



CENTER FOR  
DEVELOPMENT  
& DISABILITY

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UNIVERSITY CENTER FOR EXCELLENCE IN DEVELOPMENTAL DISABILITIES EDUCATION,  
RESEARCH AND SERVICE



CENTER FOR  
DEVELOPMENT  
& DISABILITY

# Connecting the Community and Creating Quality Employment Plans

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Meeting the Needs of the Employers and Job Seekers

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**25 years as a Special Education Teacher**



**Masters in Education**



**National Board Certified Teacher - Exceptional Needs Specialist, Early Childhood to Adult**



**Project SEARCH instructor for Rio Rancho Public Schools at Presbyterian Rust Medical Center**



**Married with 4 children, I also work with Special Olympics New Mexico, and volunteer with A Park Above Inc.**

# Learning Objectives

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**Explore & Apply Best Practices for Hiring and Maintaining Employment**

**Integrate Employers Into the Job Search Process.**

**Evaluate Best Practices and Create Quality Employment Plans**

# Agenda

## Connecting the Community and Creating Quality Employment Plans

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### **BEST PRACTICES FOR HIRING INDIVIDUALS WITH IDD**

- **Addressing and Overcoming Barriers**
- **Supporting Individuals in the Workplace**

### **EFFECTIVE EMPLOYMENT PLANNING**

- **Components of a Career Planning Meeting**
- **Job Matching and Connecting with Employers**

### **CREATE YOUR PLAN**

- **Whether you're an employer, job seeker or community support provider, create a plan going forward.**

# Why Do We Need Effective Employment Planning?

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National Core  
Indicators Project  
Adult Consumer  
Survey

# Overcoming Barriers to Employment

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**Turn to the person next to you and discuss common barriers to securing and maintaining employment for individuals with IDD.**

**What skills or training would help individuals overcome these common barriers?**

# Supporting Individuals with IDD in the Workplace

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**Use Person-First Language**

**Use Simplified Language**

**Set Clear Expectations**

**Encourage Participation**

**Foster Independence**

# Best Practices for Hiring Individuals with IDD



**Build Inclusive Policies**



**Review Job Descriptions**



**Flexible Interview Formats**



**Partnering with Advocacy Groups**



**Assess Your Environment**



# Build Inclusive Policies



Regular Training on  
Inclusive Practices

Develop Internal Policies  
That Support Flexibility

## The “Curb Cut Effect”

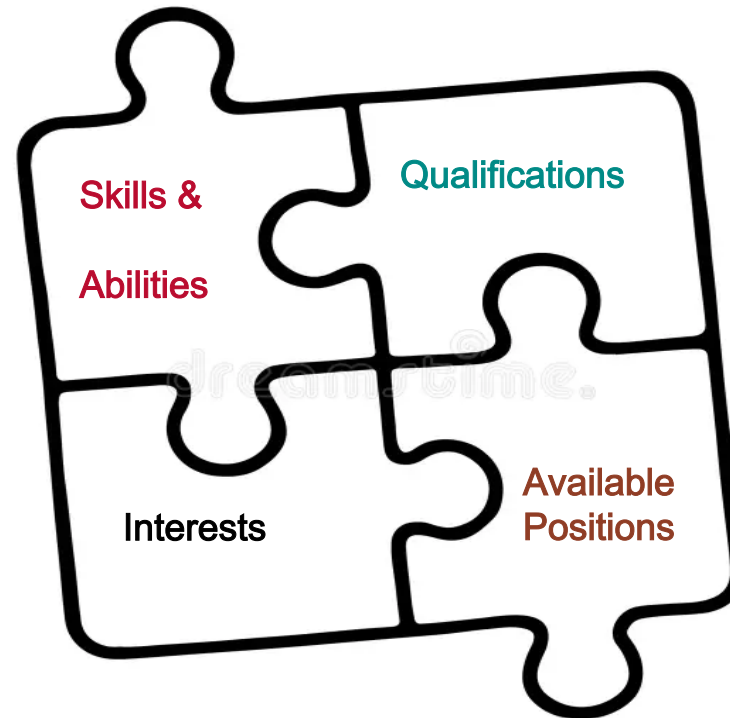
The phenomenon of disability-friendly features benefiting and being used by a larger group than the people they were designed for.



