

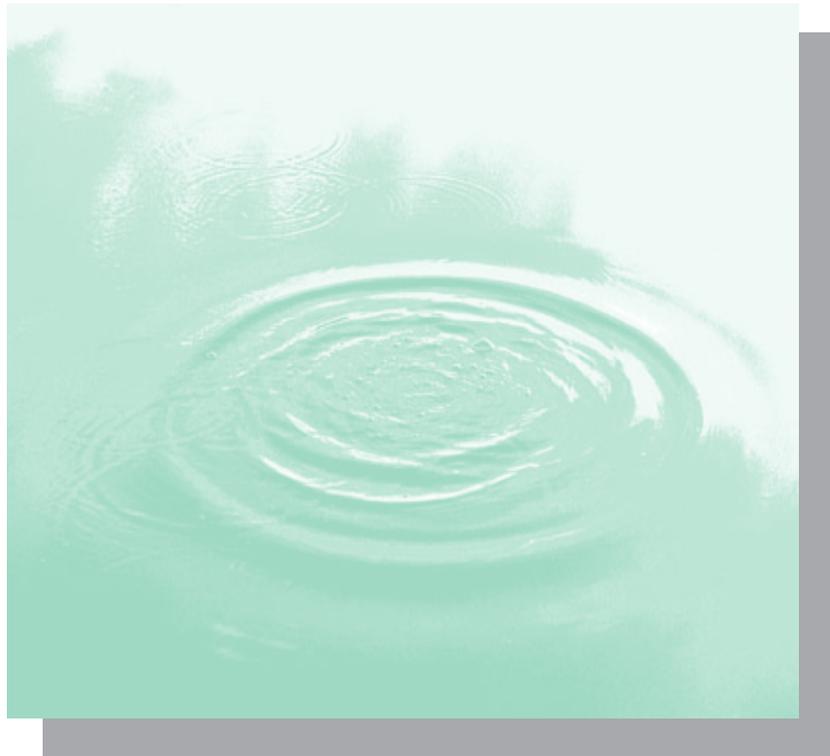


**King County**

Developmental Disabilities Division

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# **A Guide to Employment**



**A Resource for People with  
Developmental Disabilities  
and Their Families**





# King County

## **Developmental Disabilities Division**

Department of Community and Human Services

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Printed copies are available by calling the Washington Initiative for Supported Employment at 206-343-0881 or by visiting <http://www.theinitiative.ws>

### Acknowledgments:

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### Please note:

The descriptions of the employment providers are kept as close to the particular agency's own words as possible.

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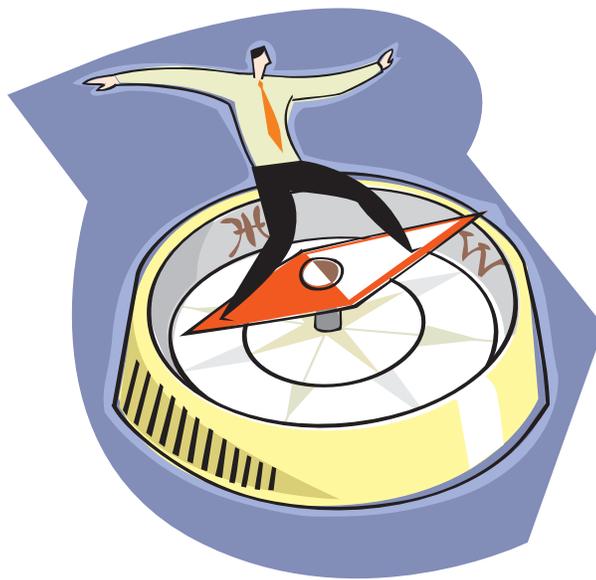
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# Introduction to Employment Support Services



## *Who is this Book for?*

This book is intended to be a helpful tool for people to get acquainted with the concept of supported employment and to learn about employment support services for adults after school age.

