# VRS Placement Plan

This is a Placement Plan for:

[ ]  Customized Employment [ ]  General PBA/Job Placement [ ]  E1PBA/Job Placement [ ]  Pre-ETS Work Experience

Job Seeker:

Provider: [ ]  VRS or [ ]  CRP/LUV Name of CRP/LUV:

Waiver Case Manager:       VRS Counselor:

Placement Professional:       Date of Plan:

Job Goal(s):

Skills:

Wage Range:       Hours per Week:       Shift Preference:

Transportation:       Geographic Area:

Other:

## Job Seeker Responsibilities (check all that apply)

[ ]  Review Invitation to Placement Team or Pre-ETS Referral form and attachments.

[ ]  Identify and communicate availability on a weekly basis.

[ ]  Attend all meetings. Call ahead to reschedule when necessary. Maintain frequent contact with Placement Professional.

[ ]  Participate in resume and cover letter development.

[ ]  Participate in job seeking skills preparation.

[ ]  Participate in interview skills training: common interview questions, grooming, clothing, and thank you cards.

[ ]  Do an active job search and keep a daily job search log.

[ ]  Inform Placement Team of address and telephone number change.

[ ]  Return all calls from Placement Team members and employers right away.

[ ]  Prepare to discuss accommodation needs with employers.

[ ]  Complete cold calls each week if needed.

[ ]  Willing to take a pre-employment drug test if needed.

[ ]  Contact Placement Team Member

* if any extra support or assistance is needed
* if personal issue affects your job search
* after talking with any employer
* after first day on the job

[ ]  Maintain contact with job coach.

[ ]  Other:

Job Seeker Signature Parent/Guardian/Conservator/Authorized Representative Signature, if needed

## Placement Professional Responsibilities (check all that apply)

[ ]  Review Invitation to Placement Team or Pre-ETS Referral form and attachments.

[ ]  Maintain frequent contact with Job Seeker to assist with job search.

[ ]  Help develop sample job search materials.

[ ]  Help with resume and cover letter development.

[ ]  Provide job seeking skills preparation training.

[ ]  Provide interview skills training: common interview questions, grooming, clothing, and thank you cards.

[ ]  Provide guidance regarding disclosure decisions and accommodation requests.

[ ]  Maintain log of job development and job leads shared with Job Seeker.

[ ]  Help with voicemail and email set up.

[ ]  Return all calls from Placement Team members and employers right away.

[ ]  Obtain signed consents when needed.

[ ]  Go to interviews with Job Seeker.

[ ]  Present visual resume and/or employer presentation to identified employers.

[ ]  Complete job analysis.

[ ]  Educate potential employers regarding accommodation needs.

[ ]  Negotiate and arrange for Job Tryout, OJT, and WOTC when appropriate.

[ ]  Follow up with job coach.

[ ]  Follow up with Job Seeker after job begins to support Job Seeker’s success.

[ ]  Other:

Placement Professional Signature

## VRS Counselor/Pre-ETS Representative Responsibilities (check all that apply)

[ ]  Review Invitation to Placement Team or Pre-ETS Referral form and attachments.

[ ]  Attend all required meetings.

[ ]  Communicate expectations and roles for each Placement Team member.

[ ]  Discuss and clarify job goal and current labor market.

[ ]  Discuss and facilitate arrangement of other services needed for success.

[ ]  Schedule next meeting.

[ ]  Help solve problems that come up.

[ ]  Check on Job Seeker progress towards achieving job goal.

[ ]  Return all calls from Placement Team members right away.

[ ]  Obtain signed consents when needed.

[ ]  Follow up to find out if Job Seeker is satisfied with and able to do the job.

[ ]  With person’s consent, contact waiver CM at job offer to start ESS authorization.

[ ]  Other:

VRS Counselor/Pre-ETS Representative Signature

## Waiver Case Manger Responsibilities (if E1PBA)

* Waiver case managers help people identify, access, and navigate needed support and services. This includes social, health, educational, vocational, and financial services.
* At the Job Seeker’s discretion, Waiver Case Managers may participate in the Placement Plan meeting or other employment meetings as available to assist in planning and coordination of support and waiver services with VRS supports.
* Waiver Case Managers will authorize and coordinate Waiver Employment Support or other supports and services as soon as the person finds a job if they need ongoing assistance to keep their employment.