

Career Profile
IPS Supported Employment/*Education Referral

**Assisting people to advance their careers through additional schooling and technical training has always been considered part of the IPS intervention. For further information consult with your IPS Trainer. **

Face Sheet

Date of referral: 08/04/2021
Date of birth: 04/01/1989
SS#: 123-45-6789

Name: Julie Cooper
Address: 4545 Newport Road, Nonesuch, KY
Email: JulieC@email.com
Phone number/s: 333-526-1423
Best way to reach: email or text
Case Manager/therapist: Angie Williams, Case Manager
State Vocational Rehabilitation counselor: [Click here to enter text.](#)
 Referral sent to State Vocational Rehabilitation
Other healthcare/social service providers: [Click here to enter text.](#)
Court-appointed guardian? If so, please list their name and contact information. Yes No N/A [Click here to enter text.](#)

How long has the client been receiving services at this referring agency? 3 months

What is the person saying about work? Why does s/he want to work now? What type of job?
She said that work would be beneficial to her for many reasons. It would help her keep structure in her day, which would enhance her recovery. Also, work would help her regain custody of her children and allow her to be able to provide a home and stable life for them. She wants to work in a job where there is an opportunity for advancement.

Is this person interested in gaining more education now to advance his/her career goals?
Later she might consider more education, but not right now. She needs to go to work.

Please include some information about the person's illness (diagnosis, symptoms, etc.). For example, how might the person's illness (and/or substance use) affect a job or return to school?
She has been diagnosed with Anxiety, Depression, and substance use disorder. Her anxiety is likely to cause her the most issues on the job. Music helps with her anxiety. A job where she could listen to music while she works or at least be able to listen to music at breaks would be best.

What are some of the person's strengths? (Experience, training, personality, supports, etc.)
High School Diploma, highly motivated, presents well.

What job (type of job, hours, etc.) do you think would be a good match? She should start part-time and then work up to full-time. She can work from 8:00 am to 3:00 pm Monday-Friday and is willing to work sometimes on weekends.

Has this client signed an ROI allowing recent treatment records to be released to OVR with this referral form? Yes No

4/5/2022

X Brad Wells, 08/04/21

Person Making Referral

Date

Signed by: 2721bb9d-c3b0-4a12-8365-ccd01a727c61

Career Profile

This form is to be completed by the employment/education specialist during the first few weeks of meeting with someone. *Sources of information include the person, the mental health treatment team, client records and permission, family members, and previous employers.* The profile should be updated with each new job and education experience using job start, job end, and education experience forms.

Background Information

What is a typical day like for you from the time you get up until you go to bed?

Julie lives with her mom who currently has custody of her children. She has done so well in her recovery that Social Services has allowed her to move in with her mom to help with the children as her mom works. Her goal is to have full custody of her children and to find her own home for the children and her. She gets up each morning at 6:00 am, makes breakfast, and gets her children ready for school. The bus picks them up at 7:20 am. Julie then sits and has a cup of coffee with her mom before she goes to work. After her mom leaves, she does the breakfast dishes and any other household chores that need to be done such as vacuuming, laundry, dusting, mopping, etc. This is her contribution to the household since she does not have any money to contribute currently. She also cooks dinner, as she is an exceptionally good cook and enjoys this very much. She likes to experiment and often makes up her own recipes. She also enjoys baking and has made birthday cakes for her friends and family. She will also attend an AA/NA meeting at least five (5) times per week either in the evening during the week or on the weekend. If Julie is unable to ride her bike to the AA/NA meeting, her AA/NA sponsor will pick her up and take her to these meetings. She meets her children when they get off the bus at 3:45 pm. She has a snack ready for them and they work on their homework. She helps as she finishes supper. After homework, and supper is over, they watch TV, and she gets her kids off to bed by 8:30 pm, and then she watches TV or reads and goes to bed at about 10:00 pm.

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Are there places in your neighborhood that you like to go to? Why are these places of interest to you?

She enjoys working in her yard and takes walks around her neighborhood. She will bike to the AA/NA meetings, or her AA/NA sponsor will pick her up and take her to the meeting. Sometimes, she bikes to the park where she people watches, listens to gospel and country music and enjoys the sunshine.

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Do you belong to clubs, groups, a church, etc.? What do you enjoy about these extracurricular activities?

She has just joined a church and attends their young women devotional group on Sundays at 5:00 pm. This group has supported her in her newfound sobriety and life. She has made new friends and is building a support system. She also attends AA/NA meetings at least five (5) times per week in the evening or on the weekend which keeps her grounded and working on her program to stay sober.

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What hobbies or interests do you have? How can these hobbies and interests help you in the workplace?

She loves to be outside. She is an avid gardener of not only flowers but vegetables. This year she has grown most of the vegetables they have eaten. Next year she would like to grow enough to sell at the local farmer's market. As said above, she also really enjoys cooking and baking.

These skills could translate into jobs at a nursery, farm, bakery, or farm-to-table restaurant.

What are your typical sleep hours?

From 10 pm to 6 am

Names and contact information for employment-networking contacts (*Family, friends, previous employers, others*)

Barry Hayes, Hayes.B@email.com, friend, 320-789-2563; Sandy Stuart, friend, S@ndyS@email.com, 320-789-9685; and Lucy Harper, previous employer, LucyHarp@email.com, 320-789-5375.

Names and relationships to the client of individuals that can assist with career profile development: (*If this section is left blank, please explain*)

Beth Cooper – Mother; Brad Wells, therapist; Angie Williams Case Manager; Donna Smart – NA Sponsor; Jane Turner, AA Sponsor; and Linda Sheppard – best friend

Cultural Background

Use the following script to introduce the next set of questions to the person.

“Our agency aims to work with people from different backgrounds and with diverse experiences. The next set of questions will help me understand your background and culture, which may help us in planning for jobs.”

Natural supports are valuable to ensure success at work. For example, if you were to obtain a job today, who would you contact to share the news? Can I have you sign the appropriate releases and speak with these individuals?

She would share the news she got a job first with her mom and then with her AA Sponsor, Jane Turner, and her NA Sponsor, Donna Smart. She has agreed to sign an ROI for both.

How would you like your family/natural support involved as we move forward in the process of getting and keeping a job?

Her Mom, Beth Cooper, will help her with Child Care and transportation to and from work if possible. Julie’s AA sponsor, Jane Turner, and NA sponsor, Donna Smart, are important supports to Julie as they will help her keep things in perspective by reminding Julie that she can maintain her recovery and regain custody of her children which will help reduce Julie’s anxiety. They can also help with transportation as a backup.

Use this space to discuss conversations with natural support or explain why no conversations occurred:

Julie's Mom, Beth, is incredibly supportive of her daughter and going back to work. She is willing to let her live with her for as long as it takes to get back on her feet. Even though Julie's mom loves her grandchildren, she wants to see full custody back with her daughter. Julie has gone through treatment for substance use several times but this time it seems different. She is more motivated and is staying away from friends from that life of substance use. She is spending more time with her children and helping them with school. Beth thinks that good hours for Julie would be between 8:00 am and 3:00 pm as this would allow Julie to be home when the children get home from school.

Donna has been Julie's sponsor for the past 4 months but has known her for about 2 years as she has been coming to NA meetings off and on during that time. She has been working closely with Julie on putting things in place such as making new friends, concentrating on her children, and calling her when feeling life is getting out of control to keep her sober. Julie and she talk at least once a day and see each other at meetings. Donna is supportive of Julie going to work. It will not only help her get back custody of her children but will build her self-esteem and give her day structure.

Jane is great support for Julie as her AA sponsor by staying in touch with her and encouraging her to live by the Twelve Step Program which helps guide Julie to grow spiritually and help her become aware of the damage she has done to others and herself in her addiction. Jane is helping Julie, through these steps, to make amends and make her wrongs right. Jane often gives Julie rides to AA meetings.

Is there anything that would impact employment or would be helpful for us to know as we look for jobs?

Attendance at the job has always been an issue for Julie. She has walked off the job because she did not like what someone said to her. She has lost her job by "calling in" multiple times, as well as just not showing back up to work.

Which different languages do you speak? Which language do you prefer?

Julie only speaks English. She took Spanish in high school but does not remember much of it.

Are there any religious or family traditions that you feel would affect employment or require advocacy?

Family is important to her. She would like to be able to celebrate the major holidays with them. She must have those days off such as Christmas, Thanksgiving, Easter, and the 4th of July. It would be nice to have all the holidays off too, but she is willing to work around those.

Have you ever felt like you have been treated unfairly or discriminated against at work? If so, could you tell me about that?

Julie said that she thought she had been treated unfairly in the past by all her employers as they were always telling her how she could do her job better. Since she has gotten sober and been in counseling, she realizes that she was not treated unfairly.

Education History

See addendum to complete a detailed plan for school or training, if necessary

Did you complete high school? No Yes

Year: 2007

Did you obtain your GED? No Yes

Year: [Click here to enter text.](#)

If not, would you be interested in earning your GED/high school equivalency diploma?

No Yes N/A

Did you participate in vocational training classes in high school? No Yes

If yes and relevant to your current vocational goal, please describe: [Click here to enter text.](#)

Have you ever completed an apprenticeship (i.e., plumbing, welding, electrician, etc.)?

No Yes

If so, please describe the apprenticeship program and year completed? [Click here to enter text.](#)

Other education or training programs N/A

Name of Educational/ Training Institution: WB Smith High School

City/State: Nonesuch, KY

Years attended: 2004-2007

Type of degree or certificate sought: HS Diploma

Degrees, certificates, or classes completed: HS Diploma

If the program was not completed, why not? [Click here to enter text.](#)

Liked most about the program: electives like Culinary Arts class.

Liked least about the program: History and English

Type of financial aid used, if any: N/A

Name of Educational/ Training Institution: Click here to enter text.

City/State: Click here to enter text.

Years attended: Click here to enter text.

Type of degree or certificate sought: Click here to enter text.

Degrees, certificates, or classes completed: Click here to enter text.

If the program was not completed, why not? Click here to enter text.

Liked most about the program: Click here to enter text.

Liked least about the program: Click here to enter text.

Type of financial aid used, if any: Click here to enter text.

Name of Educational/ Training Institution: Click here to enter text.

City/State: Click here to enter text.

Years attended: Click here to enter text.

Type of degree or certificate sought: Click here to enter text.

Degrees, certificates, or classes completed: Click here to enter text.

If the program was not completed, why not? Click here to enter text.

Liked most about the program: Click here to enter text.

Liked least about the program: Click here to enter text.

Type of financial aid used, if any: Click here to enter text.

Do you have copies of the degrees, licenses, and certificates that you have earned?

No Yes N/A

If not, can you get a copy, or do you need help getting a copy?

No Yes

Are you interested in earning a specific certificate, license, or degree for work?

No Yes

If yes, please describe the certificate, license, or degree: Not at this time but may want to later.

What is it about that field that interests you?

N/A

How long do you want to go to a school or training program? What is your timeframe for completing education or training?

N/A

Would you be interested in visiting some local programs (*community college, four-year college, adult vocational training*) to learn about different options for degrees and certificates? If so, when would you like to do this?