# Implementation of the Working Age Adult Policy in Washington State

The Working Age Adult Policy is a cornerstone of the supported employment work already under way in Washington State. The county guidelines of July 1992 have always had the implicit expectation of employment for working age people. The Working Age Adult policy is designed to make that expectation explicit. In addition, the Stakeholder Work Group (1998-2003) ratified the work of the Employment Task Force and recommended implementation of the Pathways to Employment policy in their final (2002) recommendations. Finally, there is an intensive effort on the part of the federal government to encourage employment for working age people with disabilities and to encourage schools to make employment objectives as part of every transition student's Individual Education Program.

That being said, we know that just because the Division of Developmental Disabilities has a policy on work, opportunities and performance won't change overnight. So the policy references and describes the need for a "Path to Employment." The "Path to Employment" concept recognizes that there are many "paths" that individuals may take toward employment that will improve their financial lives and give them access to relationships that are important to all of us. Individual paths will vary in length and in the elements that make them successful but the destination is always employment. In addition, regions and counties have the responsibility to determine in their plan if they are going to make provisions for any general exceptions and then to define the exceptions. If they decide not to make general exceptions, individual exceptions are an option. It is hoped, however, that we are wary of exceptions.

Work has been a powerful influence in my life and the lives of all of my friends with and without disabilities. I believe that ensuring that people with developmental disabilities have access to both the rewards and responsibilities of employment is an important and necessary public policy.

Linda Rolfe, Director   
Division of Developmental Disabilities

# YOU are the Customer!

---

People with disabilities and their families have much more say now than in the past about choosing how their employment supports are delivered and who is providing those supports. You, your family, friends, coworkers and your Employment Service Provider (*also known as an Agency or Vendor*) will work together on a plan and a written support agreement to build the supports that you need to succeed.

Taking the time to learn about what employment support options are available to you and choosing a provider is the first step toward putting you in the **driver's seat!**

The kinds of supports available to you are in place to help you have the same opportunities as your neighbors and other community members. Your employment service provider can be a "bridge builder" who helps you find friendships and build supportive relationships with coworkers, neighbors, employers and other people.

All of these employment support services and connections should help you on your pathway to secure meaningful work and the ability to live a full life in your community.

## The Planning Process

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It is important for people to take the time to plan and figure out what skills and abilities they have, as well as their interests and preferences. The time spent with planning can help considerably in making a good match with an employment opportunity.

Planning for employment begins at school! Students should have transition plans written into their IEP (Individualized Education Program). It is highly advised that students focus on vocational training and job readiness so they are ready for work when they leave school.

Planning early and focusing on employment goals while students are still in school can help create an accurate vision of employment and give students a chance to prepare for their future.

In addition to schools and teachers, employment service providers and other organizations such as the Washington Initiative for Supported Employment and the Arc of King County (*see the Other Resources section in this booklet*), as well as the individual's family and their own support networks can help people plan. Through these different options, the individual will define more clearly what needs he or she may have.

***There is no more important  
element in the process  
than PLANNING!***

# Questions to Consider

---

**Q: *What are your hopes for employment? Do you have an idea of what you want to do?***

Think about what is important to you. Is it the people you will work with? The hours? The pay? The type of work? The fun you have at the job? Your priorities will be important when you are choosing a provider.

**Q: *Do you need help in figuring out what you want in your employment future?***

Your school, family and community, chosen provider, or other advocates can help you build a plan to guide you to that future. That plan will be a guideline for you. If your needs or goals change, your plan can be redone to reflect those changes.

**Q: *Whom do you want to help you in figuring out your plan?***

It is important that other individuals who are supporting you in your efforts take part in the planning process! You need to be thinking about how your family and friends, other people from your community, your employment service provider or your Case Manager can help you meet your goals.

**Q: *What kind of help do you need now and in the future?***

Funding for employment services is limited, so it is very important that you and your family actively participate in meeting your goals. Do you just need help in finding a job, or will you need transportation training to get to work? You need to figure out what you can do for yourself, what your family can do, and what you need from others (like your employment service provider).

