



Vocational Rehabilitation Services Career Counseling Workbook

Name: _____

Date: _____

Introduction

This work/career exploration workbook will:

- help you think about what you like to do;
- help you learn more about jobs/careers in the community; and
- help you make decisions about jobs that interest you.

Part 1: What Do You Like to Do?

Here are some things you can think about while we talk. So let us talk about:

1. What does work mean to you?
2. Things that you like to do at your workshop:
3. Things that you like to do in your community (around town):
4. Things you like to do at home:

5. Things that you do not like doing:

6. Things that are easy for you to do:

Part 2: Types or Kinds of Work

There are many types of work you can do in the community if you want to earn at least minimum wage. So let's talk about:

On the next pages, you will see pictures of people doing different kinds of work in the community. These pictures help you think about the kinds of jobs that people do. We want you to think about those things you like to do. Do you see the people in the pictures doing things you like to do too?



1. Work in a retail store



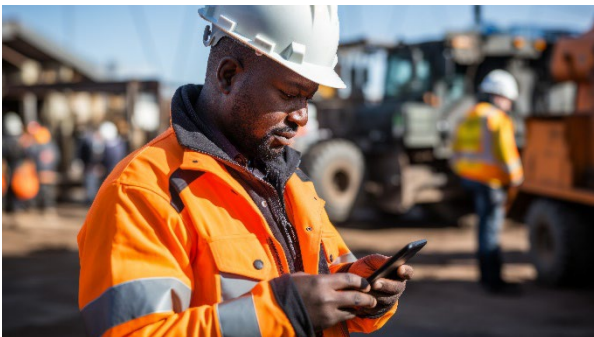
2. Work with animals



3. Work in a warehouse lifting



4. Work stocking shelves



5. Work outside



6. Work in an office



7. Work cleaning



8. Work in movie theater



9. Work in a restaurant

Now that you have thought about things you like to do and you have looked at these pictures, we are going to ask you questions about working in the community earning at least minimum wage.

Do you think you might want to work somewhere outside your workshop in the community?

Yes No

Thank you for taking time to talk with us today. We hope this book has helped you in knowing what types of jobs you might find in the community working for minimum wage.

A Career Counseling Discussion Guide

(Facilitator's Tool)

Part I – Questions about “Likes”

1. Have the customer describe likes about his/her work. Does work mean earning money, visiting friends, enjoying a work related task, saving for a purchase, or anything that the customer relates to “work.”
2. If there are various jobs or contracts the workshop has, which is most liked and/or preferred while the customer is attending the workshop. Exploring what the customer likes best while at the workshop he/she attends.
3. This question focuses on the customer's likes when away from their home and workshop. Examples of likes in this question could be eating out, shopping, visiting parks, attending dances, or many other activities. A like in the community maybe visiting family and friends as well.
4. This question encourages the customer to identify what he/she likes best when at home and away from the workshop. Examples of home likes could be watching TV, sleeping, playing games, yard work, cleaning one's room, and other activities or hobbies the customer does when at their house.
5. This question intends to let customer describe anything, anywhere he/she does not like doing. If “work” or “attending work” comes up as a dislike, this would be a strong indication this customer is not likely to be a good applicant for competitive integrated employment (CIE). There is a wide range of dislikes that are potential to be described from activities, tasks, to people in their lives.
6. This last question intends to have the customer describe what he/she finds easy to do. These activities can be identified from home, work, and/or out in the community. This question again can contain a wide range of activities and/or tasks the customer identifies as being “easy” to complete. A few example activities or tasks may include cleaning, making friends, cooking, laundry, providing help to others, singing, and/or arts and crafts. Use this question to encourage “bragging rights.”

Part II – Pictures and Community Work/Jobs

1. Retail jobs include places like Wal-Mart, Dollar Store, Grocery Store, Clothing Stores. Jobs include greeting customers, customer service within the store, bagging items, straightening items on the shelves, and many other support jobs in a store.
2. Places to work with animals could be pet stores, animal shelters, and/or vet clinics. Some examples of jobs could be feeding and watering animals, walking and exercising animals, assisting with cleaning up for the animals, and grooming.
3. Places to work in a warehouse could be Home Depot, Lowes, a distribution center, or furniture warehouse. Examples of these jobs could include lifting boxes, moving items around in the warehouse, loading or unloading trucks, and other physical tasks that require the worker to be very safe at all times.
4. There are many places that have jobs stocking shelves including retail stores, warehouses, and supply stores. A job stocking shelves is typically titled “Stocker”. This work means you get to move merchandise to a specific shelf and place it neatly on the shelf for display.
5. Places to work outside could include a nursery, parks, and yards. Examples of job outside could include watering plants, mowing grass, picking up trash, caring for a garden, or building and planting flowers, plants, and/or food goods.
6. There are many different types of offices that you could work a job. Some examples of office jobs are answering phones, making copies, filing papers, shredding, assisting others working in the office, working on a computer, or delivering items in the office to others.
7. There are many places where cleaning or janitorial jobs are available. A few places could be stores, homes, offices, hospitals, and many more places. Some examples of the jobs cleaners/janitors do is sweeping, mopping, wipe down desks; tables; shelves, also cleaning up spills, windows, and much more.
8. A Movie Theater job is fun for people who enjoy watching movies. Some examples of jobs you might do is take tickets, assist watchers with finding seats, or serving drinks and snacks in a concession counter.
9. A restaurant job could be at your favorite fast food place (McDonalds, Taco Bell) or a sit down diner restaurant. Jobs could include making food/drink, serving customers orders, taking orders, washing dishes, setting tables, rolling silverware, or many other jobs in a restaurant.

Interest in Community Employment is “No” or “Yes”

“NO” has been selected to community employment

- Be sure the Guardian or Customer has selected “no” on the VR5113 under “Questions About Working” section, question #1
- A Guardian has checked “no” on the VR5113 and the Customer has selected “yes” on his/her Workbook question. Explain to the customer that his/her Guardian does not have an interest at this time in them working in the community. Then encourage the customer the best option is to have a conversation with his or her Guardian about wanting to have a job outside the workshop, in the community.

Once all other documentation is verified as being complete and signed by appropriate parties. The Customer should be given a “Thank You” card and allowed to return to his/her regular activity.

“YES” has been selected to community employment

When a Guardian or Customer has selected “yes” on the VR5113 under “Questions About Working” question #1 and “yes” in the Workbook, complete the rest of the questions on VR5113. This is a process that should happen after the Career Counseling session has occurred with the Workbook. Once the questions are complete let the Customer know the next step is to set up an appointment with a VRC for application. Give the Customer our “Thank You” card and allow him/her to return to his/her regular activity.

Presentation Recommendation

When it is possible, it is strongly encouraged to conduct Career Counseling sessions with COLORED Workbooks. This maximizes the effectiveness of describing jobs with pictures.