Introduction to Employment Services

- What is Work?
  ✓ Definition of Work
  ✓ Nature of Work
  ✓ Work and Substance Abuse
    ▪ Traditional Approach to Employment During Treatment
    ▪ Incorporating Vocational Services Into Treatment
- The Importance of Employment in the Recovery Process
  ✓ Work is a Basic Human Need
    ▪ Need for Accomplishment
    ▪ Need to Contribute to a Group
    ▪ Need for Financial Stability
  ✓ Benefits of Working
    ▪ Identity
    ▪ Self-Respect
    ▪ Self-Worth
    ▪ Self-Fulfillment
    ▪ Purpose
    ▪ Satisfaction of Contributing to Society
    ▪ Responsibility
    ▪ Self-Care
  ✓ Unemployment Among SUD Clients is Prevalent
    ▪ High Percentage of Unemployed are Substance Users
    ▪ Unemployment Rates Greater Among Substance Users
    ▪ Multiple Co-Occurring Disabilities Decreases Chances of Employment
  ✓ Helping the SUD Client
    ▪ Vocational Services Must Be Incorporated Into Substance Abuse Treatment
    ▪ Positive Correlation Between Employment and Treatment Retention
    ▪ Employment Predictor of Treatment Success
    ▪ Case Study: The Importance of Employment
- Vocational Barriers Facing Substance Use/Abuse Clients
  ✓ Types of Barriers
    ▪ Personal Barriers
    ▪ Interpersonal Barriers
    ▪ Societal Barriers
  ✓ Barriers: Work Habit Trends of Employees with SUDs
    ▪ Absences, Tardiness
    ▪ Lower Productivity
Employment Services

Course Outline

✓ Examples of Vocational Barriers Facing SUD Clients

Determining Client Readiness for Employment

• Introduction to Readiness
  ✓ Seeking Employment is a Major, Stressful Undertaking
  ✓ Is Your Client Ready to Seek Employment?
• Stages of Change as They Relate to the Employment Process
  ✓ Overview
  ✓ Precontemplation
  ✓ Contemplation
  ✓ Preparation
  ✓ Action
  ✓ Maintenance
  ✓ Relapse/Recurrence
    ▪ Rejection in Job-Seeking Process Can Trigger Relapse
  ✓ Case Study: Ready to Change?
• Using Motivational Interviewing to Assess Client Readiness for Employment
  ✓ Keep Employment Focus
  ✓ Assess Importance of Employment
  ✓ Explore Motivation to Gain Employment

Strategies and Approaches for Promoting Employment with Clients

• Getting Started
  ✓ Identify Elements Facilitating Past Job Successes
  ✓ Identify Elements Impeding Past Job Successes
• Strategies for Employment
  ✓ Job Placement Strategies
  ✓ Job Training Strategies
    ▪ Classroom Training
    ▪ On-the-Job Training
  ✓ Broad Education Strategies
    ▪ Remedial Education
    ▪ Post-Secondary Degree
  ✓ Use of a Mentor
  ✓ Self-Directed Job Search
  ✓ Mixed Strategies
Employment Services
Course Outline

• Employment Approaches
  ✓ Transitional Employment Programs
  ✓ Supported Employment Programs
    ▪ Definition
    ▪ Objectives
  ✓ PACT Programs
  ✓ Individual Placement and Support
  ✓ Social Enterprises
  ✓ Self-Employment
• Case Study: Employment Strategies and Approaches