Not currently

Are you interested in joining a trade union (*e.g., bakers, maintenance*)? Do you know the requirements for joining? Would you like to visit the union office to learn more? If so, when?

Not currently but later. Julie does not know the requirements for joining a trade union and does want to visit the union office to learn more when she decides to join a trade union.

While in school (*high school, training programs, etc.*), did you receive any accommodations?

No Yes

If yes, what accommodation did you receive, and was the accommodation helpful? Please discuss.

Due to anxiety, she was able to have nontimed tests.

Did you have an IEP (*Individualized Education Plan*) or 504 Plan while you were in school?

Not sure

What are your strengths related to being a student?

Julie had excellent reading skills in school. She is very meticulous as Julie loves to include details when describing something she is doing. She is well-organized as Julie writes down on a calendar what she plans to do daily, and she also got along well with most students and teachers in school.

What are your struggles related to being a student?

During this time is when her anxiety accelerated. She began experimenting with alcohol and drugs to ease her anxiety. She found that Marijuana eased her anxiety and began to smoke quite a bit. This increase in marijuana use caused Julie's grades to drop from an "A" to a "C" or below.

Work Experience

Include volunteer or unpaid work history

Most recent job N/A – Person has no work experience

Job title: Grocery Clerk

Employer: Nonesuch Grocery

Job duties: Ring customer items up, handle cash, bag groceries, maintain clean workspace, end of shift processing on my register, sweep around the front door if did not have customers, provide friendly customer service, assist stocking if needed, discard expired items as necessary.

Start Date: 03/2020 **End Date:** 05/2020

How many hours per week? 25-30

How did you find this job? A friend’s mom had seen a posting on the door while shopping.

What did you like about the job? She liked that the business stayed steady, there was not a lot of “downtime”. They played country music most of the time which helped with her anxiety. She liked being able to go stock shelves on her own when they did not need her at the register.

What did you dislike? Rude customers, people complaining about wrong prices on items, and various complaints, lack of communication with supervisor.

What was your supervisor like? Your co-workers? The supervisor was okay, but Julie felt she was not helpful during training as she did not train Julie herself, she assigned other employees to train with her. The employee was not clear in training, and there were some trial-and-error things she learned when she started working. They just paired you up with a co-worker that provided you some light training and then sent you on your way. She had lots of questions, and issues on the register that came up. Supervisor mostly worked days, and Julie worked evenings so there was no good accessibility to her. The co-workers were ok, Julie tried to keep her distance from them as much as possible aside from work/training conversations. At this time Julie was heavily using, and in a small town, she wanted to avoid as much “small talk” as possible.

Reason for leaving the job. Resignation, termination, layoff, etc. Discuss specifics Left to go to rehab.

Did you receive any accommodation? If so, please describe. No

Other detailed information about this job:

She did like it was close to her home.

Next most recent job

N/A – Person has only had one job

Job title:

Laborer

Employer:

Henson’s Construction

Job duties:

Sign holding when working on highways, assisted with bringing materials to builders on the job site, cleaned company vehicles at the end of each workweek, painted, stained.

Start Date: 01/2020

End Date: 03/2020

How many hours per week?

45

How did you find this job?

Her boyfriend at the time was also working there.

What did you like about the job?

Being outdoors, able to listen to music while I worked wearing earbuds, working with my boyfriend at the time, although it was a toxic relationship. Everyone on the job site minded their own business, most of them were using or in recovery.

What did you dislike?

Cleaning the trucks at the end of the week, they were extremely dirty, there was nothing valuable to me about the work. Very monotonous.

What was your supervisor like? Your co-workers?

Did not have a good relationship with the supervisor, he and my boyfriend at the time had several arguments about his work performance and I was always on my boyfriend’s side, causing me to throw an attitude toward the supervisor. The co-workers were ok, a couple of them we were using at the time. The others did not care to communicate much, just did the job and went home.

Reason for leaving the job. Resignation, termination, layoff, etc. Discuss specifics

Tired of ongoing drama with the boyfriend and supervisor, the boyfriend decided he was quitting, therefore I decided to quit as well. We did not tell the supervisor we were quitting we just never showed back up after that Friday’s payday.

Did you receive any accommodation? If so, please describe.

No—but the supervisor did allow me to wear earbuds while working.

Other detailed information about this job:

There is a man she worked with there that she has known since a small child. He was a friend of her grandfather. Julie said she could use him as a reference if she needed to. Although, he worked with Julie at the

time of her using substances he knows her as well outside of addiction. She did her job well at Henson's it was the drama that got in the way.

Next most recent job

N/A – Person has only had two jobs

Job title:

Drive-Thru Attendant

Employer:

Wendy's

Job duties:

Took orders, operated register, filled drinks, fries, and other items if necessary. Clean up the work area at the end of the shift and maintained cleanliness during the shift as well.

Start Date: August 2019

End Date: November 2019

How many hours per week?

20-25

How did you find this job?

Online job posting

What did you like about the job?

Nothing, she said she despised fast-food work. The supervisors and co-workers were always arguing, a lot of chaos.

What did you dislike?

The area for working was a small, very tight working area which made her anxiety peak many times. Julie likes to stay busy but during lunch and dinner rushes the demand was almost overwhelming at times. Julie reports she did not have a good relationship with her supervisor at the time. She felt he was rude and not flexible. Now, she realizes she had an attendance problem the supervisor was just expecting her to be at her shift and stay the entire shift as her responsibility. The supervisor was very "short" with her when she would ask questions. The co-workers were "okay" she knew a few of them that she attended high school with.

What was your supervisor like? Your co-workers?

Julie reports she was terminated due to attendance. On two (2) separate occasions she called in, and one (1) no show. Her supervisor met with her and said that any more missed days will result in termination. About 2 weeks following that meeting she showed up late to her shift, and the supervisor confronted her about it. Julie got upset with the supervisor and was asked to leave.

Reason for leaving the job. Resignation, termination, layoff, etc. Discuss specifics

No

Did you receive any accommodation? If so, please describe.

Other detailed information about this job:

[Click here to enter text.](#)

Please use additional sheets for other jobs.

Work Goal

What does work mean to you, and how will obtaining work benefit and impact your life?

When asking Julie what work means to her, she said it means hope because she feels if she finds something she genuinely enjoys she knows it will be a key to her recovery. It will provide her with something to look forward to. Having the opportunity to provide financially for herself, and her children stir up motivation in her. She wants a different life for her children. Julie feels it will positively impact her life by keeping her busy, supplying financial income, and being a good example for her family. Julie said it was always easy for her to get in with the "wrong crowd" she wants to develop new healthy relationships in a working environment. This is something that will be very impactful, and something she needs in her recovery.

What kind of work have you always wanted to do, and what about this work interests you?

Julie has always had an interest in working at a nursery, greenhouse, or any farm that works with plants/vegetables. Julie always felt that those businesses would not hire her. She never really thought about those types of businesses as a choice. She also has an interest in working at a local bakery. As said above she loves being outdoors this is her "happy place" being with nature and fresh air. Being able to start something so small as a seed and seeing results as things grow and bloom is therapeutic for her. Also, working outside she is hopeful she would have the opportunity to wear earbuds as music helps with her anxiety. She also is interested in working in a local bakery making cakes and desserts. Making something tasty and beautiful for friends and family that she has designed herself provides her with joy and satisfaction.

I spent some time observing Julie in her backyard. I was able to observe her working in her garden. She showed me all the plants she had, she discussed how she cares for them, and when she would be harvesting them. While I was there, I was able to speak with her mom. She said Julie is great with taking care of the plants, this is one of her favorite things to do. As stated above she grew nearly all the vegetables they have eaten this year. Julie's mom said as a child she participated in the 4-H club and participated in horticulture activities. This was a wonderful experience, and she learned a lot from those activities. They would provide the kids with a few plants to take care of at home, even at an early age, she loved taking care of those plants. In middle school, she volunteered at a local nursery during the summer through a 4-H program. I observed Julie had weeded her garden so nicely, I know this is a task that must be kept up when gardening. It was apparent the plants had been watered regularly.

Since baking is also an interest of Julie's, her mom stated Julie would spend hours with her baking and cooking. As a child, she would make cookies and cupcakes for their church ladies' group. Julie's mom said during Christmas they have always made cookies, candy, and cakes for their family Christmas dinners. Following the tour of her garden, I was able to observe Julie finishing a cake she was making for a family dinner. Julie had special tools for decorating, she was so precise and detailed with decorating the cake. I observed how creative she was with the colors on the cake, writing on the cake, swirls, and icing flowers. It was designed for her aunt and uncle's 50th anniversary. She used her aunt's favorite color and her uncle's favorite color to make the color

scheme for the cake. I also observed how she maintained a clean and efficient workspace. She has experimented with many diverse types of cake recipes and found what tastes the best. Julie. She wanted “her” cakes to be a specialty and have her own twist on them. Julie has put together her own “recipe book” over the years for cakes and desserts.

Julie and her mom were able to provide me with some photos of the most recent cakes and desserts Julie has created. She also has taken many photos of her garden, stages of the plants to show the care she took of them, and photos of the harvested vegetables. Julie and I decided that we would make two portfolios one for gardening and one for baking. We will use these to show employers Julie’s skills in gardening and baking.

When speaking to Julie’s case manager during staffing she said she has noticed when Julie can keep busy with her hands and having a task to focus on it helps with her anxiety.

Julie loves being able to start with something small like a seed or baking flour and being able to see the harvest and finished product from it. She has expressed this several times during our meetings. Julie and her mom agreed she is happiest when she is working with her hands outside gardening or in the kitchen baking.

What types of jobs do you think you would like to have now? (*Provide specific areas and places. For example, what would your top five jobs be?*)

After doing some exploring the area with Julie, she would like to have a job working outdoors in horticulture and/or local bakery shops. Her top six (6) places to work in the area would be:

1. Garden Center -Mac Dougal’s Garden Center in Versailles
 2. The Glitz -Nonesuch (Specialty Desserts/Bakery items)
 - 3.Springhouse Gardens- Nicholasville
 4. Greystone Gardens- Nicholasville
 5. Castle Farm Restaurant, Versailles (Farm to Table Restaurant)
 6. Sugar Buzz Specialty Cakes – Versailles (Local Bakery)
-

Have you explored the job market for the type of work you are interested in? If not, the employment specialist can describe their research findings conducted with or on behalf of the client.

Yes, we have explored different business opportunities in the area, and our list above is her top six (6). There are a few other opportunities we will keep in mind as well. The 30-day rapid job search contact was done at Mac Dougals Garden Center, the employer Jim was fantastic. He is extremely interested in meeting Julie, showing her around, and what the job entails. I have a follow-up appointment scheduled with Jim and Julie in two weeks. The Glitz is within three (3) miles of Julie’s house, which she said would be the perfect location. I have reached out to Bonnie and learned some information about the business. Julie is extremely interested and loves the idea of the specialty menu and dessert items they have. We have a follow-up contact scheduled with Bonnie on September 30th.

What is it that appeals to you about that type of work?