## Who Will Pay for your Employment Support Services?

---

The Employment Service Providers in this guide indicate the types of funding they are able to accept. These sources include private, county, state and federal resources.

**Access to funding for supported employment services is based on eligibility for services and availability of funding.** No one system will be able to cover all employment related costs, and not all funding sources will be available for each individual. Therefore, planning for employment must involve some research, education and planning.

People should apply to the Washington State Division of Developmental Disabilities, the Washington State Division of Vocational Rehabilitation, and the Social Security Administration to have access to the greatest variety of funding sources for supported employment services.

**Washington State Division of Developmental Disabilities (DDD)** authorizes payment for state funding to help people keep a job, and to help people who are not ready for competitive employment gain skills toward that goal (see “*Long-Term Support*” and *Pathways to Employment*” in the *Definitions* section of this guide). There is generally not enough state DDD funding to fund support for every DDD client and not everyone necessarily requires these services. You are encouraged to apply as early as possible.

**Washington State Division of Vocational Rehabilitation (DVR)** offers vocational counseling and can pay agencies to provide services to help people find a job and get initial training. Some of the specific services DVR provides include: vocational assessment, job placement and stabilization and transportation training (see the *Definitions* section of this guide). You can apply when you are ready to start working.

**The Social Security Administration (SSA)** offers many work incentive programs. For example, a Plan to Achieve Self Support (PASS) and Impairment-Related Work Expenses (IRWE) help people find and maintain employment. Applying for benefits allows eligible people access to financial and medical resources. You can apply anytime, though parents’ resources are considered prior to the age of 18. Many people apply the month of their 18th birthday.

**King County Developmental Disabilities Division** manages contracts with employment agencies, disperses state funds as authorized by the state, funds special projects (such as School-to-Work), pays for Employment Resource Coordination to understand how Social Security benefits relate to employment, and many other services. You are eligible for services once you become a client of Washington State DDD.

**Special Needs Trusts** are private funds set up by families, that may be used to help offset the cost of employment supports, as well as other supports and services throughout the beneficiary’s life. This money can be sheltered from resource restrictions of programs through the SSA. Information can be obtained from the Arc of Washington State regarding the Life Opportunities Trust. (Phone: 1-888-754-8798)

**Funding can be complicated** and the rules change from time to time. It is important to attend trainings (see *Arc of King County Parent Coalition* and *King County Employment Resource Coordinator listings* in the *Other Resources* section of this guide) on a regular basis, and talk with other families.

# Choosing an Employment Service Provider...

## Are You Ready?



---

### Know what you want.

- Write your questions down beforehand.

### Be positive!

- You are checking each other out to see how well you can work together.
- You want to have a good relationship with this person.

### Be clear about your needs.

- Explain your expectations as clearly as possible.
- Ask the person whether she or he can meet those expectations.

### Do you like this person?

- Do you trust him or her?
- Does she or he treat you with respect?
- How does this person present him or herself?
- How does she or he present the people they serve?

### Know what kind of questions to ask.

- The following questions are intended to assist you with getting prepared to interview an employment vendor about their employment services. These questions are only a general guideline developed to assist you with preparing for the interview process. As you prepare, you will begin to think of questions that may be more specifically related to your particular needs as a consumer. Don't hesitate to ask any question you may have during the process.

# Interviewing Your Provider

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1. Would you be willing to interview with us at our home?
2. What kind of experience do you have working with people with disabilities?
3. What kind of services do you offer? (i.e., job development, on-the-job training, follow-along)
4. Explain the different training methods the organization has used for on-the-job training and follow-along?
5. How much time will you spend working on this task? Weekly? Monthly?
6. How does your agency develop job leads for people?
7. Describe some “typical” jobs that have been developed through your agency?
8. What companies have you placed people at?
9. What is your marketing approach with a new, prospective employer?
10. How many people does this agency serve in supported employment?
11. Do you provide training for employers, employees or family members?
12. What type of feedback on job development and training do you provide for the family? How often?
13. Will I be updated weekly, bimonthly, monthly?
14. Can I call the job developer during the job search process?
15. When you are doing job development, will you provide transportation for the individual if necessary?
16. Do you help support or develop transportation services for the individual when a placement has been determined?
17. Will the job developer also provide the “on the job training” or will another individual be hired to do so (i.e. job coach, natural supports set up, co-worker trainer, etc.)?
18. How long do you usually provide job coaching for a new worker and will you set up natural supports on the job site as part of the on the job training?
19. Describe some of the factors you consider when matching an employment site and the individual.
20. What will you do if I think I am about to lose my job, or I might get fired?

