



Suggested Activities for Employment/Education Specialists for Times of Limited Community Based Contact

Provide resources to small or medium sized businesses

Review files for documentation and updates, go over each file

Write success stories

Reach out to the clients by phone

Online trainings

Webinars

Go to www.qualityinfo.org and research different career requirements and opportunities

Complete online applications

Develop participant resumes, cover letters

Coordinate online interviews using video/telephone conferencing

Prepare participants for interacting with these new technologies & getting jobs, etc.

Skype or phone practice/mock interviews

Do some client centered consultation with clinical treatment team to enhance assessments, job dev plans, and job support plans

Use this time to address benefits consultation needs/check-ins

Address/Re-address Disclosure

Develop participant statement/explanation/accountability letter around Justice System involvement, if applicable

Update program brochures and materials

Listen to books and or books on tape (May we suggest Beyond Traditional Job Development by Denise Bissonnette?)

Watch Denise Bissonnette and IPS Employment Center videos on YouTube

Take IPS Practitioner Online Training and get IPS Certified

<https://ipsworks.org/index.php/ips-certification/>

The Balance is a great website (used to be About.com) that offers excellent, wide ranging info on career/job seeker advice.

<https://www.thebalancecareers.com/how-to-ace-a-phone-interview-2058579>

Read an article on wellness or career advice and report out on highlights

Each take a part of the manual and review the rational for each item during team meetings

Research industries, educational, and technical training programs

Develop agency IPS marketing and promotional materials

Update job placement and outcome data

Get caught up on service notes/documentation

Connect with State Vocational Rehabilitation Counselors and other stakeholders

Research and assist participants to apply at companies who are mass hiring as a direct result of the current situation.

Practice wellness by:

- Physical/emotional wellness activities
- Remote family meetings
- Clean office
- Stay connected via phone or online meetings/calls