Julie wants to see a difference through the work she does and to see things flourish. She wants to have fruition in her work. She enjoys plants, flowers, nurseries, bakeries, and cooking with supplies she has grown. This type of work has the environmental conditions that Julie desires (outdoors, steady pace environment, work hours)

What type of job(s) do you know that you would not want and why?

She does not want to work in an environment with a lively bar scene, or any type of factory setting. She has found that the relationships developed in those places have been toxic for her mental health, and recovery. She does not want to work in any type of fast-food restaurant, she has worked in these types of places, and it has never worked for her. She did not like the job tasks. Too much chaos going on, difficult supervisors, and no friction in the work.

Do you know anyone working in your desired field? If so, could this person(s) be helpful in your job search? She does not know anyone working in the desired field. Most of her friends have worked at fast food, a factory, or did side jobs for cash.

Do you have concerns about going to work? If so, what are they and how can they be addressed?

Julie does have some concerns about going to work but she feels confident with support in place this time around it will be different. She is concerned about her anxiety flaring up and causing her to walk off the job if someone says something to her, that she does not like. Developing the wrong relationships or not developing them fast enough is a concern. She is working with her therapist on healthy relationships and being "okay" with not being everyone's best friend. Focusing on herself and her responsibilities on the job.

Do you have long-term career goals? If so, what are they? And how do you think you will achieve them?

Julie's focus is to obtain meaningful, secure employment so she can continue in her recovery, and financially support herself and her children. She wants to start out working part-time. Once she is comfortable with her job tasks and feels confident in her position, she would like to eventually increase her hours to full time. Maintaining a position where she can work during the day while her children are in school will work best for Julie, so if she can regain full custody of her children, childcare would not be a problem.

A position where there is an opportunity for career advancement. She had not considered herself to be a candidate to be promoted or to grow within a company. Once Julie and I explored what this looks like she wanted to make this a goal for herself, to give her motivation and confidence.

Is it important to you whether your work supervisor is male or female? Please discuss and describe any preferences or concerns regarding your supervisor or co-workers.

No, she does not prefer the gender of the supervisor. She has had difficulty in the past with supervisors and co-workers. She has not received feedback from supervisors and co-workers well. Julie feels her ES will need to work closely with her supervisor on training styles and what is the

best way to receive feedback. Julie does want to be open with the supervisor on this and any co-workers who will be working closely with her. Julie has taken responsibility for not handling situations the way she should have, she understands that sometimes, there will be constructive criticism. This is something Julie and I will work on, along with her therapist. Julie said she feels the substances had an impact on the quick decisions she would make. Maintaining her sobriety and having the support of her team she feels this time around will make a significant difference.

Who can help us think about jobs you would enjoy?

Lucy Harper & Sandy Stuart

An appointment was made with this person to discuss jobs.

If not, why?

Once you are employed, who would be a good person to support you? Why have you chosen this person(s)?

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Military Experience N/A

Branch: Click here to enter text.

Dates: Click here to enter text.

Honorable Discharge: Click here to enter text.

Rank: Click here to enter text.

Active-duty service? Click here to enter text.

Did you serve overseas? Click here to enter text.

**Do you have your DD214?
(Discharge from Active Duty)** Click here to enter text.

**Training or work
experience:** Click here to enter text.

Certificate or license: Click here to enter text.

Do you have future employment concerns due to your military service? Is there additional information to share?

Click here to enter text.

Mental Health

What do you know about your mental health diagnosis?

Julie discussed that during her early to late teens, she began experiencing anxiety at school. She says that she began smoking marijuana and drinking on the weekends to cope with the extreme anxiety that was causing panic attacks and depression. Julie believes that she put so much pressure on herself in school to be perfect that therefore she developed anxiety at such an early age. Julie states that her substance use increased over the years, causing her to feel more depressed and anxious. Julie states that her mental health caused her to “go down the wrong path” and she spent many years drinking excessively and smoking marijuana. Through counseling and family support, Julie feels she can move forward with her life and develop strong bonds with her children.

Was your mental health diagnosis provided to you by a mental health professional, family member, psychiatrist, family physician, or other individuals?

Julie has a therapist, and she was diagnosed by her therapist. Several years ago, Julie was also seeing a psychiatrist for medication for her anxiety and depression. However, she said that the medication caused her to be in a fog and she no longer takes medication. She feels that her current support system is working well and that she feels much better without the medication.

Have you ever been hospitalized due to your mental health? If so, was this a recent hospitalization?

Julie has not been hospitalized. There was a time, several years ago, when Julie had moved back in with her mother after losing custody of her children. She said that the depression was so severe that she rarely left home or bed for months. Her mother cared for her, and Julie said this is when she saw the psychiatrist, who prescribed medication that helped her through this “rough patch” in her life.

Has your mental health ever affected you on a job? If so, how did it affect you and how did you address these issues?

Julie said that her anxiety has been the most contributing factor to job loss. She says she feels anxious about not completing a job task correctly, not satisfying her supervisor, or not making friends fast enough. When her anxiety peaked, she walked off the job. Another factor was her substance use and several jobs in the past required a drug test, which she could not have passed, or she was actively using alcohol and unable to work sober. All these factors contributed to her spotty work history or as Julie said, “I just gave up applying all together and just didn’t work because I could not deal with it.”

Are there situations or settings that negatively affect you? Examples might include loud noises, large crowds, smells, tight spaces, etc.

Julie states that she likes structure and some of her past jobs did not offer this. Julie does not want to work in a restaurant with a lively bar scene or work in an area with lots of people crammed in together like a call center or fast-food kitchen area. Ideally, Julie would love an environment where she could listen to music since this helps with her anxiety. She would love to have her earbuds in or listen through her phone or radio.

How do you cope with your symptoms?

As said, music helps Julie “calm her nerves” and she feels that returning to work will increase her anxiety, especially in the first few days and weeks of starting a job. Julie also feels that having a supportive supervisor will also help, someone that she feels is nurturing and helpful to employees

and wants employees to advance in their jobs. Julie states that she has had supervisors in the past that were unsupportive, difficult to talk with, and authoritative. This type of supervisor would not work well with Julie's personality.

Are you currently attending individual or group counseling? If not, would you be interested in mental health resources?

Yes, Julie engages in individual counseling with her therapist. She says this is going well and that her therapist does have evening hours one day a week, so depending on her work schedule, her therapist does have flexible hours and Julie could change days to see her therapist. Julie also completed some classes needed from her by the court system due to her DUI and marijuana possession charges. She has completed these classes and says they were of help to her.

Do you experience any side effects from medications you are taking that may affect looking for a job or working? Please discuss in detail how side effects could be addressed.

Julie is not taking medications currently and has not for several years. Julie is not interested in taking medication again but states that if for some reason she does, she will talk to her therapist about this.

If yes, has this been discussed with your therapist/prescriber?

Julie's therapist is supportive of her not taking any medications and states that she is doing well while not taking them. Julie and her therapist will discuss and make any needed changes when that time arises.

Use this space to report information from treatment team members regarding the clients' mental health that can be useful during job development, work, and long-term support.

Julie has a great support system with her mother, best friend, and sponsors. In speaking with each of them, they can aid Julie in whatever way possible on this next journey of her life. They realize Julie will need a lot of support such as childcare, transportation, and cheerleading to get settled in with a new job. Julie's best friend Linda is highly active in the community and has many connections in a local business that can help her find the right job match for Julie.

Physical Health

How is your physical health? Do you have any health problems?

Julie does not have any health problems. The only issue Julie has discussed is her stamina at work. Julie has not worked in a while, and she is worried about having the energy to work a full day and care for her children and other daily responsibilities.

Do you have any problems with the following?

Standing for extended periods?

No

Yes

How long can you stand before you need a break?

[Click here to enter text.](#)

Sitting for prolonged periods?

No

Yes

Julie states that she does not like to sit for prolonged periods, and she is the type of person who needs to be up and moving around. Sitting too long can make her anxious. Julie estimates that after 45 min of sitting she must get up and move around. Julie has laughed and stated, "I can never even make it through a movie!"

How long can you sit before you need to stand?

Do you have trouble climbing stairs, ladders, or uneven surfaces?

No

Yes

Please describe the issues you have with climbing stairs, ladders, or uneven surfaces.

[Click here to enter text.](#)

Do you have any lifting restrictions given to you by a physician? If so, who is the physician, and what is the restriction?

No

Yes

[Click here to enter text.](#)

If there are no restrictions, how much weight do you feel comfortable lifting?

Julie states that she can comfortably lift one bag of mulch which is approximately 20 to 25 pounds.

Do you have concerns regarding your endurance at work?

No

Yes

While Julie does want full-time work, she feels that starting part-time might be best for her to build up endurance for a work and home life balance. Julie would like to start with 4 hours of work each day and her family and treatment team members agree with this start. Julie could continue with her daily schedule, attend AA/NA meetings, and pick up her children by 3:45 pm. 20 to 24 hours. Four hours per day Monday thru Friday and four hours on a weekend day, if needed.

How many hours could you work each day?

How many hours could you work each week?

Tell me what part of the day you are most productive and why?

Julie says she is more productive during the day, especially from morning to midafternoon. She believes this is part of her routine and that she goes to bed around 10:00 pm and gets a good night's sleep most nights and feels rested in the morning.

Do you have any other restrictions placed on you by a physician you would like to discuss or concerns about your physical health and returning to work? This can include pushing, pulling, reaching, squatting, twisting, grasping, gripping, fine hand manipulation, etc.

N/A

Cognitive Health

Do you have problems with memory, and if so, can you provide examples of how your memory causes you problems? What strategies have helped you to improve memory retention?

Julie states that during her years using substances, she had many memory issues caused by blackouts. Now that Julie is in recovery, she says that she does not have any memory issues and has a clear mind.

Do you have problems with concentration, and if so, can you provide examples of how your attention has caused you problems? What strategies have helped you to improve concentration?

Julie does have some issues with concentration, making it difficult for her to focus on tasks for extended periods (over 45 min to an hour). She feels that if she is up and moving around and listening to music, she can overcome issues related to concentration. Julie has focused on cooking, riding her bike, gardening, and other tasks to keep busy and keep moving in her healthy lifestyle.

Some businesses require employees to work at a fast pace. Do you have any concerns about meeting deadlines or working at a rapid pace to meet quotas? Please describe.

Julie believes that if she loves her work, working at a fast pace would not be a problem for her. She says that working at a fast pace is better for her. She currently has a fast-paced day with all the daily duties she is completing from cooking, spending time with her children, exercising, meeting with her sponsor, etc.

Do you have any other concerns regarding your ability to think, learn and remember tasks on the job?

There are no other concerns currently.

Interpersonal Skills

Some examples of interpersonal skills include listening, teamwork, dependability, leadership, flexibility, patience, non-verbal communication, and decision-making. Do you excel with any of these skills or have concerns? Please discuss and elaborate.

