



JOB DEVELOPMENT AND PLACEMENT PLAN

State Form 56645 (12-18)
FAMILY AND SOCIAL SERVICES ADMINISTRATION
DIVISION OF DISABILITY AND REHABILITATIVE SERVICES
VOCATIONAL REHABILITATION (VR) SERVICES

This form helps you plan for achieving job placement. Complete this form at the end of Discovery. You should meet as a team to develop this plan. The team includes the participant, employment consultant, and Vocational Rehabilitation Counselor, and others as determined by participant. You can meet in person, through video conference, or telephone call.

Participant Information		Name:	Amy Sample
Contact (Telephone, E-mail, Address):	765-555-1111	Alternate Contact:	765-555-2222
Date of Birth (month, day, year):	10/1/73	VR Identification Number:	12345
Provider Information		Provider:	Provider name.
Employment Consultant (EC):	Roger Rogers	EC Contact Info:	765-555-3333
Support Team (e.g. family, case manager, residential, behavioral specialist, teacher)	Husband David		

Collaborators

Identify each person who helped develop this plan. Select all that apply.

- Participant Employment Consultant
 Vocational Rehabilitation Counselor Other team member(s) Identify other team members.

Meeting

Identify how the meeting was conducted. Select all that apply.

- In Person Video / telephone conferencing

Individualized Plan for Employment (IPE): *During your meeting, discuss the vocational themes and information in the Discovery profile. This information will inform the employment goal on the IPE. If the IPE is already written, discuss if it is a good fit based on what was learned. If it is not a good fit, amend the IPE.*

Customer service representative

Strategies

Describe strategies for achieving successful placement. Assign strategies to team members. In the timeline section, identify when each strategy should happen.

	Strategy	Responsible Person(s)	Timeline
1.	Check on-line sources for job openings including Indeed and Waynet.org	Amy and Roger	3/11/19
2.	Check with church and volunteer sites to see if there are any upcoming openings	Amy	3/11/19
3.	Reach out to Richmond Community Schools and local colleges regarding opportunities	Roger	3/11/19
4.	Fill out applications	Amy	Beginning 3/11/19
5.	Practice with mock interviews to increase Amy's comfort level	Amy and Roger	3/18/19
6.	Enter strategy.	Responsible person.	Timeline.
7.	Enter strategy.	Responsible person.	Timeline.

Expectations

1. How often will the job seeker and employment consultant meet?
One per week
2. How will the job seeker and employment consultant communicate? How often?
By phone or in person
3. How will the job seeker and Vocational Rehabilitation counselor communicate? How often?
By phone or in person
4. How will the Vocational Rehabilitation counselor and employment consultant communicate? How often?
By phone, email, and WebEx
5. When will the team come back together as the participant looks for a job?
1 month
6. Are there other expectations? *If so, explain.*
Amy will check on the schedule for free advanced computer classes at the library to see if there are any she is interested in and that fit with her schedule, while she is waiting on finding employment.

Optional Signatures for Completion of the Job Development and Placement Plan

I participated in this meeting. I agree with the information and recommendations in this plan.

Signature of Participant

Date (month, day, year)

Signature of Participant’s Parent or Guardian, as applicable

Date (month, day, year)

Signature of Community Rehabilitation Provider
Representative

Date (month, day, year)

Signature Other

Date (month, day, year)