

# Way of Work: Employment Support to Get the Job

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## Applying for work

We do not complete applications for our clients. We work with them to help them develop the skills to do so. Parents are expected to support the clients in completing applications when alerted to an opportunity. During active job search, the client should be completing 5 or more applications per week. We will work off an action plan.

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## Transportation

We do not provide transportation for clients. They are expected to be able to meet us at potential work sites or to canvass for jobs, and to be able to get from one place to another on their own. This can be by parent or caregiver assist, or bus, etc. Travel training may be part of our work, as our clients will need to eventually reach their work on their own. Clients must be willing to travel up to 30 minutes to reach their work site.

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## Communication

We will communicate with the client via email, text and phone calls (rare). We need for the client to check his email every day and to respond to contacts in a timely manner—within a day. You can expect at least a weekly contact from CARD during job hunt, but we are not working for you alone at any time.

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## Interview support

We will sit in on interviews, and assist with obtaining interviews, given enough notice. We have multiple clients all looking for work at the same time, and we need the clients to keep us informed of any opportunities (callbacks, interviews) on a regular basis. If an interview is offered, the client is expected to go. The client should not refuse interviews for such things as interfering with a TV show or a workout schedule. Getting a job must be the top priority for the family.

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## Realistic Expectations

We assist clients with reasonable employment expectations. We expect clients will be committed to getting a job, not holding out for the “perfect” job. Each restriction a client or family puts on the employment specialist, the fewer jobs will be available and it will significantly increase the length of time it will take to find one. We will not be able to provide daily, full-shift support to you once you obtain a job. We will work with your employer to build natural supports.

# Way of Work: Employment Support to Keep the Job

**Congratulations! You landed the position. You still have responsibilities and needs. UCF CARD is there to support.**

## Onboarding

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Some individuals want us to be present during their on-boarding training or during performance reviews, but that is up to you. We will want to be in contact with your supervisor if you choose to disclose your ASD to your employer, so that we can arrange regular checkpoints and possibly to observe or otherwise support you on the job site.

## Ongoing Communication

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After obtaining a job, we expect you to be in contact with us weekly (at least every 2 weeks at minimum) for the first 90 days of work. Letting us know how things are going is important. We work with more than one client at a time. We are not able to work side by side with you across a full week. Some companies do that, but it is not something we can do. We will not be able to provide daily, full shift support on an ongoing basis for our clients.

## Building Natural Supports

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We do not work with our clients “forever” at their place of employment. Our goal is to build connections and support within the client’s worksite and enable supervisors and coworkers to understand the needs and strengths of autistic employees, and strategies to support them. The best way to do that is to disclose your ASD, and we will help you with that. Our goal is that you no longer need us. But we are happy to jump, in if issues arise.

## Finding the Right Fit

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Our model is designed to build competence and self-determination in the ability to find work and maintain employment. Not all employment services are the same. If you are looking for a provider to hand you a job on a silver platter, that is not something we can do. But if you are determined to be successful, work hard, and be responsible, we can be a great fit for people on the spectrum. Reach out to us to schedule a discussion.