



Linking Employment, Abilities and Potential

www.leapinfo.org

2545 Lorain Avenue
Cleveland, Ohio 44113
216.696.2716 (phone)
216.687.1453 (fax)

EMPLOYMENT SERVICES

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

Linking Employment, Abilities and Potential (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).

CUSTOMIZED EMPLOYMENT SERVICES

- **Customized Employment** is a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on a customized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Customized employment uses an individualized approach to employment planning and job development. Customized employment consumers may also choose to pursue self-employment.

SUPPORTED EMPLOYMENT SERVICES

- **Supported Employment** assists people with significant disabilities by providing individualized supports over a period of time that enable them to develop work skills and choose the kind of job they want and to become successful members of the workforce. LEAP believes that all individuals, regardless of the nature or extent of their disabilities, should have the opportunity and support needed for paid work. Positions are in community settings that include persons with and without disabilities. Services include locating and/or modifying meaningful jobs in the community, providing individualized training and services at the job site, and ongoing support.

YOUTH TRANSITION SERVICES assists high school students with disabilities in making a successful transition from high school to employment and adult community life

- **Job Link** is a year-round, school-to-work transition program that has been recognized by the National Youth Employment Coalition, Job Link 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.

EMPLOYMENT FIRST SERVICES

- **Employment First** enhances lives by creating greater opportunities for all people to advance their careers. Individuals can use their strengths and talents in order to increase their economic wealth, have a sense of accomplishment and create their own social identity. Employment First is a State initiative and LEAP is a service provider.

CONTACT: Julia Donovan, Employment Services Director, 216.696.2716, jdonovan@leapinfo.org

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