Julie states that she feels she does not excel in any of these areas right now since it has been a while since she was in the workforce. She does, however, consider herself to be dependable since for some time now, she has been a dependable mother, daughter, and advocate for herself to improve her life and that of her children. We discussed non-verbal communication and Julie said that sometimes this has caused her anxiety at work as she feels people might not like her even

though there is no evidence to prove otherwise. I was able to meet with Julie and her therapist at the end of her session and we discussed this. Julie's therapist is going to work with Julie more on her social anxiety in the workplace.

Considering your interpersonal skills, would you prefer a job that involves working with the public, remote work, in small groups, or alone? Please discuss and elaborate.

While some social anxiety exists, Julie would like to work with a group of people and have connections and friendships at work. Having a hybrid of teamwork and working alone would be ideal for her to have balance.

Have any interpersonal skills caused you problems at work? Please discuss and elaborate.

Julie feels most of her past issues at work have resulted from her substance use, anxiety, and having supervisors that she viewed as unsupportive and mean. Through therapy, long-term support, and help from the IPS team, all of us together can help Julie through the critical first few days and weeks at work to settle in and get comfortable to prevent anxiety from causing her to walk off the job.

Benefits

Do you receive any of the following benefits?

- SSI SSDI Housing Subsidy Food Stamps K-TAP
- W-Comp
- Retirement from previous job VA benefits (combat-related? Yes)
- Spouse or dependent child receives benefits UI (Unemployment Insurance)
- Medicaid Medicare Other benefits: [Click here to enter text.](#)
- Unsure which benefits s/he receives Michelle P, SCL, or other waivers
- No benefits

If you do not manage your finances, who handles this for you, such as a power of attorney or state guardian? N/A

[Click here to enter text.](#)

Referral made to certified work incentive benefits planner (Receiving SSI, SSDI, or both). If no referral, why not? (An example could include not receiving SSI/SSDI benefits, choosing to complete DB101 on their own, etc.)

N/A as Julie only receives food stamps and Medicaid.

Document the name of the Certified Work Incentive Counselor (CWIC), agency affiliation, and date(s) of appointment(s): (In some cases, this appointment may be scheduled later. Please revisit the career profile, if possible, and update this section when the meeting is scheduled. An IPS activity note could also be used.)

N/A

.....
If the client is receiving other state or federal subsidies (excluding SSI and SSDI), who other than the employment specialist discussed how working would affect these benefits? (Examples can include a case manager assisted with visiting the food stamp office or a peer specialist exploring a housing subsidy or Medicaid.) Please provide details.

I googled how much income an individual could make and still qualify for Medicaid and discussed this with Julie. Julie and I called the food stamp office and talked with them to see how working would affect her benefits.

.....

Disclosure

Please explain that each person using supported employment services can decide whether their specialist will contact employers on their behalf.

What could be some of the advantages of having an employment specialist contact employer on your behalf? Please list individual and specific statements.

An employment specialist could open doors for me to get interviews by talking with employers on my behalf as he/she is more experienced than me in talking with employers.

.....

What could be some of the disadvantages, and why do you feel these are disadvantages? Please list individual and specific statements.

Allowing my employment specialist to talk with employers on my behalf could send a message to the employer that there is something wrong with me thus causing them to view me differently.

.....

Are there any things that you would not want your employment specialist to share with an employer? Please elaborate.

I would not want the employment specialist to share with an employer that I am a person in recovery from substance use.

.....

Do you know whether you would like your specialist to go ahead and contact employers on your behalf? (It is okay to change your mind at any time) Describe why this job development approach will work best for you.

Yes, I want my employment specialist to go ahead and contact employers on my behalf to open doors for me that could lead to me getting interviews with employers. The employment specialist could also discuss with the employer that in the past, I had difficulty accepting job performance feedback due to my anxiety. She could explain to the employer that I need a nurturing and helpful supervisor that will help me grow and develop. She could explain that I respond better to telling me what I do best in my job than explaining to me ways I could enhance areas that need working on. She could also discuss with my employer that due to my anxiety I may need to take more frequent breaks as I sometimes get upset with my co-workers especially if they are rude to me.

.....

If you decided that the specialist should not contact employers, what things would you like him or her to do to help you find a job?

- Help with job leads Help filling out applications Help writing a resume
 Rides to job interviews Practicing job interview questions and answers
 Help following up on applications Other: [Click here to enter text.](#)
-

Substance Use N/A

**This section discusses substance use that needs consideration as we begin the job search and any support required for the best job fit. As your employment specialist, I'm here to help you be successful at work and work with you to help address any concerns that will help us find the best employer fit for you. **

If applicable for a client currently using substances: To find the best job match and employer for you, we need to discuss your substance use as it relates to employment. Has substance use been a concern for you? Can you talk with me about this?

Yes, I started smoking marijuana and drinking alcohol every weekend in my early to late teens to cope with my anxiety and depression. Over the years, my anxiety and depression worsened thus my alcohol and marijuana use increased. Currently, I am not drinking alcohol or smoking marijuana and I am celebrating my 4th month of sobriety.

Do you drink alcohol? If so, how often?

Not at present.

Do you now or have you in the past taken part in recreational drug use?

I used to smoke marijuana to deal with my anxiety and depression.

Have you received treatment for alcohol or drug use? Please discuss the treatment details, including if you take part in medication-assisted treatment (MAT). If not, would you like substance use treatment resources?

Yes, I see a therapist for my anxiety, depression, and substance use and I attend weekly NA meetings.

Have you ever used alcohol or drugs to help manage your symptoms? Please elaborate and discuss.

Yes, in my early to late teens, I smoked marijuana and drank alcohol every weekend to help me cope with my anxiety and depression. Over the years, my use of marijuana and alcohol increased as my anxiety and depression worsened.

What days and time frames would work best for you to work if you are currently using substances? What days and time frames are you not able to work? Please discuss and elaborate.

I would like to work a day shift of 8:00 am-3:00 pm so I can get my children ready for school and be at home when they get off the bus.

Legal History N/A

Have you ever been arrested?

Yes, for DUI and possession of marijuana

Have you ever been convicted of a crime?

Yes

Conviction 1: DUI Click here to enter text.	Year: 2020 Sentence: Fine and some jail time, early release due to COVID-19
Conviction 2: Marijuana Possession Click here to enter text.	Year: 2020 Sentence: Fine and some jail time, early release due to COVID-19
Conviction 3: DUI Click here to enter text.	Year: 2019 Sentence: Probation
Conviction 4: Marijuana Possession Click here to enter text.	Year: 2019 Sentence: Probation
Conviction 5: Click here to enter text.	Year: Click here to enter text. Sentence: Click here to enter text.
Conviction 6: Click here to enter text.	Year: Click here to enter text. Sentence: Click here to enter text.

What problems, if any, were you having in your life at the time of the offenses? Severe anxiety and depression and went through a divorce

Do you have any pending legal charges? If so, what charge? No

Parole Officer name: Jane Smith
PO phone number: 606-274-2120

Permission to speak with the PO (*obtain release*) Yes No

Do you have a copy of your criminal history background check? Do you have a copy of your rap sheet?

No

Yes

Do you want to get a copy of your background check and review it for accuracy? (*Consult with OVR counselor for KY background check*)

No

Yes

Preparing for Future Employment

How prepared are you for an interview, and how can I help prepare you for success? This can include interview clothing, resume development, and interview skills.

the

Do you have concerns about arriving at work on time? If so, has this been a barrier for you in the past? Please discuss and elaborate.

Julie states that she does not have any problems with being on a schedule and enjoys knowing how most of her day will go. She can set her phone alarm and keep to a schedule at home. There are no concerns currently about time management.

Do you have two forms of identification?

Driver's License or Picture ID Real ID Social Security Card

US Passport Birth Certificate Other: [Click here to enter text.](#)

Let's discuss your transportation options for work. What is your plan to get to and from work?

This does not appear to be an issue currently. Julie lives in an urban environment and does ride her bike regularly for exercise, to meet her sponsors, and a good friend. She does have support from her best friend, family members, and her sponsor to aid with transportation as well. There is a bus route that is close by, which is another possibility for her. Julie does want to save for her own car for increased independence for herself and her children.

Develop a backup plan to get to and from work in case your primary mode of transportation fails. What options are available to you or in your area?

The backup plan would be public transportation, which is not Julie's favorite, but she would be willing to use the city bus system if needed.

What shift(s) are you willing to work? Morning to afternoon could work a few hours on the weekend

Are you willing to work weekends or holidays? Not ideal, but willing to work a few hours on weekends if necessary

How far are you willing to travel for work? Would prefer to have employment close to home and within my county. No farther than ten (10) miles.

Do you need a controlled climate? Would prefer to work outdoors, where she can move around.

Do you have concerns over loud or sudden noises? Would prefer to have an environment that did not contain commotion or loud noises.

What other job characteristics or supports would you like to discuss that we have not covered? This can include any added considerations related to individuals, environment, hours of work, work location, etc.
regularly

Addendum to Educational History - Plans for School and Training

What do you need to start school?

- Access to a computer Computer literacy Quiet place to study
 Transit card
 Financial aid Books/ supplies Mental health support Eldercare
 Help with transit route Help studying Help with a study calendar Childcare
 Help to navigate campus More support from family/friends
 Help to talk to teachers/instructors Other: [Click here to enter text.](#)

Comments: [Click here to enter text.](#)

What are your resources for paying for school tuition? For books? For other school costs?

[Click here to enter text.](#)

Have you ever received financial aid for school? Have you ever had a grant? What type? Have you ever defaulted on a grant or student loan?

[Click here to enter text.](#)

Do you need any type of classroom accommodation? No Yes If yes, please explain.

[Click here to enter text.](#)

What other types of support may help you succeed in school or training?

Click here to enter text.

***Career Profile Amendment(s) and date(s)*:**

Click here to enter text.

4/5/2022

X Heather Acco, 10/06/21

Staff Signature

Date

Signed by: 2721bb9d-c3b0-4a12-8365-ccd01a727c61

4/5/2022

X Julie Cooper, October 6, 2021

Client Signature

Date

Signed by: 2721bb9d-c3b0-4a12-8365-ccd01a727c61

Job Search Plan

Client Information

Organization: Employment Plus
Employment Specialist: Heather Acco
Consumer Name: Julie Cooper
OVR Counselor: Tom Thompson

Date: 10/06/21
Phone Number: 123-456-7890
Case Number: 907845

Consumer Goals

Consumer Career Goals, Job Preferences (In Consumer's own words): Securing a part-time, first shift job, earning no less than \$15 / hour, working for an employer who treats employees with dignity and respect. After working part-time would like to be with a company where I can eventually move toward full-time work. I am primarily interested in horticulture, but also want to explore the possibility of working in a bakery.

Consumer Strengths Related to Career Goals: Energized to start working and wants to be involved in the job search process, strong external support system, enjoys being active at work, willing to learn, positive outlook and dependable.

Objective #1: Explore job types within the community together including, but not limited to the following: Greenhouse or Nursery worker, gardening at a local farm or business, horticulture, local bakeries.

Person Responsible: Julie and ES

Frequency: Weekly: Together Julie and ES will explore the prevalence of these job types within the community every week through research, networking, and employer contacts.

