



Project HIRE

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Project HIRE's Mission

To promote the abilities of individuals through full time and part time integrated employment in the community.

To develop and sustain a natural on-the-job support network for the employee.

To help the employee in reaching their fullest potential and aspirations through career counseling.

To assist employers in diversifying their workforce while hiring qualified individuals to do the job.

To assist the employer in reducing their cost of hiring and retraining employees.

The Arc of New Jersey's **Project HIRE** is a supported employment program designed to connect people with disabilities to **integrated employment opportunities** in their community.

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The program assists adults with disabilities in finding and maintaining competitive employment. The program also assists Middle and High School students in their preparation and transition to adult life with its **School-to-Work** program.

Project Hire started in 1985 as one of the very first Supported Employment programs in New Jersey . Program services include vocational assessments, job matching, job sampling, on site job training, travel training and follow along services.

Project Hire

Project HIRE aims to assist individuals in obtaining and maintaining **competitive, independent community employment**. Through securing a competitive, independent job, Project HIRE aims to assist individuals in obtaining and maintaining **competitive, independent community employment**. Through securing a competitive, independent job, our participants gain dignity, independence, self determination and the opportunity to participate in society at the same level as any other citizen in his or her community.

Competitive, Independent Community Employment - Fair work, fair pay positions in which the participant has a position that is of value to the employer and is compensated in the same way as any other individual working for the employer.our participants gain dignity, independence, self determination and the opportunity to participate in society at the same level as any other citizen in his or her community.

Competitive, Independent Community Employment - Fair work, fair pay positions in which the participant has a position that is of value to the employer and is compensated in the same way as any other individual **working for the employer**.

Service Type

Project HIRE has many services to offer and each service provided typically falls under one of three main funders.

- **Division of Vocational Rehabilitation Services**
- **Division of Developmental Disabilities**
- **School Transition Services**

Service Type – DVRS Adult Services

Most commonly, DVRS Adult Services participants begin with Project HIRE at the “**Pre-Placement**” level, once they obtain employment they are moved to “**Intensive**” and once stabilized on the job they are moved into “**Follow-along**” and are eventually graduated into a “**Fade Out**” period before leaving the program completely at which point the participant is completely independent on the job and is not in need of Project HIRE services.

The following slides will provide you with more detail on each service type within DVRS Adult Services

Service Type – DVRS Adult Services

Pre-Placement

These services help the participant to learn skills that improve his or her chances of obtaining employment. Pre-Placement also includes the job search activities, rendered by a **Job Developer**, that are required to obtain competitive employment in the community.

Service Type – DVRS Adult Services

Intensive

When participants obtain employment, intensive services are usually needed. This refers to the hours used at the outset of a new job. **Job Coaches** are expected to use as many hours as needed to help facilitate a smooth hire. Intensive assignments are priority!

Service Type – DVRS Adult Services

Follow Along

These visits are provided by the **Job Coach** at a minimum of one visit to the job site per month to continue ongoing training and performance improvement once they have stabilized on the job.

Service Type – DVRS Adult Services

Re-Stabilization

This occurs when a participant who was previously stable and receiving Follow Along services has encountered an issue that requires the **Job Coach** to work more intensely for a short period of time. Usually, this occurs when participants need to learn new procedures

Service Type – DVRS Adult Services

Trial Work Experience (TWE)

This program helps the Division of Vocational Rehabilitation Services determine if a participant is employable in the community. Project HIRE's role is to observe participants in a variety of work settings and provide detailed reports of how the participant does in specific situations outlined by the referring case manager.

Service Types – DDD Adult Services

Another major funding source for Project HIRE is the **Division of Developmental Disabilities (DDD)**.

Services paid for by DDD most often are used for “**Follow-along**” purposes after individuals referred from DVRS are stabilized on the job and require minimal job coach interaction.

Service Types – DDD Adult Services

Medicaid Funded Referrals

These referrals come from a DDD Support Coordinator and the plan is made by the participant and/or guardian and Support Coordinator. The plans are individualized but traditionally include:

- Career Planning
- Supported Employment Services

Service Types – DDD Adult Services

Self Directed Day Services (SDDS) or (RLC)

These participants and their families/guardians are directly involved in how their DDD budget is distributed. The amount of hours and types of services are determined by a plan made by the family and it is required that hours services are agreed upon by the participant or designated guardian. This occurs through a signature on monthly documents outlining services rendered. This document **MUST** be submitted after each month for payment.