# Review Job Descriptions for Improved Job Matching



**Make the job descriptions accessible.**



# Flexible Interview Formats and Policies



**Hands-on or Working Interview**

**Advance Questions**

**Mock or Practice Interviews**

**Video Interviews**

# Partner with Advocacy Groups



# Advocate

**Navigating the System**

**Vast Knowledge Base**

**Locate Resources**

**Offer Advice**

**Problem solve**

# Assess Your Environment and Policies



**Follow ADA Guidelines**

**Offer Reasonable Accommodations**

**Use Person-First Language**

# Create an Employment Plan

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**Using the  
Employment Plan  
Template  
Complete an  
Employment plan.**

# **Individual Support Plans (ISP) & Employment Planning**

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**What are the components of an effective Individual Support Plan / Employment Plan?**

**Who should be invited to the ISP / Employment Planning Meetings?**

# Components of a Quality Employment Plan

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**Person-Centered Assessment & Informed Choice**

**Specific Measurable Employment Outcome**

**Defined Responsibilities**

**Identified Services & Supports**

**Timelines & Milestones**

**Ongoing Support & Retention Plan**

**Documentation & Review**

# Employment Planning Team

## Who is on the team?

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# Person-Centered Assessment and Informed Choice

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**Resources**

**Priorities**

**Concerns**

**Unique strengths**

**Abilities**

**Capabilities**

**Interests**

**Informed choice**

# IKIGAI

YOUR REASON FOR BEING



# Specific and Measurable Employment Outcome

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**S – Specific**

**M – Measurable**

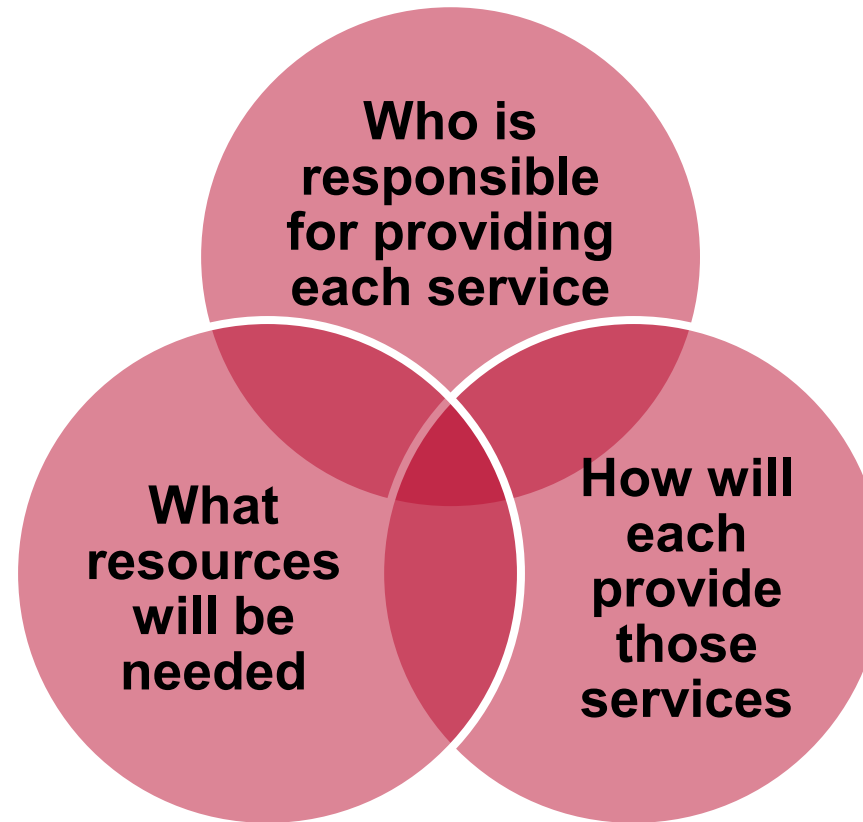
**A – Attainable**

**R – Relevant**

**T – Timebound**

# Defined Responsibilities and Providers

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# Identified Services and Supports:

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# Timelines and Milestones

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**Clear & Specific Timelines**

