



STAFFING SERVICES Service Description

PURPOSE:

The purpose of Staffing Employment Services is to serve persons with developmental disabilities by providing small group vocational training under the supervision of a staff member, at integrated worksites in the community, in order to more effectively assist and promote movement of trainees into individualized competitive employment settings.

OBJECTIVES/GOALS:

Goals of this service are to assist each trainee to achieve their full potential in the following:

- Behaviors Accepted at Each Trainee's Worksite
- Work Skills Needed at Each Trainee's Worksite

Individualized objectives/goals are developed with each trainee and other members of their planning team. The outcomes of each objective is assessed and measured on a monthly basis.

BASIC SERVICES:

- **HOURS & LOCATION** – Operation hours vary from site to site, based upon the needs of each contracted business. All work training is community-based and takes place at various businesses throughout the community.
- **STAFFING** – Each site consists of 1 on-site staff person for every 3 to 8 trainees. The staff person provides support periodically but not throughout the workday.
- **ACTIVITIES** – There are a variety of skills training opportunities, depending upon the specific group site location. Some training may include; housekeeping duties, retail work, laundry sorting, mail clerk duties, custodial training, etc.
- **SUPPORTS** – Each trainee has a case responsible person appointed to assist with service coordination and career planning.
- **WAGES** – Wages are determined by the Department of Labor training wage guidelines. These guidelines require Community Gatepath™ to determine wages by means of a time and motion study of the trainee's performance and productivity and rate that against the established standard of productivity of a non-disabled worker in a similar position.

ENTRY CRITERIA / ESSENTIAL REQUIREMENTS:

1. Shows personal involvement and interest in achieving goals required for community employment.
2. Able to work independently in a 1:3 or 1:8 ratio setting (1 staff to 3 or 8 trainees, depending on the group site) with a Job Trainer providing support services periodically but not throughout the work day. Trainee must be able to meet acceptable work behaviors without major disruptions to co-workers and work environment, on a regular basis. Guidelines for regular incidences of generally acceptable standards of a workplace environment include:
 - a. Cooperating with others
 - b. Receptive and responsive to feedback
 - c. Respectful of personal boundaries & the possessions of others
 - d. Professional interactions with contract site staff & customers AT ALL TIMES, etc.
3. Works at a productivity rate of at least 10% (State of California Habilitation requirement) and possibly higher depending on specific contract site requirements.
4. Attends program services a minimum of 80% of scheduled days. (State of California Habilitation requirement.) Follows procedures for calling in sick or requesting days off.
5. Able to be at work (on the work floor) during specific contract site hours, Monday through Friday.
6. Takes restroom breaks for personal hygiene needs during break times only.
7. Be appropriately dressed and groomed to meet contract site regulations at all times.
8. Will consider independent transportation training options.
9. Independently attends to basic self-care needs, e.g. toileting, feeding, etc.
10. Be 18 years of age or older.
11. Be a Department of Rehabilitation referral.
12. Be eligible for Regional Center services.
13. Upon entry, must have medical evaluation and TB test performed within one (1) year of entry.
14. Have legal documentation to work in the U.S.
15. Have no convictions of a criminal offense (felony or serious misdemeanor)

EXIT CRITERIA:

1. No longer meets entry criteria.
2. Ability to main general work behaviors expected in a more independent work environment.
3. Transfer into another service based on need or preferred choice of activities.

4. Demonstrates behaviors that require a need for more intensive interventions &/or that would negatively affect the health and safety of other trainees and staff (e.g. physically aggressive/assaultive behaviors) despite utilizing various behavioral improvement techniques.