Service Types – Transition Services

Project HIRE offers Transition Services for students in the New Jersey School System. These services aim to prepare students for the workforce after graduation. Usually starting with basic exploration of interest and aptitude and completing with more comprehensive job sampling experiences. School contracts are highly individualized and will differ depending on the student and the school district.

Service Types – Transition Services

Community Based Assessments (CBAs)

Documented assessment of student interest in aptitude using locations in the community.

Life Skills

Students learn life skills such as banking, customer service and grocery shopping with the help of a Project HIRE Job Coach in the community and sometimes, classrooms.

Job Sampling

Participants experience real work settings and are given the opportunity to work with a supervisor to complete real tasks that are required by employers in community. This is completed under the supervision of a Project HIRE Job Coach

Service Types – Project SEARCH

Project SEARCH is a collaborative program that utilizes many funding sources to provide a specially selected group of students living with disabilities a unique vocational experience as a substitute for his or her final year in high school. In this program students are given intensive internships, employment readiness skills and job skill training. These services are housed within a private company that partners with Project SEARCH funders. The intended outcome is to train students in positions offered by the partner company and obtain employment after graduation.

CPE Pilot Program

This service is a more intensive evaluation for individuals who may be better served by an alternate approach to traditional evaluation methods. The CPE is a collaborative effort that affords the job coach and the consumer the opportunity to identify vocational interests , skills and attributes that will lead to successful vocational planning . These services take place in the home, the community and in competitive integrated employment settings. Ideally this evaluation takes about 9 weeks from start to finish.

Service Model

One of the features that helps Project HIRE stand out in New Jersey is our Supported Employment service model. Explaining where participants are in our service model will help contextualize services and simplify the program for our participants and their families.

Participants of Project HIRE are always going to be in one of 3 stages of obtaining his or her vocational goal. Services are administered by one of two separate Project HIRE staff members.

**Coordinator of Employment Services and/or Employment Training
Specialist**

Field Positions

Project HIRE has 2 primary field positions who are supervised by one of the Assistant Directors.

Coordinator of Employment Services - Leads mainly during the job search process and initial hire. This could be as straightforward as simply looking for work or more abstractly when completing different exploration activities or an other assessments. Coordinators usually assist at the beginning of new placements because they have established a relationship with the employer. Coordinators lead the services during the early stages of services and once stabilized transition the cases to an ETS (below).

Employment Training Specialist - This position is much more focused on skills attainment and acclimation to the work environment. ETSs will be working most often with participants who are already employed. They can complete the intensive work if needed at the start of a new job and in most cases provide long term job support if needed.

3 Stages of Vocational Goal

First Stage - Seeking employment - This phase is most often administered by a Job Developer. Project HIRE assists with resume/cover letter creation, interview preparation, application completion, inquiries with employers and assistance looking for opportunities.

Second Stage - Intensive Support - Once a position is accepted by the participant assistance is usually needed for initial hiring/orientation/training process. This is usually started by the Job Developer and services are transitioned into being provided by the Job Coach.

Third Stage - Long Term Support - When the participant becomes stable on the job the Intensive Support is reduced and, if eligible, the participant is able to receive Long Term Support, usually about 3 hours per month and eventually faded completely.

Seeking Employment

Scope

Appointments take place in the participant's community at any time.

Appointments are scheduled according to participant need/availability

Staff will assist with application for any positions that the participant is interested in and has the aptitude for

Staff will work as diligently as possible to obtain competitive employment in the community

Travel training on how to use apps like uber and lyft as well as learning the bus and train lines .

Limits

Appointments do not have to take place in the participant's home but can be anywhere easily accessed by the participant

Positions that are highly competitive or specific will take much longer to obtain
Project HIRE does not guarantee placement in any specific time frame due to many variables

Project HIRE staff are not required or funded to drive participants to interviews. If at all possible participants should arrange for transportation to and from .

Stage Two : Intensive Support

Scope

New hires take priority and staff will do their best to be present as many hours as needed/authorized to stabilize new hires

Staff will work with new hires to gain skills to help them work independently of the Job Coach or Developer

Staff will work with employers to help define job expectations and promote retention by the participant of these expectations

Participants will be assisted by PH staff in selecting appropriate transportation to work, travel training is possible in some circumstances

Limits

Staff cannot promise 100% coverage, there are not always alternates and support will not be funded at that capacity long
Part of becoming independent is having the opportunity to work independently.