# Definitions

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## Assessment / Planning

Assessment and Planning activities are meant to discover what a person's interests are, and lay out the steps needed to achieve their goals. The bottom line is that the better the plan, the more likely the desired outcome. There are many different planning processes, and you should consult with your Case Manager about which one will work best for you.

## Case Manager

At times this person is called a Case Resource Manager and he or she is your personal connection to the Washington State Division of Developmental Disabilities. Your Case Manager can tell you what supports and services are available in the community and they can authorize paid supports for you when they are available. They also coordinate the employment referral process of an individual.

## Employment Service Provider

Sometimes called a vendor or agency, this is an organization which has met the qualifications of King County and the State Division of Developmental Disabilities, and has experience and expertise in supporting people to find jobs and succeed on the job. You, as their customer, have a right to choose which agency you will use. You also have the right to change providers if you are not satisfied with their support services.

## Group Supported Employment

Group supported employment is a model that employs people with disabilities, usually doing one set of tasks, under the direction of one or more supervisors. Examples of group supported employment would be a janitorial crew, a landscape crew, or an assembly crew with other people who do not have a disability. Although this model provides the chance for more people to be employed, and may be used as an intermediate step to individual employment, the opportunity for interaction with peers without disabilities may be limited.

## Individual Employment

Individual Employment (sometimes known as Supported Employment or IE) is a way of assisting an individual in finding a job in the community, obtaining on-the-job training and helping to keep that job over the long-term. People who are in IE work in regular businesses in the community, receive the same wages and benefits, and have the same working conditions as their co-workers. IE providers or vendors also assist with transportation training and other supports necessary to employment, including replacement services if you lose your job.

# Job Coach

Sometimes the support staff person of an Employment Service Provider is called a *job coach*. This job coach can help find jobs, work with supervisors and co-workers and assist you and your family to work out the supports and training necessary to find and keep your job.

# Job Development

Employment service providers often seek out employers and assist them with their personnel needs. This can mean identifying existing jobs within a given company, carving pieces of jobs into a new position, or filling a need that has not yet been addressed. The provider may also consult with employees and management about diversity and discrimination within the workplace, or provide other services that will increase the possibility that someone with a disability will be employed there. Establishing a relationship with employers in the community, identifying needs within those companies, and providing education to the employees of those companies are all parts of the Job Development process.

# Job Placement

Once a person's interests have been identified and an appropriate job-match has been found, the next step is to get to work! Providers will have done much research about the requirements of a given job during the development phase. Using this information, the Job Coach will assist the new employee to learn the position. This is a crucial time for any new employee, and providers can assist in a variety of ways including direct training of the employee, training coworkers to provide support where needed, and even showing companies new and innovative ways to train all their employees.

# Job Stabilization

Once the new employee is working and has learned how to do the job, it is time to fine tune the placement. Many times this has more to do with relationships than skills. Good communication with coworkers and managers will help the new employee feel valued and secure in their new job. Planning for changes in job requirements, what to do about problems that may arise, or how to deal with turnover among coworkers or supervisors, are all part of making sure a person has a stable base from which to work.

# Long-Term Support / Follow-Along

The goal of the Employment Provider from the very beginning of the placement process is to fade into the background, and eventually out of the workplace entirely. Once a person is working, supports are in place, relationships have been formed, and the plan is working, the Job Coach may check in occasionally to make sure all is going well. If the employee decides she or he wants to take on more responsibility, learn a new job, or change jobs entirely, the Job Coach can re-engage to provide supports as needed.