Target Date: October 9, 2021 (but ongoing until employed)

Objective #2: Identify potential employers within the community including, but not limited to the following industries: farms, 4-H, bakery, local and national greenhouses, and nurseries

Person Responsible: Julie and ES

Frequency: Weekly: Together Julie and ES will explore potential employers through research, networking, and employer contacts. 1. Garden Center -Mac Dougal's Garden Center in Versailles 2. The Glitz - Nonesuch (Specialty Desserts/Bakery items) 3. Springhouse Gardens- Nicholasville 4. Greystone Gardens- Nicholasville 5. Castle Farm Restaurant, Versailles (Farm to Table Restaurant) 6. Sugar Buzz Specialty Cakes – Versailles (Local Bakery)

Target Date: October 2021 (but ongoing until employed)

Objective #3: At a minimum, apply for four jobs per week

Person Responsible: Julie and ES

Frequency: The goal of applying for 2-4 jobs each week until Julie secures employment. Julie will submit applications independently, on occasion, and with the support from ES.

Target Date: October 2021 but ongoing until employed

Objective #4: Long term support planning

Person Responsible: Julie, ES, family and any other individuals identified by Julie

Frequency: The goal is to think about & evaluate supports Julie will need on the job and start making a list of those supports.

Target Date: On-going

Employment Specialist Signature / Date: *Heather Acoo* 10-06-21

(by signing this form, the Employment Specialist verifies that the consumer has full knowledge and agrees with this plan.)

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i> Primary: Greenhouse, Nursery worker, horticulture, gardening. Julie also still wants to explore working in a bakery.	
Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i> To visit and explore a garden center with Julie called Mac Douglas Garden Center located in Versailles.	
Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i> Julie and I wanted to explore the grounds since this garden center also conduct seasonal events in addition to growing and selling plants and vegetables. We believe this garden center is open all year round, but we are not sure. Julie likes that this garden center is diverse with different events and has a farmers' market.	
Results: <i>What did you learn about: job seekers, potential employers, employment sites, and/or resources?</i> <ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, and preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> Julie and I had a fantastic visit to the garden center, and we even took a hayride and picked out a pumpkin. It was great to see Julie laughing, to get to know her better, and to see how she thrives in this type of environment. She had stamina throughout the day, as we explored the expansive grounds. We spoke with several staff members; some were seasonal workers and part-time workers, and all had positive words about working for this employer. We learned the garden center is owned by Mac and Shirley Dougals. We were not able to speak directly with them but did speak with their lead horticulturist who does help with hiring. Overall, we learned that the garden center employees handle day-to-day activities such as stocking shelves, keeping an inventory, assisting customers, some clerical work, watering and caring for plants, some caring for animals on the property that are part of the petting area (there are also sheep on the property), helping with the farmers market during April to October and labor tasks. There is much to be done in this business and we will need to continue to explore the possibilities. We also learned that the garden center does close to the public during January and February, but some staff stays on to complete tasks. The Dougals travel to Florida during this time, but the staff takes care of the animals, cleaning, and maintenance at the property.	
Next Steps: <i>Time and date of next activity; what else needs to be explored</i> <ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> Visit Sugar Buzz in Versailles this week on Thursday, October 14, 2021, to see if this is a viable employment goal for Julie. I will also call tomorrow and see if I can set up a time to talk with Mac and Shirley Dougals (or one of them).	

Signature of ES: Heather Acco

Print Name of ES:	Heather Acco
SE Provider Name:	Employment Plus
OVR Counselor Name:	Tom Thompson
Date:	10/12/21
Total Time Spent:	4 hours

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon. *

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i> Primary: Greenhouse, Nursery worker, horticulture, gardening. Julie also still wants to explore working in a bakery.	
Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i> To find out if Julie wants to work in a bakery and visit Sugar Buzz in Versailles.	
Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i> I learned that Julie has a passion for baking, and this is a job that she appears to be passionate about and has not wanted to discount the possibility of working at a bakery. We are going to explore this as an option by stopping by and visiting a local bakery.	
Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i> <ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> I picked up Julie and we went to visit Sugar Buzz bakery. We spoke with the owner, Kevin Buzz. We arrived at the bakery in the afternoon, which turned out to be a suitable time, since the bakery opens early and closes by 3:00 pm. We learned that it opens at 6:00 am and employees arrive by 3 to 4 am to prepare fresh pastries for the day. The bakery also has fresh sandwiches, cakes, donuts, cookies, and many delicious sweets. They also have gourmet coffee and teas. Kevin did state they were fully staffed now.	
Next Steps: <i>Time and date of next activity; what else needs to be explored</i> <ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> We stayed at the bakery only about 30 minutes or less. When Julie learned that most staff arrive at the bakery so early, I could tell she was not interested in that, as she later confirmed when we left. Julie stated that she did not like the hours and after seeing the detail of the bakery craft, she said she did not feel confident or interested in working at a bakery as she initially thought she would. Julie stated that had been thinking of how much she loved the Garden Center we visited a few days ago and being able to be outside, with the bakery job, it would be in the back kitchen area with no windows, and she did not think this was for her. We are not to explore this type of work anymore at this time. Back at the office, I called the Garden Center and set up a time to speak with Shirley Dougals on Tuesday, October 19, 2021.	

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 10/14/21

Total Time Spent: 1 hour

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon.*

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i> Primary: Greenhouse, Nursery worker, horticulture, gardening.	
Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i> Julie and I met with Shirley at Mac Douglas Garden Center today to take a tour of her business.	
Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i> Julie and I had visited Mac Douglas Garden Center and grounds earlier in the week, but we wanted to take a tour of the Garden Center to get a feel of the work environment. We also wanted to talk with Shirley at Mac Douglas Garden Center to learn more about their garden center, employment opportunities, and hiring process.	
Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i> <ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> <p>As Shirley took us on a tour of the Garden Center, she explained their Garden Center is open March-December of each year and that she and her husband go to Florida during January and February. They have a few staff that work during January and February to take care of things on the farm and get their greenhouses prepared for growing seedlings. A couple of years ago they started growing vegetables and pumpkins which they sell at the local farmers market April-October. Shirley stated they are considering hiring a part-time employee to help their full-time horticulturist as the last couple of years she has been overwhelmed with everything she was doing in addition to growing vegetables and pumpkins. Julie asked Shirley if she knew what the hours of this part-time person would be and when would she know for sure if they were going to hire a part-time person to help their horticulturist. Shirley said the hours would be determined by their horticulturist and they would decide on the part-time position by the end of October. I asked her how she would apply for a job at the Garden Center, and she said you could go to their website and apply online.</p>	
Next Steps: <i>Time and date of next activity; what else needs to be explored</i> <ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> <p>I will call Shirley the first week of November to check on the status of the part-time position and the hours they will work. I will ask Julie if she is interested in applying for a job at Mac Douglas Garden Center now or wait until we know about the part-time position. I will offer to help Julie apply for a job at Mac Douglas Garden Center when she is ready.</p>	

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus

OVR Counselor Name: Tom Thompson
Date: 10/22/21
Total Time Spent: 1.5 hour

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon. *

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i> Primary: Greenhouse, Nursery worker, horticulture, gardening.	
Job Development Activity: <i>This can be at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker, or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i> To meet with Jack and tour Greystone Gardens to learn more about the business.	
Purpose: <i>Why this place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i> To learn more about Greystone Gardens to see if this is an environment that Julie would like to work in.	
Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i> <ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> <p>I picked up Julie at her home and we went to Greystone Gardens to meet with Jack and take a tour of Greystone Gardens. Jack was very warm and welcoming. As we toured the facilities, Jack talked about how he started the business 20 years ago when his children were young and now his son, who is a landscape architect, works with him and runs the day-to-day operation of the business. His daughter also works part-time at the business, but she is in and out as her two sons keep her busy. Jack said he started out doing landscaping but since his son joined the business, they started growing their own flowers, plants, small shrubs, and trees as their business has grown substantially since they design and install outdoor spaces. Jack did say they are open year-round, but their busiest times are April-October. Jack said they have several full-time employees as well as a few part-time employees. He asked Julie what she was interested in, and she said she loved seeing things grow and that growing flowers, plants, and small shrubs were of interest to her. I asked Jack how someone would apply for a job at Greystone Gardens, and he said to go to the website and complete an application. Jack said they keep their applications on file for 6 months.</p>	
Next Steps: <i>Time and date of next activity; what else needs to be explored</i> <ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> <p>Discuss with Julie if this is an environment she would like to work in and if so, help her complete an application. Follow back up with Jack in a week if Julie decides to complete an application or in a couple of weeks if she does not so, I can continue to build rapport with Jack.</p>	

Signature of ES: Heather Acco
Print Name of ES: Heather Acco

SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 10/25/21
Total Time Spent: 1 hour

* All Job Development Activity Notes are due to OVR monthly
and to be turned in by the 5th of the following month by noon. *

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i>	
Primary: Greenhouse, Nursery worker, horticulture, gardening.	
Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i>	
Follow up visit with Shirley at Dougals Garden center about the part-time position for the horticulture assistant and assist Julie in applying for the position.	
Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i>	
Julie decided she believes she wants to move forward with applying for a position at Mac Dougals. After reflecting on the two visits to Mac Dougals she felt the best about the environment of the business and meeting Shirley, she felt it would be a place where she would be treated with dignity and respect. She loved the diversity of the center and all the plants. Vegetables, pumpkin patches, animals. Julie said at this time she did not want to move forward with applying at Greystone Gardens.	
Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i>	
<ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> 	
I called Shirley to see if they had decided about the part-time position that would be determined by the horticulturalists, she said they were going to move forward and post the position. At the end of this week. I ask Shirley if she would be around the garden center that afternoon If I could stop by and she could provide me with the details of the position. She was available, and I was able to learn that the specifics of the part-time position would be a Monday, Tuesday, and Friday position from 8 am-2 pm. They pay \$15.25 / hour. The position would be assisting and reporting directly to the horticulturalists in planting seeds, caring for plants, vegetables, pumpkins, maintaining the greenhouse in a presentable manner for customers, assisting with pesticides, and other things that may need to be completed to help the horticulturalists since this is a new position to the center. Shirley added that she could tell how interested Julie was at the last visit, she could tell she had a passion for horticulture. I let Shirley know that I was going to follow up with Julie about the information I learned. Shirley said she was hoping to have it posted by Thursday afternoon, she has my email and will confirm with me when the position is posted.	

Next Steps: *Time and date of next activity; what else needs to be explored*

- *What are you going to do next? What do you need to learn?*
- *Where are you going to go? Who will you speak with?*
- *What is your role/role of the job seeker?*

I will Contact Julie and let her know of the specifics of the part time horticulture assistant, if she still wants to move forward with applying, I will assist her in doing so as soon as I hear from Shirley on the job posting.