**Employment Goal**

**Evaluate Progress Toward Goal**

# Ongoing Support and Retention Plan

**Long-term job retention and career advancement**

**Fading job site supports**

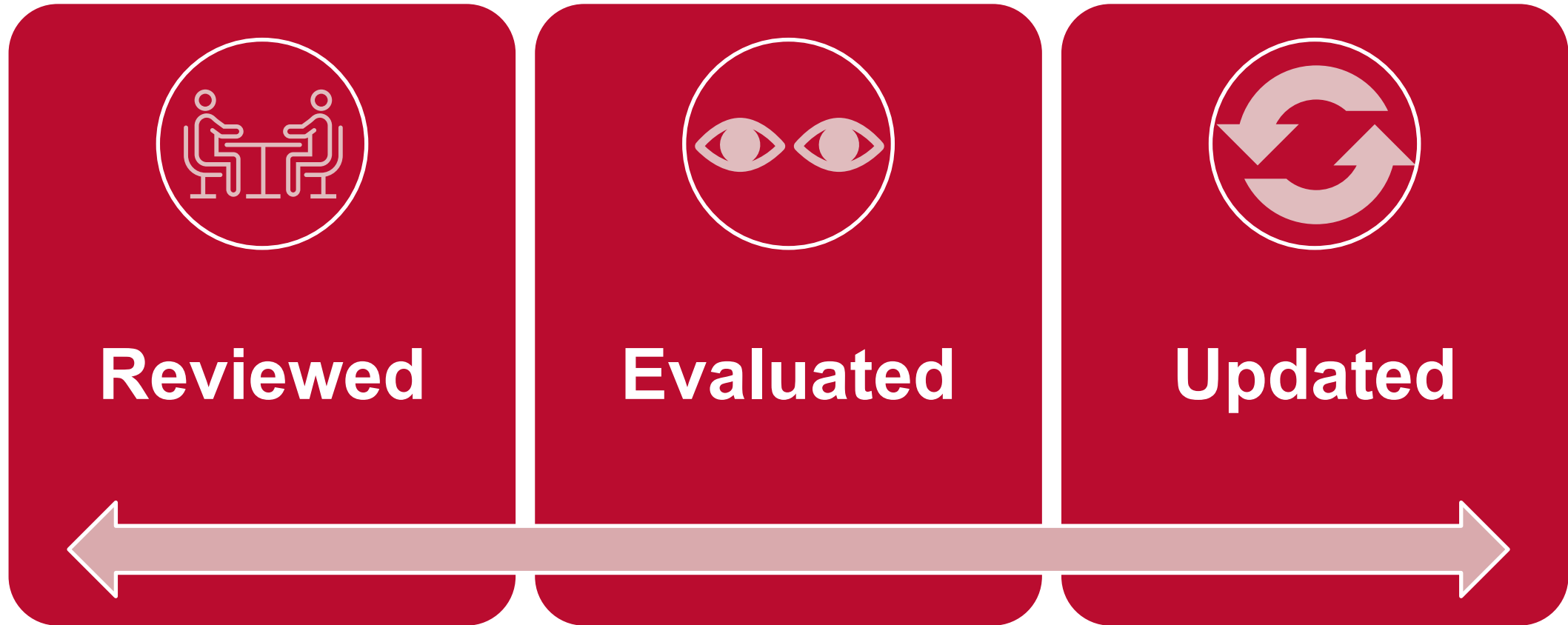
**Identifying natural workplace supports**

