

Employment Services

Partnering with local businesses to build a reliable and diverse workforce for our community



Mission Statement: “We are committed to providing a life of choice for people with disabilities”

About TCRC

- ▶ TCRC offers a wide array of programs and services that benefit persons with developmental disabilities and visual impairments who live and work in our community. The agency operates ten facilities located in Tazewell County, Illinois. Job training and placement, goal-oriented therapy, case management, day programs, help for the visually impaired, vocational services, homelike residential programs, and more, all have an important place in the TCRC goal of “Caring for Special People...Birth to Seniors”



Employment Services

- ▶ For over 20 years, TCRC has developed strong links with employers, both large and small businesses, who share a commitment to achieving success by matching the skills of the person to the requirements of the job. Successful partnerships have included jobs in administration, customer service, hospitality, retail and manufacturing.



Types of Contracts

Milestone

- › Intake with ES Coordinator
- › Individualized job development
- › Resume building
- › Interview shadowing
- › Short term onsite job coaching (up to 90 days)
- › Monthly check-ins with employer
- › Follow up for one year after case is closed with DRS



Supported Employment Plan (SEP)

- › Intake with ES Coordinator
- › Individualized job development
- › Resume building
- › Interview shadowing
- › Long term onsite job coaching (up to 18 months)
- › Monthly check-ins with employer
- › Follow up for one year after case is closed with DRS

Employment Services Process

Referral

Current DRS open case

Outside agency referrals
(Doctor/family/self/other agency)



Intake

ES Coordinator phone call with
family/individual

Introduction to program &
completion of paperwork



Job Development

Phone or in person meeting with
Job Coach

Personalized plan for needs/wants
for a job



Interview Skills

Resume building/Mock interviewing

Going to interviews with individuals



Job Supports

Onsite job assistance as appropriate

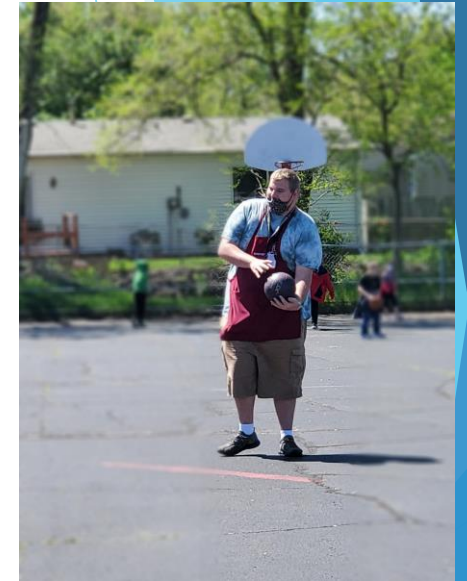
Job adaptations as needed



Follow-Up

Continue to check in with individual until contract is complete

One year follow up with individual once case has been closed with DRS



Job Coach Roles

Develop working relationships with individuals and employers

Provide on the job supports as needed

Mock interviewing

Resume building

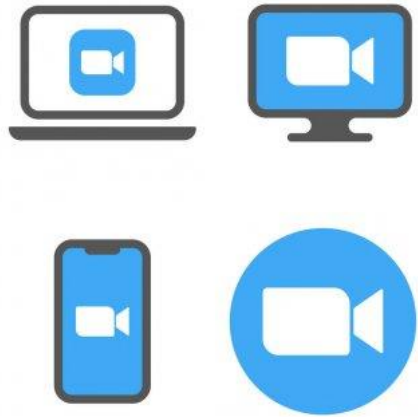
Weekly contact with all individuals

Identifying job redesigning and/or adaptations that will lead to a more independent work setting



Community outings to explore potential employment and work environments

Engaging Virtually



- ▶ Completed via phone calls or zoom meetings:
 - Resume building
 - Mock interviews
 - Staffing meetings with Vocational Rehabilitation counselors
 - Weekly contacts
- ▶ When possible interviews with employers are being held virtually or by phone.
- ▶ Providing remote job coaching as needed



Contact Information

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