The Counselor’s Role in Promoting Employment with Clients

• What is Vocational Rehabilitation (VR) Counseling?
  ✓ Aims to Improve Functioning in Primary Life Areas
  ✓ Includes Wide Range of Vocational, Educational, and Support Services
• Counselor’s Role in Providing Vocational Services
  ✓ Counselors Are Not Job Coaches
  ✓ Basic VR Counseling Skills Required
    ▪ Securing Employment Often a Treatment Plan Goal
    ▪ Need to Know Enough to Motivate, Guide, and Refer
  ✓ Ability to Act as Case Manager and Client Advocate Important
• Functions of VR Counseling
  ✓ Provide Information on Job Market and Needed Skills and Experience
  ✓ Assist Clients in Developing Realistic View of Skills, Abilities, and Limitations
  ✓ Teach Problem-Solving and Coping Skills
  ✓ Develop Client Motivation for Employment
  ✓ Assist Clients in Obtaining Needed Education and Training
• The Vocational Rehabilitation Counseling Process
  ✓ Vocational Screening
    ▪ Brief Vocational and Educational History
    ▪ Helps Determine Types of Vocational Services Needed for Client
  ✓ Vocational Assessment
    ▪ Identify Vocational Outcomes
    ▪ Examine Social, Emotional, Physiological, and Vocational Factors
  ✓ Incorporating Vocational Goals into Individual Treatment Plans
    ▪ Factors to Consider
    ▪ Goals Must Be Realistic
    ▪ Consider Vocational Goals at Every Stage of Treatment
Employment Services
Course Outline

✔ Referral
  ▪ Familiarity with Local VR Resources Important
  ▪ When to Refer
  ▪ The Power of Collaboration
  ▪ Following Up

Referring to External Employment and Vocational Services

• What are Vocational Rehabilitation Services?
  ✔ Comprehensive, coordinated services for individuals with disabilities to
    prepare for and retain meaningful employment
  ✔ Considers individual strengths, resources, priorities, concerns, and abilities

• What Types of Services Do VR Agencies Provide?
  ✔ Counseling
  ✔ Advocacy
  ✔ Job Training
  ✔ Job Placement

• Locating Vocational Rehabilitation Services
  ✔ Locating Federal, State, and Local Services
    ▪ Federal
    ▪ State
    ▪ Local
  ✔ Organizations That Can Help
    ▪ Office of Disability Employment Policy (ODEP)
    ▪ Job Accommodation Network (JAN)
    ▪ One-Stop Career Centers
    ▪ Disability.gov
    ▪ GettingHired.com
    ▪ ABILITYJobs.com
    ▪ eSight.org
    ▪ Think Beyond the Label
    ▪ Job Banks

Accommodating Individuals with Histories of Substance Abuse

• Accommodating Organizations
• Accommodations for Individuals with SUDs
  ✔ Treatment Needs
Employment Services

Course Outline

- Difficulty Handling Stress
- Fatigue
- Maintaining Concentration
- Exposure to Drugs in the Workplace
- Adjusting Supervisory Methods
- Accommodation Examples
- Case Study: Accommodation

Legal Issues Related to Employment

- Overview
  - Defining Disability
    - Is Alcoholism Considered a Disability?
    - Is Drug Addiction Considered a Disability?
  - Three Important Legal and Ethical Areas
- Discrimination
  - The Americans With Disabilities Act (ADA)
  - The Rehabilitation Act
- Confidentiality
  - Federal Confidentiality Law
  - Complying with the Confidentiality Law
  - Client Consent
- Client Rights in the Employment Process
  - Questions Employers Can and Can’t Ask

Guiding Clients Through the Job-Seeking Process

- Overall Process
- Determining Desired Job Type
- Using Online Job Boards
- Writing an Effective Resume
- Writing Cover Letters
- Completing Job Applications
  - Disclosure
    - Disclosing disabilities
    - Disclosing past substance abuse
    - Disclosing criminal history
Employment Services
Course Outline

✓ Omitting Information
• Preparing for an Interview
  ✓ Presentation and Preparation
  ✓ Documents
  ✓ Interview Checklist
• Following Up
• Case Study: Job-Seeking

Addressing On-The-Job Issues
• Counseling Clients As They Return to or Start Work
• Returning to Previous Employment
  ✓ Addressing Absences Due to Treatment
  ✓ Facing Supervisors
  ✓ Facing Co-Workers
• Starting a New Position
  ✓ Who Needs to Know?
  ✓ Addressing Temptations
• Case Study: On-The-Job Issues

Course Closing
• Final Thoughts
• Resources for Professionals
• Bibliography