**Plan for post-employment services**

**Community participation and social interaction with co-workers**

**Identifies potential job modifications and accommodations**

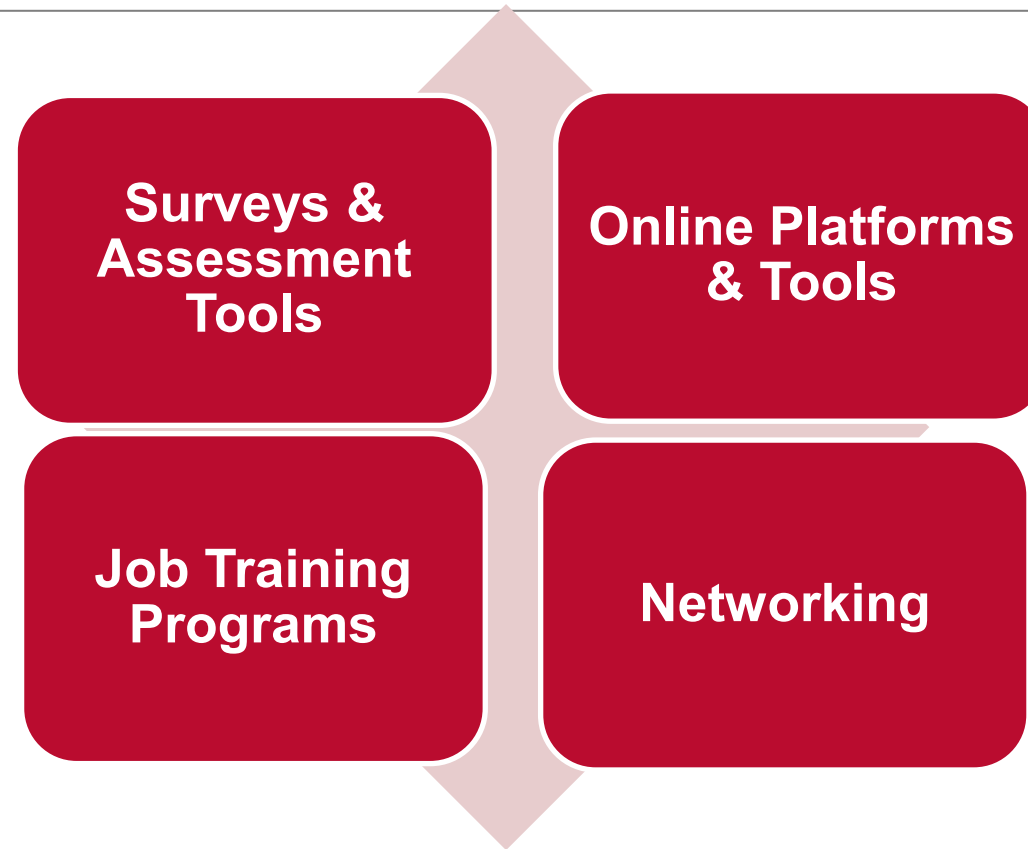
# Documentation and Review



# Job Matching

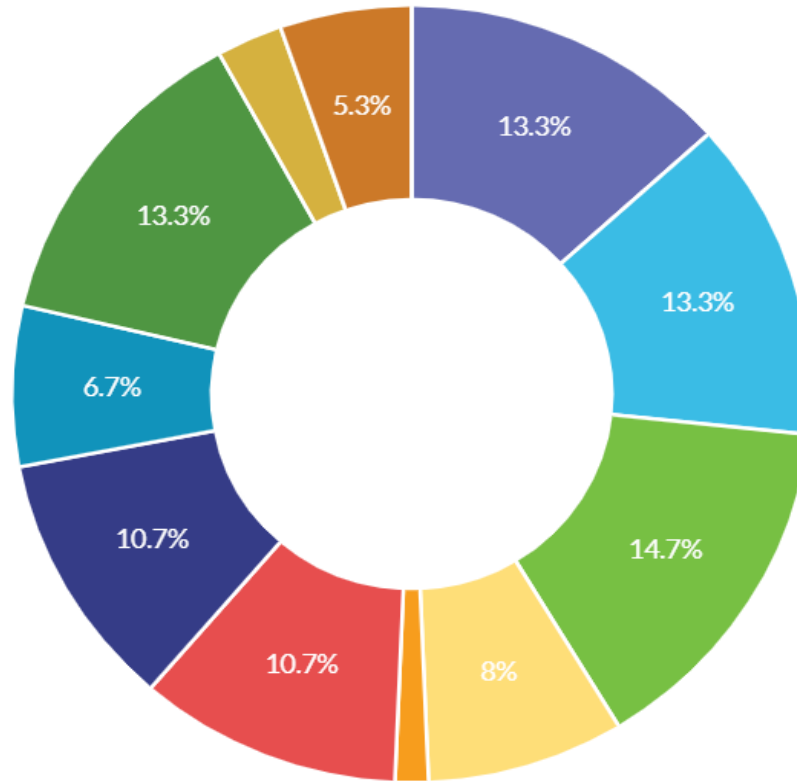
Finding the best job and employee.

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# Employment Survey

## 2 Minute Survey



Choice	Total
Time Management / Punctuality	10
Communication (Verbal/Non-Verbal/Written)	10
Team Work	11
Organization	6
Leadership	1
Problem Solving/ Critical Thinking	8
Adaptability	8
Creativity	5
Work Ethic	10
Emotional Intelligence	2
Conflict Management	4

# Online Platforms & Tools



**Resume  
Building**

**Job  
Searching**

**Employee  
Recruitment**

## Job Training Programs



# What Job Training Programs are Available in NM?



THE UNIVERSITY OF  
NEW MEXICO.



