

## **Core Competency and Training Standards for Employment Professionals Provider Agency Employment Professionals**

Employment Professional Name:

Hire Date:

All new employment professionals entering the supported employment workforce in Oregon on or after January 1, 2015, are required to complete a minimum of one Department-approved competency-based employment training within 90 days of delivering the service.

Employment professionals include all employees of provider organizations who deliver an employment service, personal support workers (employees) who provide Job Coaching, and independent contractors who provide Discovery.

Additionally, every employment professional must demonstrate the Core Competencies and Training Standards within one year of employment in order to provide ODDS funded employment services. Demonstration may include:

- Oral Demonstration: Demonstrating competency by explaining a skill, task, or understanding of a concept to a credentialed person in a position to monitor the delivery of employment services (e.g., a supervisor, trainer or mentor, who holds a current Credential for Employment Services).
- Physical Demonstration: Demonstrating a skill, task, or understanding of a concept while observed by a credentialed person in a position to monitor the delivery of employment services (e.g., a supervisor, trainer or mentor, who holds a current Credential for Employment Services).
- Credentialing: Holding and maintaining current credentials such as APSE, ACRE, or other supported employment certification.
- Professional (Department-Approved) training in Core Competency areas.

Please record demonstration and trainings on the following pages and attach any copies of Certificates or Completion Records to this document, if applicable. Courses taken from the Department-Approved Training List *may* satisfy more than one competency.

<p><b>Core Competency and Essential Elements</b></p>	<p><b>Documentation of Satisfaction</b> (Example: oral demonstration, physical demonstration, coursework, on the job training, credentialing, etc.)</p>	<p><b>Date(s) Attended or Observed</b></p>	<p><b>Observed By</b> (Name, Title, &amp; Credential)</p>
<p><b>1 - Introduction to Supported Employment:</b> Values; roles and responsibilities, Federal laws, court cases, regulations related to supported employment (e.g. ADA, IDEA, Rehab Act, Olmstead case, Fair Labor Standards Act; terms and definitions, Customized Employment).</p>			
<p><b>2 - Discovery and Career Planning</b> Discovery process, community-based assessment, Person-Centered employment planning (including goals, transferrable skills, support strategies), portfolio development.</p>			
<p><b>3 - Marketing and Job Development</b> Community-building (e.g., community mapping, networking), employer leadership, job development (e.g. researching, approaching employers, using portfolios, job carving, negotiating hours and wages), writing employment proposals, resources for employers (e.g., tax incentives, Work Source, Job Accommodation Network).</p>			
<p><b>4 - Workplace and Job Analysis</b> Finding potential work tasks, general info about workplace, analyzing specific jobs.</p>			

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<p><b>5 - Job Coaching: Task Design and Training</b> Task design and accommodations (e.g. job aids, assistive and information technology), task analysis, systematic instruction, fading.</p>			
<p><b>6 - Job Coaching: Support Strategies</b> Behavioral supports at work, structure and visual supports.</p>			
<p><b>7 - Job Coaching: Natural Supports</b> Identifying and developing natural supports, teaching coworkers to train and support individuals, ongoing relationships with employers (e.g. communications, negotiating job enhancements).</p>			
<p><b>8 - Managing Benefits</b> Benefits planning, Social Security Work Incentives (e.g. PASS, IRWE), medical benefits (e.g., Employed Persons with Disabilities Program, Medicaid).</p>			
<p><b>9 - Systems, Partners and Resources for Employment</b> Vocational Rehabilitation Service, partnerships with families and schools, intellectual/developmental disability services and waiver programs, braided funding, system navigation, Work Source and One-Stops.</p>			

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<p><b>10 - Transition from School to Work</b> Work experience, navigating systems (VR, DD, Schools), and best practices in transition.</p>			
<p><b>11 - Organizational Change</b> Wide range of topics (e.g. planning to move from facility-based services to community employment, supporting staff in dispersed community locations, enlisting board support, board training, managing dual programs, organizational systems (Customer retention management and outcome data), evolving roles and responsibilities.</p>			
<p><b>12 - Self-employment</b> Micro-boards, micro-enterprises, funding and other resources for building and marketing a business.</p>			

I, \_\_\_\_\_, certify that I have attained the Core Competencies and Training Standards for Supported Employment Professionals listed and verified above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that the above named employee has demonstrated the Core Competencies and Training Standards of Supported Employment Professionals listed and verified above.

Trainer/Supervisor/Mentor/Manager Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Continuing Education:** At least once every year, Employment Professionals must continue their professional education by taking a Competency Based Training. Please record these trainings below and attach a copy of Certificates or Completion Records to this document.

<b>Competency Addressed (1-12)</b>	<b>Course Completed</b>	<b>Date(s) Attended</b>

**Discovery Requirements:** All Employment Professionals who provide Discovery must complete a Department-approved training prior to providing Discovery services. Approved Discovery training is listed in the “Department Approved Employment Service Provider Training Courses” added to the Provider Tools page of Oregon.gov (<http://www.oregon.gov/DHS/spd/Pages/provtools/index.aspx>).

Additionally, Discovery providers must be a qualified Vocational Rehabilitation Vendor for Job Development and/or Job Placement services. Please indicate which approved Discovery course was taken, and attach verification of contract with Vocational Rehabilitation.

Approved Discovery Course Taken	Date(s) Attended