PURPOSE AND STRUCTURE OF SERVICE:

Job Preparation is a service intended to prepare ORS clients for competitive integrated employment. This service consists of a four-week structured program (three hours, three days per week for a total of 36 hours) to address job-seeking skills, interviewing, appearance/hygiene, barriers to employment, interpersonal skills, resume development, work-history issues, work habits, and work relationships replicating a work-routine structure. The Community Rehabilitation Provider (CRP) will be authorized $1,850.

STEPS FOR IMPLEMENTATION:

1. ORS Rehabilitation Counselor discusses referral with client, facilitates a signed Release of Information, completes the ORS Referral Form, and generates an authorization for Job Preparation: $1,850. Copies of each of these forms are placed in the client’s file and a set of originals are forwarded to the vendor.

2. CRP meets with client to explain the procedures, schedule and expectations of attendance.

3. At conclusion of program, the CRP generates a report using ORS approved format and schedules a meeting with client and ORS Rehabilitation Counselor to review participation, progress, and identify next steps.

   Next steps can include: job placement, community-based work experience, and/or skill training. In select situations, requiring ORS Rehabilitation Counselor approval, a second Job Preparation Services can be authorized.

4. CRP will bill for Job Preparation services provided at $1,850. The invoice is pro-rated by a weekly amount—which is $462.50 per week.