Signature of ES: *Heather Acco*

Print Name of ES: Heather Acco

SE Provider Name: Employment Plus

OVR Counselor Name: Tom Thompson

Date: 11/2/2021

Total Time Spent: 45 Mins

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon.*

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i>	
Primary: Greenhouse, Nursery worker, horticulture, gardening.	
Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i>	
Assisted Julie in applying for the part-time horticulture assistant at Mac Dougals Garden Center	
Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i>	
Shirley contacted me via email to let me know the position was posted on their website. I let Julie know and she asked if I could assist her with getting her application and resume submitted.	
Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i>	
<ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> 	
Julie and I met at Parc Café' to submit her application and resume for the part-time position. Julie was excited about applying. After applying, Julie said she does feel anxious if she were to get a job interview since it's been a while since she has been a part of a job interview. We talked about appropriate interview clothing and went over some general interview questions. I let her know I could set up a mock interview if she wanted with the hiring manager at Dear Faith Boutique who I have a great relationship established and who has been willing to do mock interviews with other individuals. Julie said that would be awesome and she would like me to move forward with setting that up for practice to build her confidence.	
Next Steps: <i>Time and date of next activity; what else needs to be explored</i>	
<ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> 	
I will email Shirley and let her know Julie submitted her application online, and if she has any questions feel free and reach out to Julie or me. I will contact Brooke at Dear Faith to set up a mock interview for Julie for next week. Julie decided If we did not hear anything by next Friday, she would like to follow up with Shirley herself.	

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus

OVR Counselor Name: Tom Thompson
Date: 11/5/2021
Total Time Spent: 1.5 hours

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon.*

JOB DEVELOPMENT NOTES

Job Seeker's Name:	Julie Cooper
Vocational Interest Area: <i>Identified in PCEP and IPE</i>	
Primary: Greenhouse, Nursery worker, horticulture, gardening.	
<p>Job Development Activity: <i>This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?) OR other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.</i></p> <p>Picked Julie up for her interview with Shirley (Owner) and Kim (Horticulturalist) at the garden center for the part-time horticulture assistant.</p>	
<p>Purpose: <i>Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.</i></p> <p>Julie was contacted by Shirley and offered an interview for the position. Julie asked me to transport her to the interview so we could talk and prepare for the interview on the way. Julie needed moral support since it had been a while since she has been to a job interview. She was able to do a mock interview with Brooke last week at Dear Faith Boutique, which helped her a lot she said. Brooke gave her lots of helpful feedback that helped her prepare for today.</p>	
<p>Results: <i>What did you learn about: job seeker, potential employer, employment site, and/or resource?</i></p> <ul style="list-style-type: none"> • <i>What did you learn about the type of work done in this company? The culture of the company? The people?</i> • <i>How does this potential job site match (or differ from) the job seekers' interests, skills, preferred characteristics of a job?</i> • <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> • <i>If the activity was not on a job site – what did you learn from the activity?</i> <p>Julie said she felt confident going into the interview on her own, but she asks that I wait in the car. When she came out, I could tell she was excited, she said it went great and they offered her the job! She will begin on Tuesday @ 10:00 am for Orientation and training. Julie can wear jeans and they will provide work shirts. She can only wear tennis shoes, or work boots. She is going to see if her mom or her sponsor can take her on Tuesday.</p> <p>Julie and I revisited disclosure on the way home I wanted to see if she still wanted me to be involved with Shirley and Kim when she begins working. She said that she did, she said it has helped her a lot to know she is not doing all this alone, and if something happens that is challenging, she wants me to be there to help her work through it. She also wants feedback from Kim and Shirley, she wants to ensure she does a good job.</p>	
<p>Next Steps: <i>Time and date of next activity; what else needs to be explored</i></p> <ul style="list-style-type: none"> • <i>What are you going to do next? What do you need to learn?</i> • <i>Where are you going to go? Who will you speak with?</i> • <i>What is your role/role of the job seeker?</i> <p>I will follow up with Julie on Monday to see if she has arranged for transportation for her orientation on Tuesday. I am going to reach out to Shirley on Monday and thank her for this opportunity for Julie.</p>	

Signature of ES: Heather Acco

Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 11/12/2021
Total Time Spent: 2 hours

* All Job Development Activity Notes are due to OVR monthly and to be turned in by the 5th of the following month by noon.*

Employer Contact Log

Date of Contact: 10/12/2021

Contact was: In-Person By Phone By email

Name of Contact: Kim Harper - Mac Dougals Garden Center Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

We learned a lot about what a horticulturist does. There is quite a bit of math and science that goes into what she does. She works on calculating growth rates, can identify most plants, deals with plant pests, conditions, and much more. She was a wealth of information on her job. She stated that the garden center is much more than a garden center and while her job is essential, there are lots of other roles at the farm. Kim stated that staff is needed to care for animals on the farm that are part of a petting area and that there are sheep, goats, horses, and a few pigs. Staff are part of the farmers market that harvests and sells from April to October, help with day-to-day operations such as watering and caring for vegetables and plants, mowing, general labor, talking with visitors, and much more. She said there is always something to do and there is a lot of variety to make the days go by quickly. Kim was an intern during her final year of college and the Dougals hired her upon graduation. She stated they were good employers but had high expectations.

Next Step/Date to accomplish:

Plan to call this week to schedule a time to speak with Mac and Shirley Dougals or one of them. Julie enjoyed her time at the garden center/farm, and this is worth exploring more to see how this might work for her.

Employment specialist signature: Heather Acco

Employer Contact Log

Date of Contact: 10/14/2021

Contact was: In-Person By Phone By email

Name of Contact: Kevin Buzz - Sugar Buzz Specialty Cakes Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

This was a brief visit, but we learned that this is not going to be the direction that Julie wants to go in regard to employment. She enjoys baking at home and it is a passion she has, but not as a career. We learned that due to the freshness of the goods, staff arrives in the morning hours of 3 to 4 am to prepare and be open by 6. These are not hours that Julie is interested in. Also, the atmosphere was very enclosed, the only windows were in the front of the store and most of the bakers are in the back and there are no windows. We didn't fully explore the area, as it was very sanitized, but we viewed it from the door leading into that area.

Next Step/Date to accomplish:

I went ahead and called the Garden Center and established a meeting with Shirley Dougals for next Tuesday, October 19, 2021. While this employer was not what Julie is looking for, I will continue to visit with him to learn more about his business and develop a rapport with him.

Employment specialist signature: Heather Acco

The IPS Employment Center at The Rockville Institute Revised
August 2017; Revised March 2014

Edited by KY IPS Team Sept. 2019

Employer Contact Log

Date of Contact: 10/19/21

Contact was: In-Person By Phone By email

Name of Contact: Shirley at Mac Dougals Garden Center Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

I picked Julie up at her home and we went and met with Shirley at Mac Dougals Garden Center. Shirley was very friendly and welcoming. She explained to us that she and her husband started this garden center in 2010 when her husband, who has a degree in horticulture, retired from teaching at the local university. When they started this business, they only grew flowers and plants such as pansies, impatiens, geraniums, cabbage plants, ferns, and spider plants. A couple of years ago, they expanded their business to growing vegetables and pumpkins. Since then, their business has grown tremendously. Shirley explained they sell their vegetables and pumpkins at the local farmers market April-October. Shirley stated they bought this 10-acre farm about 25 years ago when they decided to move from the city to the country and bought a few animals for their children such as sheep, goats, and horses. About seven (7) years ago they decided to expand their business to include a petting area which now consists of sheep, goats, horses, and pigs along with chickens and ducks. Shirley said they have several full-time employees and part-time employees but from April-October they hire additional part-time employees. Shirley stated the part-time employees usually work around 15-20 hours per week.

Shirley did say they close the Garden Center in January and February to the public as she and her husband go to Florida, but they do have a few employees that stay on to take care of things. Shirley mentioned they were thinking about hiring a part-time employee to help their full-time horticulturist as she has been overwhelmed ever since they expanded to growing vegetables and pumpkins. Julie asked Shirley when they would decide on this, and Shirley said they would decide by November 1st. I asked Shirley how they would apply for a job at Mac Dougals Garden Center, and she said you would go to their website and fill out an application.

Next Step/Date to accomplish:

Julie and I will discuss the information learned today to see if she wants to apply for a job at Mac Dougals Garden Center or wait until we hear about the part-time position. Also, I will call Shirley the first week of November to check on the status of the part-time position and let Julie know. I will assist Julie in applying for a job at Mac Dougals Garden Center when she is ready to do so.

Employment specialist signature: Heather Acco

Employer Contact Log

Date of Contact: 10/21/2021

Contact was: In-Person By Phone By email

Name of Contact: Jack Lewis at Greystone Gardens Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

Julie and I went to Greystone Gardens today and talked with Jack. Jack said he started Greystone Gardens 20 years ago. His son, who is a landscape architect, works with him and runs the day-to-day operations of the business. Jack's daughter also works part-time with him. Jack said he started out doing landscaping but since his son joined the business, they have expanded to growing their own flowers, plants, small shrubs, and small trees as they design and install outdoor spaces. This expansion has helped the business to grow rapidly. They are open year-round, but their busiest time is April-October. Jack said they have several full-time employees and several part-time employees, but they are always looking for dependable employees. Jack asked Julie what she was interested in, and she said she loved seeing things grow and that growing flowers, plants, and small shrubs were of interest to her.

Next Step/Date to accomplish:

Julie and I will discuss if she thinks Greystone Gardens is a place she would like to work at. If Julie thinks it is, I will schedule an appointment with Jack for us to take a tour of Greystone Gardens so Julie can see if it is an environment that she would be comfortable working in and find out how to apply for a job there.

Employment specialist signature: Heather Acco

The IPS Employment Center at The Rockville Institute Revised
August 2017; Revised March 2014

Edited by KY IPS Team Sept. 2019

Employer Contact Log

Date of Contact: 11/02/2021

Contact was: In-Person By Phone By email

Name of Contact: Shirley Dougals - Mac Dougals Garden Center Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

I followed up with Shirley about the PT position she mentioned at our last visit. I was able to learn that the part-time position would be a Monday, Tuesday, and Friday position from 8 am-2 pm. Mondays are usually a day to catch up on the weekend activities and business, Fridays to shore up the week and prepare for the weekend business. Shirley did mention they are very flexible with their employees on their hours if they do want to work longer on Monday or Friday, Tuesday's hours can be flexed. Mondays & Fridays are busy days for their employees with the diverse events happening and general weekend business. They pay \$15.25 / hour. After 6 months of employment, following a good evaluation, their pay can be increased to \$15.50. This is something they have recently implemented with their employees. The position would be assisting and reporting directly to the horticulturalists in planting seeds, caring for plants, vegetables, flowers, pumpkins, maintaining the greenhouse in a presentable manner for customers, assisting with pesticides, and other things that may need

Next Step/Date to accomplish:

Contact Julie and let her know of the specifics of the part-time horticulture assistant, if she still wants to move forward with applying, I will assist her in doing so as soon as I hear from Shirley on the job posting.

