

# work in progress

*Mission Statement: Partnering with community and business to provide equitable employment opportunities for individuals with barriers through supports, education, training, and skill development.*

## REFERRALS

Participants may self-refer to the Work In Progress Supported Program or be referred by a Human Service Agency.

Clients may not be in receipt of Employment Insurance.

MAIN OFFICE

SUB OFFICE

### GRIMSHAW

#### PROGRAM MANAGER

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### SLAVE LAKE REGION

#### EMPLOYMENT COUNSELOR

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# Canada

This Program is funded by the  
Government of Canada

# ACCREDITED SUPPORTIVE LIVING SERVICES LIMITED SLAVE LAKE ALBERTA



## Program Phases

# work in progress

SUPPORTED EMPLOYMENT  
workforce development





## **Introduction**

*The Work In Progress Program is designed to be flexible based on each individual's needs and current level of skills. Timelines will be adjusted based on these factors, we will adjust the pace at which each person moves through each of the phases.*

## **Phase 1: Intake/Consultation**

*Phase One involves an initial meeting or conversation with the referring source regarding i) who is being referred ii) their feelings on the individual's capacity and desire to work, and any barriers they may perceive to successful employment for the participant.*

## **Phase 2: Employment Appraisal**

*The Employment Appraisal process requires a face-to face meeting with the individual who was referred to the program, and may also require meeting with family members or other significant supports.*

## **Phase 3: Assessment**

*The assessment results will be used to develop a comprehensive picture of the participant's strengths and needs in relation to employment.*

## **Phase 4: Evaluation**

*In the Evaluation Phase, participants will be provided with opportunities to discover their strengths and will provide the Employment Counselor with information with regard to their employment readiness, skills, and areas of need.*

## **Phase 5: Training**

*Individual training plans will be developed based on the results of the previous four phases. Where possible, generic services will be accessed to utilize the benefits of integrated training programs. This will set the stage for teaching participants where to find natural employment supports within their home community once they have completed the program. The participants will also take part in an in-house "Steps to Success" training program which will provide training and skills in workplace culture, interviews, resume writing as well as presentation.*

## **Phase 6: Employment Search**

*Participants will receive one-on-one training and support in obtaining jobs based on their individualized career plans. They will be assisted in learning to recognize where to look for employment, handing out resumes and completing job applications. They will also be assisted with the interview process, should this be necessary.*

## **Phase 7: Employment Training**

*Participants in this phase will have successfully found employment and will be orientating to the various work sites. Job coaching and task analysis will be available from the employment counselor.*

## **Phase 8: Maintenance**

*The maintenance phase is comprised of the Employment Counselor meeting with the employee and employer on a regular and as needed basis. This phase is for addressing unexpected issues and allows the Employment Counselor to troubleshoot any potential areas of concern. This may include assisting the participant to deal with issues that are outside the work environment, but that may impact the clients ability to perform their job.*

## **Phase 9: Follow-up**

*Follow-up consists of regular contact with the employer and employee. This may be in the form of telephone contacts or face-to-face visits. The number of contacts made is determined by each participant's need. The Employment Counselor is responsible for completing regular reports on each participant's progress.*

## **Phase 10: In the Community**

*The Work In Progress Program will strive to make the program and its goals known to the communities it serves through a public relations campaign of presentations, and relationship building within the community, as well as with employers and potential employers.*

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