Project | SEARCH<sup>®</sup>

BEST BUDDIES<sup>®</sup>



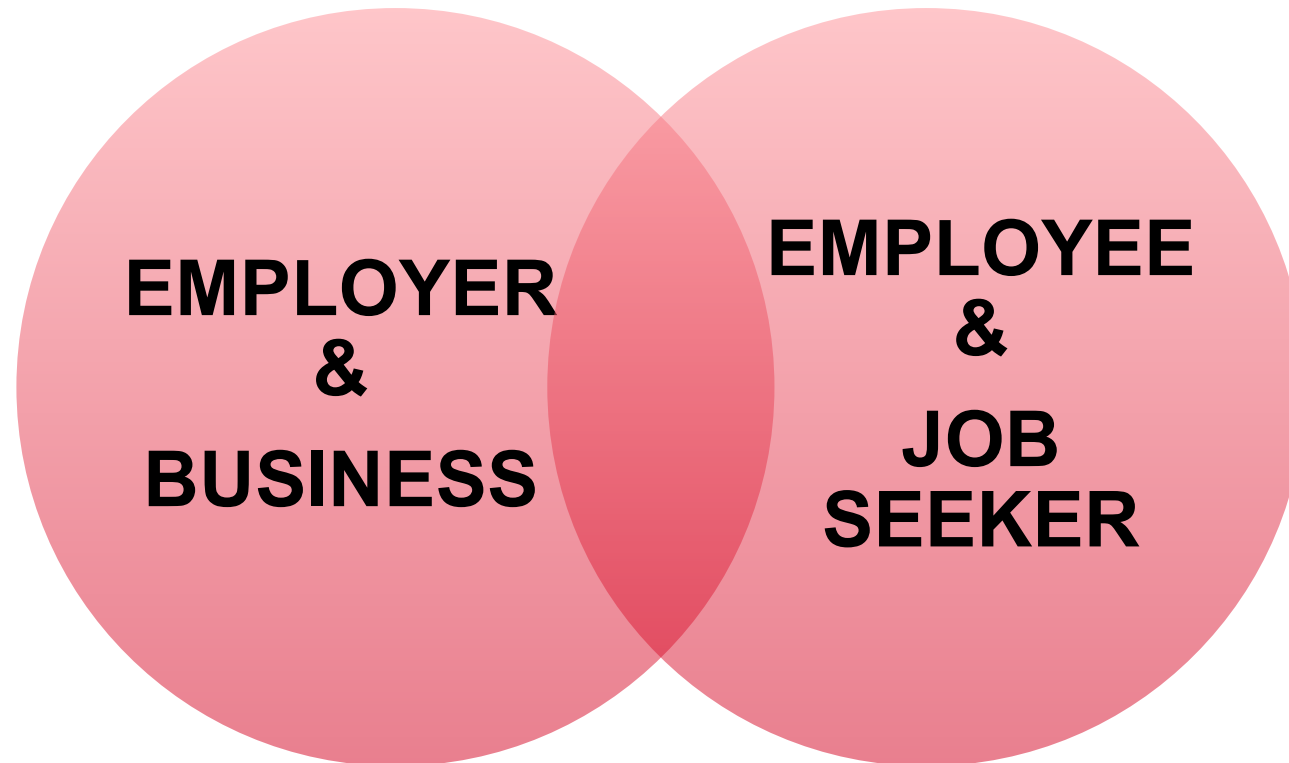
Central New Mexico  
Community College

# Networking

Who do  
you  
know?



# Benefits to Hiring Individuals with IDD



# Key Takeaways



# What Is Your Plan Going Forward?

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**To hire or seek out more employees with IDD**

**To advocate for job seekers with IDD**

**To find employment**

# QUESTIONS

# ACRE Competencies

## Domain 2: Individualized Assessment and Employment / Career Planning

16. Demonstrate how to develop and facilitate a career planning meeting

## Domain 3: Community Research and Job Development

23. Demonstrate how to develop relationships with businesses

26. Demonstrate how to implement multiple job matching strategies:

## Domain 4: Workplace and Related Supports

31. Know how to complete a comprehensive job analysis:

# Resources & References

[www.projectsearch.us](http://www.projectsearch.us)

<https://www.onetonline.org/>

<https://www.hca.nm.gov/>

<https://www.dws.state.nm.us/en-us/>

<https://www.jobs.state.nm.us/vosnet/default.aspx>

<https://abilityjobs.com/>

<https://www.careercircle.com/resources/employer-resources/candidate-experience-with-disabilities#download>

<https://www.nchpad.org/resources/inclusive-hiring-best-practices/>

<https://hcbsprovider.com/isp-meeting-tips/>

<https://www.h2hhc.com/blog/supporting-adults-with-intellectual-disabilities-in-the-workforce>

<https://thearc.org/policy-advocacy/employment-training-and-wages/>

<https://www.eeoc.gov/laws/guidance/persons-intellectual-disabilities-workplace-and-ada>

<https://www.thinkwork.org/statedata>



# Contact Information

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# Thank you!

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## Thanks for coming to my BenTalk