Employment specialist signature: Heather Acco

The IPS Employment Center at The Rockville Institute Revised
August 2017; Revised March 2014

Edited by KY IPS Team Sept. 2019

Employer Contact Log

Date of Contact: 11/15/2021

Contact was: In-Person By Phone By email

Name of Contact: Shirley Dougals - Mac Dougals Garden Center Has Hiring Authority

Purpose of Contact: To secure an appointment To learn more about the employer

Talk about a client On-going relationship building Other: _____

Information learned about the employer's business and hiring preferences (or other notes)

I stopped by to thank Shirley on my way to work and let her know I was thrilled that they offered the job to Julie as the part-time horticultural assistant. Shirley shared that she and Kim felt that Julie would fit right in with the team at the garden center, and more importantly, they could see her passion for horticulture. They were impressed by Julie's portfolio she brought of the vegetables she has grown this past year. I let Shirley know that Julie will need a nurturing and helpful supervisor that will help her grow and develop back into the workforce. I let her know that Julie wants to do an excellent job and receive feedback on her job performance. I explained to Shirley that if there are any questions or challenges that would arise I, as the ES would be more than glad to assist. I asked Shirley if it would be ok if I contact her twice a month for the first two months of Julie's employment, and she has my contact information if she needs to reach out to me for any reason. Shirley did request one of those contacts with me be via email due to the busyness of her schedule.

Next Step/Date to accomplish:

I will contact Shirley in two weeks to see how things are going with Julie on the job. Shirley has my information and will reach out if she has any questions.

Employment specialist signature: Heather Acco

The IPS Employment Center at The Rockville Institute Revised
August 2017; Revised March 2014

Edited by KY IPS Team Sept. 2019

WORK SUMMARY/JOB START FORM

Employee Name:	Julie Cooper		
Employer:	Mac Dougals Garden Center		
Supervisor:	Kim Hill		
Job Title:	Horticulture Assistant		
Start Date:	11/16/2021	Hourly Wage:	\$15.00
Days/Hours Worked Per Week:	4 hours per day/ 5 days per week		
Job Description: <i>Duties the job seeker actually does while on the job. Be very detailed.</i> Dust plants and clean containers; procure proper materials (plants, containers, soil, fertilizer, etc); planting, maintenance, and/or removal of plants; pruning; watering; and treatment of plants; assists with propagating of plants.			
Benefits: <i>Is the job seeker receiving benefits from this employer – if so, what type? What other benefits is the job seeker receiving...i.e., Social Security? If yes, what is the adjusted amount?</i> Part-time personnel who receive a 20% discount on plants and materials. Julie also receives Medicaid and food stamps. Julie and I have contacted the Dept of Medicaid Services to discuss how employment will impact her Medicaid. Julie is also now aware of her income threshold for receiving food stamps. She is excited to now start work and move toward a higher income for herself.			
Other Important Information To Know <i>State here any information that the OVR Counselor would need to know to further assist the employee with this job.</i> Julie needs assistance with work attire for this job. The employer will supply shirts for work, but Julie will need 3 pairs of jeans, waterproof or water-resistant work boots, socks, and a winter jacket.			

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 11/16/2021

Job Support Plan

Contact Information

Organization: Employment Plus

Date: 11/16/21

Employment Specialist: Heather Acco

Phone Number: 1-333-526-1423

Consumer Name: Julie Cooper

Case Number: 90785

OVR Counselor: Tom Thompson

Employer: Mac Dougals Garden Center

Job Information

Consumer's Job Title and Description of Duties:

Disclosure. Will the Employment Specialist have contact with Supervisor? If so, how often and what type: Yes, Julie would like for me to have interactions with her supervisor at work. Julie has often had personality conflicts with supervisors or not been sure how to approach her supervisor for advice. I will need to bridge the gap in the beginning, for Julie to feel comfortable building a working relationship with her supervisor.

Job Support

Job Support Need #1: **Continue her NA/AA meetings and mental health appointments.**

Detailed plan: Julie and I will collaborate with her supervisor to ensure that she can keep appointments with her mental health team. Julie anticipates that her anxiety may increase when she starts work. Julie also states it is important to her to keep her NA/AA appointments for her sobriety. This is part of her plan to be successful at work and to regain full custody of her children.

Job Support Need #2: **Relationship development with her supervisor and co-workers**

Detailed plan: I will have a weekly conversation with Julie's supervisor to gauge her work performance and to see how Julie is doing at work. I will also encourage Julie to reach out to her supervisor to start building rapport. I will also encourage Julie to start conversations with co-workers. We will talk about these interactions as frequently as Julie would like.

Job Support Need #3: **Move into full-time work when ready**

Detailed Plan: Slowly increase hours at work when Julie feels ready to do this until she reaches a full time. Julie wants to move toward full-time work when she feels ready. If she is unable to reach full-time at this employer, we can revisit this in job development.

Job Support Need #4: **Take a Certificate program at the Extension Office**

Detailed Plan: Julie has decided to take a gardener's certificate program during the summer of 2022 at the Extension office. Julie and I will investigate this program and discuss with her OVR counselor about helping with the cost or resources that might help with the cost. Julie needs to be enrolled by April 1, 2022. We plan to schedule an appointment with her OVR Counselor regarding this in the first week of January 2022.

Additional Supports

List additional support such as Family Member or Case Manager and how they will help.

Person: Mom – Beth Cooper

Role: Daily support at home and can call her if needed on the job

Person: Barry Haynes – Friend

Role: Barry talks to Julie regularly and they are incredibly good friends. Barry keeps Julie grounded and she can speak openly with him to relieve stress.

Person: Sandy Stuart – Friend

Role: Sandy is another long-term friend; she helps Julie sometimes with her children and meets with Julie for dinner sometimes and is just a good friend who is also a good role model for Julie.

Notes

Any notes not listed above, are necessary for the continued employment of the Consumer:

Julie will need some work clothes for work, hopefully, the VR counselor can assist with getting her started with jeans, a winter jacket, and water-resistant boots.

Employment Specialist Signature/Date: Heather Acco 11/16/21

By electronically signing this form, the Employment Specialist verifies that the Consumer has full knowledge and agrees with this plan.

OVR Revised 12-21-18

STABLE EMPLOYMENT ACTIVITY NOTE

Employee Name:	Julie Cooper
Employer:	MacDougal's Garden Center
Worksite Activity: <i>What did you do or observe while this employee was working?</i> I went to observe Kim three (3) days after she started working.	
Purpose: <i>Reason for activity.</i> To observe and discuss her job performance due to having previous issues with anxiety. In a recent discussion with Julie's therapist, he was concerned about her becoming overwhelmed at work, even though Julie is thrilled with her new job.	
Results: <i>What did you learn about: employee, employer, employment site, and/or resource?</i> <p>◆<i>What did you learn about the type of work an employee does in this company? The culture of the company? The people?</i> ◆<i>How does this job match (or differ from) the employee's interests, skills, preferred characteristics of a job?</i> ◆<i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> ◆<i>What is the Employee's progress on the job toward their goal of independence?</i> ◆<i>What did you learn from this activity?</i></p> <p>I observed Julie Cleaning containers and preparing them for planting. She was able to do this efficiently. She took each container washed it out with a special cleaner, rinsed and dried it much like washing and drying dishes. I was able to talk with Kim and she was pleased with Julie's progress. Kim said, "Julie is a very hard worker, and she is very quiet."</p> <p>When Julie got off, I took her home and this gave us a chance to talk about the job. Julie loves the job and enjoys working at the garden center. She is experiencing some anxiety right now. She has been trying to focus hard and do a good job, which is why she has been so quiet. She is worried that she won't remember all she is supposed to do and how to do it. We discussed her being able to take notes.</p> <p>We stopped at Dollar General and got a pocket notebook that she could carry with her at all times and write down things that she wanted to be sure to remember. We also talked about it would help her when she was doing tasks by herself if she could listen to her music. She felt she could listen to it low enough that if anybody needed her, she could hear them.</p>	
Next Steps: <i>Time and date of next activity. What else needs to be explored?</i> <p>◆<i>What are plans for continued supports? What will the supports be?</i> ◆<i>Will the Employee need further assistance from OVR before the closure of case? (i.e. rehab tech).</i> ◆<i>What are plans for fading? How will this take place?</i></p> <p>I will call Kim and/or Shirley on Monday, November 22, to see if Julie would be able to listen to music when she was working by herself.</p> <p>I will check with Kim and Julie next Wednesday, November 24th to see how training is progressing, and how Julie is doing on the job, If there is anything that I need to work with her on. Also, talk with Julie to see if her anxiety has subsided with being able to take notes to help her remember and hopefully being able to listen to her music.</p>	

Signature of ES: _____

Heather Acco

Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 11/19/21

Total Time Spent: 2.0

** This note is to be used from Day 1 through Day 90 of employment.
This form should be submitted to OVR by the 5th of each month.

STABLE EMPLOYMENT ACTIVITY NOTE

Employee Name:	Julie Cooper
Employer:	MacDougal's Garden Center
Worksite Activity: <i>What did you do or observe while this employee was working?</i> I went to MacDougal's Garden Center to observe Julie while she was working and to talk with Kim, her supervisor about her work performance.	
Purpose: <i>Reason for activity.</i> To provide support for Julie and to follow up with Kim regarding our phone conversation on Monday.	
Results: <i>What did you learn about: employee, employer, employment site, and/or resource?</i> ♦ <i>What did you learn about the type of work employee does in this company? The culture of the company? The people?</i> ♦ <i>How does this job match (or differ from) the employee's interests, skills, preferred characteristics of a job?</i> ♦ <i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> ♦ <i>What is the Employee's progress on the job toward their goal of independence?</i> ♦ <i>What did you learn from this activity?</i> On Monday I had called and talked with Kim to see if it would be ok if Julie listen to her music through her earbuds while she was working by herself. I explained that she has been anxious about starting the job and being able to remember what she was supposed to do. I explained we had gotten her a pocket notebook for notes, but that the music would help. I also told him that we thought once her anxiety had calmed, she would not be as quiet. Today, I was following up with Kim to see how Julie was doing and if listening to music was helping. When I arrived Julie was helping Kim with some pruning. She was showing Kim how to properly trim the plant so that it would continue to grow and be healthy. Julie was paying close attention to Kim. She was also smiling and seemed to interact more with her today that when I was here last week. I talked with Kim who is pleased with her work. She said between being able to take notes and listening to the music, Julie was not as quiet. She was interacting better with co-workers. I took Julie home after her shift and she could not stop talking about everything that she is learning. She said that the music has helped as well as taking notes. She is more confident in her work this week.	
Next Steps: <i>Time and date of next activity. What else needs to be explored?</i> ♦ <i>What are plans for continued supports? What will the supports be?</i> ♦ <i>Will the Employee need further assistance from OVR before closure of case? (i.e. rehab tech).</i> ♦ <i>What are plans for fading? How will this take place?</i> Will return to Garden Center on Wednesday, December 1, and get a work report from Kim. I will also talk with Julie to see how things are going.	

Signature of ES: *Heather Acco*
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 11/24/2021

Total Time Spent: 1.5

** This note is to be used from Day 1 through Day 90 of employment.
This form should be submitted to OVR by the 5th of each month.

