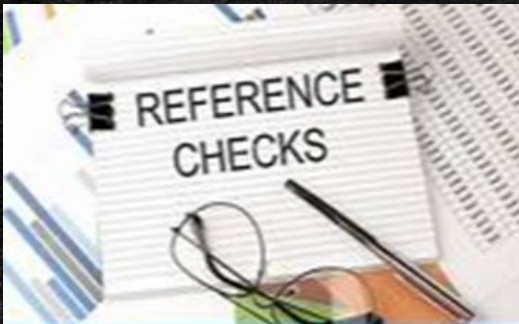


Let the student self-disclose their disability if they so choose.



Go through process:

Build a resume & prepare references.
Fill out applications.



Do mock interviews with
someone they don't know.



Prepare the student for the business:

- Who are co-workers
- Job tasks
- How do you get to know the staff
- Tour of space
- Natural supports
- Make sure manager has emergency plan/contacts

Project Skills promotes future integrated, sustained employment.



Application prep

Resumes

Co-workers

Job Tasks

Who to report to

Natural Supports

Teamwork

Inclusion

Soft Skills

Hard Skills

Reminders:

- Remember that hard skills and soft skills are different, and BOTH are teachable
- CHOICE- remember that each student should have choice
- One-page profiles are a great tool for the management and rest of the staff
- These students will likely work with Vocational Rehabilitation as an adult. We want to make sure that we are all working together for the benefit of the student/client
- If you get a bad gut feeling from a location or a manager, follow that! Make sure you are placing students in a positive and encouraging environment.



**THANK YOU,
EDUCATORS!**