Services are designed with the goal to be faded to the LTFA standard of 3-4 hours per month and eventually completely

Staff operate within the guidelines set by our funding sources. Employer preferences as far as schedules of PH staff are taken into account but not always possible

PH staff are not responsible for providing transportation to participants to work

Stage Three : Long Term Support

Scope

PH staff will continue support as long as services are funded and needed

PH staff will work to provide coverage when staff are unavailable

If new issues arise, PH staff will work with funding sources to provide extra assistance (hours)

If desired, staff can work with participants to grow within his or her own employer and pursue other positions or job duties

If desired, staff can work with participants and employers to adjust schedules, availability and scheduled hours

Limits

PH reports all activities in detailed funding source audits. Activities must satisfy funding sources to continue Coverage is not always possible as SE agencies are not funded to provide alternates. LTFA services are not designed to be rigidly scheduled If funds are unavailable PH can only operate within limits of funding sources

Ultimately, decision is the employer's regarding promotions and job duties Ultimately the decision to alter schedules is up to the employer

DDD & DVRS eligible

The reason we ask about enrollment in DDD on the intake form is because it will determine how long term services are funded and because being enrolled in DDD will allow participants to access unique services not available through DVRS.

DDD and DVRS have an agreement that the initial Pre-Placement and Intensive activities are funded by the local DVRS office, if the individual qualifies. Once DVRS funding for these activities is either no longer needed or exhausted, then DDD funding can start.

There are exceptions and there will be cases when both DDD and DVRS are utilized on the job.

DVRS vs. DDD

DVRS - Paid for by New Jersey

Primary funder for

- Pre-Placement Services - looking for work
- Intensive Services - stabilization on the job
- Special Programs (TWE, Pre-ETS...)

Long Term Follow-Along

Only for participants who do not qualify for DDD

Monitored by Central DVRS office - no primary counselor

Restabilization can be requested for temporary increased assistance

DDD - Paid for by predetermined budget (Medicaid)

Secondary Funder for (must be determined to be ineligible for DVRS first)

- Prevocational Training - work readiness skills

- Career Planning - looking for work
- Supported Employment

Primary Funder (must be DDD eligible)

- Long term Supported Employment

- Community Based Supports

- Other services determined by Medicaid

DDD Medicaid Services

When a participant qualifies for DDD they have access to different services for the long term. As far as Supported Employment the main services that impact what we do are:

Supported Employment - Job Coach support specifically used for attainment of independence on the job

Community Based Supports - 1 on 1 support in the community

Personal Aide Services - Ambulation, medication, and behavior adjustments

If needs besides Supported Employment are needed, make sure to address early on in the intake! These services can start at any time assuming the participant qualifies.

DDD services provided with the JOB

For some individuals, it is appropriate to utilize other services while working. Remember, everyone is employable with the right supports and DDD can provide these in some circumstances.

In the new Supports Program it is possible to have both Supported Employment and Community Based Supports while on the job.

Knowing where Supported Employment ends and Community Supports begin is extremely important.

Supported Employment Vs. Community Based Support

Supported Employment

Obtaining independent employment

Increase independence over time

Coaching, counseling, training

Guidance, tool creation,
advocate

Communication with
management

Focus on job tasks and
integration

Intended to fade over time

Long Term = 3-4 hours monthly

One visit per month minimum

Drop-in in nature

Usually not rigidly scheduled

Must follow Medicaid guidelines

Community Based Support

Assistance with activities of daily living

Completes tasks for participant to
achieve independence

Scheduled, 1 on 1 assistance

Self care, social skills, ADLs

100% Verbal prompting,
redirection

***If participant cannot do
independently***

Not intended to fade, but enhance
level of independence through
providing basic assistance in the
community

Flexible in service and scope

Approved Services for Project Hire

Pre- ETS- starts as early as age 14

Job Development

Intensive Coaching

Follow Along Supports

Trial Work Experience

Benefits Counseling

Student Transition Services

Project Search at Overlook Medical Center in Summit NJ

CPE - Career Pathway Evaluation (pilot program)

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