



LEAP's mission is to advance a society of equal opportunity for all persons, regardless of disability.

EMPLOYMENT SERVICES OVERVIEW

Serving Cuyahoga, Lorain, Erie, Medina, Lake and Geauga Counties

LEAP's Employment Services provides a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

GOAL: To promote independence and self-sufficiency for youth and adults with disabilities through employment.

COMPETITIVE EMPLOYMENT SERVICES

Planning, Assessment, and Training provides a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

- **Employment-Planning Services** assist consumers in learning about community-based employment opportunities. Individualized services are designed based on each consumer's preferences, strengths, abilities, and needs. Consumers are able to make informed decisions based on career exploration opportunities, including community-based work assessments and community-based work adjustment and training.
- **Community-Based Assessments** offer consumers work experiences matched to their stated work interests at job sites in the community. To help define strengths, limitations, and preferences, consumers are assessed in competitive work settings provided by local employers. A job coach remains on site to evaluate the consumer's interactions, work behaviors, work tolerance, skills, and abilities.
- **Community Based Work Experiences** assist consumers in acquiring or improving work skills, work behaviors, work tolerance, inter-personal skills, and work ethics. A job coach will be present as needed, to provide instruction, evaluate changes in behaviors, abilities, and attitudes.
- **Career Exploration** includes exposing individuals to various jobs in a variety of industries, job shadowing, informational interviews, and reviews of local labor market information to help consumers explore the potential for identified employment goals. The goal of the service is help consumers make an informed choice on an employment goal.
- **Job Coaching** is one-on-one instruction that helps consumers handle the first day of a job, learn job tasks, solve problems on the job, learn to communicate effectively with coworkers and supervisors, and develop natural peer supports. Job coaches can also assist consumers in requesting reasonable accommodations when necessary. Eventually, job coaches are not necessary and retention services then provide follow-up contact to ensure the consumer's continued success.



- **Job Development, Placement and Retention** services assist the consumer in obtaining employment that matches their strengths, abilities, vocational interests, and personal needs and preferences, as well as the needs of the local labor market. Services include making contacts with employers and identifying potential job leads to help an individual with a disability find a job. Specific tasks may include assistance with completing applications, sending resumes and cover letters, and following up with employers; accompanying the individual to appointments; reinforcing interviewing skills; requesting accommodations; negotiating hiring and on the job training/job coaching. LEAP also educates employers on hiring incentives, reasonable accommodations, worksite modifications, accessibility, and understanding the Americans with Disabilities Act (ADA).

YOUTH TRANSITION SERVICES

- **Transition Services** assist high school students with disabilities in making a successful transition from high school to employment and adult community life. This year-round, school-to-work transition program that has been recognized by the National Youth Employment Coalition, operates in two high schools in the Cleveland Metropolitan School District. Combining on-the-job training at local businesses with community-based, work-related instructional activities, the program instills attitudes, behaviors, and skills needed to obtain and retain employment. Students discover their potential, plan for the future, and become contributing members of the community.
- **Summer Youth Work Experience** is a group-based services utilized to teach students and youth with disabilities vocational skills and appropriate work behaviors. The work experience results in participants being able to identify several vocational areas of interest; possess a general understanding of the job seeking process; the ability to meet employers' expectations as far as quality and quantity of work, work behaviors, etc.; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

BUSINESS SERVICES

Business Services are offered to companies to proactively strengthen and diversify their workforce by engaging the largest untapped labor pool in the country. LEAP assists businesses in gaining greater insight into the economic advances that can be achieved by hiring people with disabilities. LEAP also assists companies in complying with the requirements of the American with Disabilities Act (ADA) and other federal regulations.

CONTACT: Barbara Judah, Director of Benefits and Employment Services, 216.696.2716,
bjudah@leapinfo.org

Eligibility, funding, availability, wait time and duration of these services vary by program. Please call for more information.