STABLE EMPLOYMENT ACTIVITY NOTE

Employee Name:	Julie Cooper
Employer:	McDougal Garden Center
Worksite Activity: <i>What did you do or observe while this employee was working?</i> To observe Julie and talk with Kim and/or Shirley about her job performance.	
Purpose: <i>Reason for activity.</i> To provide moral support for Julie and her employer. It is important to continue frequent face-to-face support to address any anxiety-related concerns.	
Results: <i>What did you learn about: employee, employer, employment site, and/or resource?</i> <p>◆<i>What did you learn about the type of work employee does in this company? The culture of the company? The people?</i> ◆<i>How does this job match (or differ from) the employee's interests, skills, preferred characteristics of a job?</i> ◆<i>Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.</i> ◆<i>What is the Employee's progress on the job toward their goal of independence?</i> ◆<i>What did you learn from this activity?</i></p> <p>I got there about 30 minutes before Julie's shift ended. I learned that Julie was progressing nicely with her skills. Today, she had attended an online seminar on annual flowering plants. At the time I arrived, she and some other staff members were in a meeting with Kim was discussing McDougal's Annual Crop and how they would grow them for customers in the spring and summer.</p> <p>I drove Julie home after her shift to see how she thought her job was going. She showed me that she was taking good notes and was very excited about everything that she learned today. She was also a little nervous since she had never done anything like this before. She had always bought her annuals from a store. As we drove, we talked about what about it made her nervous and by the end of her drive, she was feeling much better about the tasks.</p> <p>I also learned that Julie had worked on Black Friday to help assist the customer with getting products to their cars. Julie said it was busy, and she was able to keep up, but she much preferred working with plants over people.</p>	
Next Steps: <i>Time and date of next activity. What else needs to be explored?</i> <p>◆<i>What are plans for continued supports? What will the supports be?</i> ◆<i>Will the Employee need further assistance from OVR before closure of case? (i.e. rehab tech).</i> ◆<i>What are plans for fading? How will this take place?</i></p> <p>I will go back on December 7th and check on Julie and with Kim and Shirley.</p> <p>I will plan to meet with Kim when I see Julie on December 7th. It is important to see how Julie is doing growing the annuals and to ensure staff that they have support from me if needed.</p>	

Signature of ES: Heather Acco
Print Name of ES: Heather Acco

SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 12/1/2021
Total Time Spent: 1.0

** This note is to be used from Day 1 through Day 90 of employment.
This form should be submitted to OVR by the 5th of each month.

STABLE EMPLOYMENT ACTIVITY NOTE

Employee Name:	Julie Cooper
Employer:	McDougal Garden Center
Worksite Activity: <i>What did you do or observe while this employee was working?</i>	To observe Julie and talk with Kim and/or Shirley about Julie's progress on the job.
Purpose: <i>Reason for activity.</i>	To provide any needed support to Julie and her employer. It was anticipated that Julie might have some new job duties this week and want to explore her progress in this area.
Results: <i>What did you learn about: employee, employer, employment site, and/or resource?</i> <i>◆What did you learn about the type of work employee does in this company? The culture of the company? The people? ◆How does this job match (or differ from) the employee's interests, skills, preferred characteristics of a job? ◆Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore. ◆What is the Employee's progress on the job toward their goal of independence? ◆What did you learn from this activity?</i>	<p>I arrived at the Garden Center and talk with Kim and Shirley about Julie's job performance after 1 month. They were both pleased with Julie's progress. Kim said she has given her several different tasks this past week and she has done very well in doing them. This week she was put in charge of taking care of the Poinsettias for Christmas. Julie has a knack for growing things. Kim thinks Julie is a terrific addition to her team. Kim also, said Julie has gotten more talkative in the last couple of weeks and thinks it is because she has become accustomed to and comfortable in her duties.</p> <p>I talked with Julie, and she was so excited. She just loves her work there. She told me long term she would love to become a horticulturist, like Kim.</p>
Next Steps: <i>Time and date of next activity. What else needs to be explored?</i> <i>◆What are plans for continued supports? What will the supports be? ◆Will the Employee need further assistance from OVR before closure of case? (i.e. rehab tech). ◆What are plans for fading? How will this take place?</i>	<p>Since Julie is doing so well, I will not visit her in person with her until the first week of January.</p> <p>I do not want to totally lose touch with Julie and her team at Mac Dougals, so I will give them all some space and contact them over the phone for the next weeks through the holidays. I have mentioned to Julie that I will see her again at work on January 5th.</p>

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 12/7/2021

Total Time Spent: 1.0

** This note is to be used Day 1 through Day 90 of employment.

This form should be submitted to OVR by the 5th of each month.

30-DAY STABLE EMPLOYMENT SUMMARY

Employee Name:	Julie Cooper		
Employer:	McDougal's Garden Center		
Supervisor:	Kim Hill		
Job Title:	Head Horticulturist		
Start Date:	11/16/2021	Hourly Wage:	\$15.00
Days/Hours Worked Per Week:	4 hours per day/5 days per week		
Job Description: <i>Duties the job seeker actually does while on the job.</i>			
<p>Dust plants and clean containers; procure proper materials (plants, containers, soil, fertilizer, etc.); planting, maintenance, and/or removal of plants; pruning; watering; and treatment of plants; assists with propagating of plants.</p>			
Benefits: <i>Is the job seeker receiving benefits for this employer – if so, what type? What other benefits is the job seeker receiving...i.e., Social Security? If yes, what is the adjusted amount?</i>			
<p>20% all plants and merchandise and Julie is still able to have her Medicaid. Julie does not meet the household threshold amount currently to lose food stamp benefits. I and our agency community support associate will be able to assist Julie with concerns she may have. As we are not experts, we can help her contact the right support at the appropriate state agency.</p>			
Monthly Summary of Work: <i>Give a detailed description of the monthly work experience for this job seeker.</i>			
<p>Julie began work as a horticulture assistant on November 16, 2021. She has been progressing nicely in the first month. She has learned how to wash pots, prune, plant, and grow annuals and is taking care of all of the poinsettias for Christmas.</p> <p>Kim and Shirley had concerns at first because Julie was very quiet, but as she become accustomed to the job and learned what to do she became must more talkative and interactive with other employees.</p> <p>Julie was concerned early on about not remembering everything, but after she got a pocket notebook to take notes with she was much more confident.</p>			
Other Important Information To Know <i>State here any information that was gained during these 30 days of employment. State here any information OVR counselors would need to know to further assist the job seeker with their employment.</i>			
<p>Julie has developed more self-confidence since starting this job. It not only shows in her job but also, in the way she interacts with people. Julie is still interested in the Gardner's certificate program at the local extension office. Kim thinks this workshop will also help and grow Julie's skills.</p>			

Signature of ES: Heather Acco
Print Name of ES: Heather Acco
SE Provider Name: Employment Plus
OVR Counselor Name: Tom Thompson
Date: 12/17/21
Total Time Spent: .5

Between the 30 days and Transition plan:

- 60 Day Stable Employment Summary Note
- 90 Day Stable Employment Long Term Support Plan
- 120 Day Stable Employment Summary
- 150 Day Stable Employment Summary
- 180 Day Stable Employment Summary
- Continue to provide Long Term Support
- Once the employee is stable on the job, you may transition long-term support to the treatment team or appropriate natural support(s). Complete IPS Services Transition Plan (this remains internal only for IPS review.)
- Upon loss of job, send Job End Report to VR Counselor within 5 days (if within first 90 days, otherwise keep for IPS internal review.)

IPS Services Transition Plan

You have decided to discontinue IPS services. But remember that you are welcome to return to IPS if you think you would benefit from job support or career development in the future. This guide is meant to support your decision and help you to plan ongoing support.

What are your future plans? What is your short-term goal? What is your long-term goal?

Julie continues to work towards full-time work as a Horticulture Assistant. She has increased her work hours to 30 hours per week and wants to aim for a 40-hour workweek over the next six months. Julie also wants to take the second gardener’s certificate program offered at the extension office. This class will be in the summer of 2023. This program will continue to expand on her skills at the Garden Center, so she can continue to build skills in growing, identifying and maintaining plants and crops.

If you had to make a big decision today who would you call? Who have you called in the past?

Julie would call her mother or her boyfriend. Her mother has and always is her number one supporter!

Who can help with your career goals?

	Y or N	Name of Support(s) Preferred	Contact Information
My case manager	N/A		
My therapist	Y	Help me with my anxiety and pressure or concern at work	Brad Wells – 859-877-0457
My family	Y	Mother – helps with everything!	Beth – 859-765-3878
My friend	Y	She keeps me grounded and I can talk through my day-to-day issues	Linda – 606-876-7214
My significant other	Y	Lifts me up when I feel down	Rob – 859-564-8391
Clergy	N		
Benefits Planner	Y	Tell me how a raise/promotion will affect my benefits. Monitor status of Medicaid	Department of Medicaid Services – 859-546-8976
Other	Y	NA and AA support	Donna – 859-786-0098 and Jane – 859-543-7762

Should we schedule a meeting with any of your supports to discuss the transition? Yes, I would like to discuss this with Brad, Rob, and my mother. The meeting has been set up for December 1st at 3:00 pm in Brad’s office.

If you are employed, how often do you want someone to check in with you about your job? Who should check in with you? Julie does not feel anyone needs to check in with her. She is going to continue her bi-weekly therapy appointments with Brad and has support from various people in her life, including her work family. Julie and I discussed that she can always reach out to the IPS team. She also continues to attend NA and AA meetings and correspond with her sponsors.

If you are leaving IPS unemployed when would be a good time to ask you about returning to IPS for help with employment or education? Who should contact you? N/A

How would you like to be contacted? N/A

In-person (community)
 Phone call

In-person (job site)
 Text

In-person (agency)
 Email

What are some tools/coping strategies you use or have used in the past on the job to manage stress?

Julie enjoys spending time with her family, taking walks, and just watching some of her favorite TV shows. These strategies have been working well for her and she will continue to enjoy her family time and other favorite activities. At work, if she feels stressed, she can take a walk around the property to clear her head for a few minutes. Her supervisor is very supportive, and Julie has taken time in the past to just talk with Kim about how she is feeling. Julie can also contact a support person in her life, she has earbuds and since sometimes she works independently, she can call a friend and continue with her work.

How would you know if you started to feel dissatisfied with your job or if you were having other problems? Due to her anxiety, Julie states that she would start to not want to go to work or not be satisfied with her job performance. She states that she starts to self-isolate and that is an indicator to her that things are not going well. Julie states that is why it is so important for her to continue to meet with Brad every two weeks.

What are some reasons to re-connect to IPS in the future? (Help leaving current job, help to find a new job, help to advocate for a promotion or raise, assistance with training or education, benefits planning, etc.) Help advocate for a promotion at work or potentially look for work at another center. However, at this time Julie loves her work at Mac Dougals and wants to increase her hours there and move up in her role.

Remember, that increases in pay/work hours may affect your benefits. And if you quit working that can also affect your entitlements. If you experience a change in wages, contact a benefits planner to learn more.

Benefits planner contact information: As Julie is no longer receiving her food stamps, she is still receiving her Medicaid. She is aware of contacting the Department of Medicaid Services for any questions. The contact information is above.

Your signature/date: Julie Cooper/11/27/22

IPS specialist signature/date: Heather Acco/11/27/22 Other signature/date: _____