# Natural Supports

These are the supports that are provided by friends, relatives, neighbors, co-workers and others in the community. Everyone has some natural supports in his/her life. A good support agency will help you expand your natural support network so that you have more than family members or paid support staff in your life.

# Pathway to Individual Employment

Sometimes referred to as “*Person to Person*”, Pathway to Individual Employment is an individual process whereby a person is in pursuit or maintenance of gainful employment in an integrated, community based environment, or engaged in self-employment. This pathway is based on an employment plan specific to the individual’s interests, strengths, gifts, talents, and support needs. Each individual’s plan shall demonstrate measurable progress toward obtaining or maintaining community based employment or self-employment. Once employed, the pathway continues as a career path.

# Pre-Vocational Services

Pre-vocational Services include employment training and skill building for individuals with these support needs. Typically, these services occur in a more segregated setting. Many organizations are moving away from providing this service, or are combining this service with a community component.

# School to Work

King County’s “School-to-Work Project” is designed to help students leave school with a job and a seamless transition to adult services at age 21. Beginning in the summer prior to their last year of school, students may receive overlapping services from their school district and their chosen supported employment agency. The school and agency staff work together to find a student a job before the end of the school year.

In order to participate, a student must be a client of Washington State Division of Developmental Disabilities, apply for services through Washington State Division of Vocational Rehabilitation and submit a completed School-to-Work Project application to King County. Students and their parents or providers need to commit to the goals of helping a student to:

- 1 Find a job (paid by the employer in a community setting);
- 2 Practice community-based transportation options before they leave school;
- 3 Work with a benefits planner to learn about the impact of employment on their benefits and services (Social Security, Medical, Housing, etc.); and
- 4 Work to identify funding sources for employment supports which may be necessary for continued stability on the job after the student leaves school.

# Acronyms and Symbols

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APS	Adult Protective Services
CA	Community Access
CPC	Child Protective Services
CRU	Complaint Resolution Unit
DDD	Division of Developmental Disabilities
DRW	Disability Rights Washington (was WPAS)
DSHS	Dept. of Social & Health Services
DVR	Division of Vocational Rehabilitation
IE	Individual Employment
IEP	Individual Education Plan
IRWE	Impairment-Related Work Expense
ISP	Individual Service Plan
OSPI	Office of the Superintendent of Public Instruction
POC	Plan of Care
PASS	Plan to Achieve Self-Support
PVS	Pre-Vocational Services
RCW	Revised Code of Washington (State Law)
SSA	Social Security Administration
SSDAC	Social Security Disabled Adult Child Benefits
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
WAC	Washington Administrative Code
WPAS	Washington Protection and Advocacy (now DRW)

The following acronyms tell you what services each Agency offers.

<b>CA</b>	Community Access (for retired individuals age 62 and older)
<b>GSE</b>	Group Supported Employment
<b>IE</b>	Individual Employment
<b>PIE</b>	Pathway to Employment
<b>PVS</b>	Pre-Vocational Services /Specialized Industries
<b>S2W</b>	School to Work

# Employment Service Providers



# AtWork!

CA  
GSE  
PIE  
PVS  
S2W

690 NW Juniper  
Issaquah, WA 98027  
Phone: (425) 274-4002 Fax: (425)274-4010,  
[www.atworkwa.org](http://www.atworkwa.org)  
Contact: Wendy Randall, [wendyr@atworkwa.org](mailto:wendyr@atworkwa.org)

**MISSION STATEMENT:** To help people with disabilities be productive, integrated and contributing members of their communities.

**SERVICES PROVIDED:** AtWork!'s services assist individuals with disabilities to get jobs by offering:

- Individual planning to identify goals and services needed to help get and keep jobs
- Employment Consultants assisting and representing individuals to career-oriented community resources.
- Employment profile or resume development.
- Job attainment and retention services based on hiring negotiation with potential community employers for a job customized to individuals' interests and strengths.
- Customized employment processes facilitated through a blend of services, supports, and resources coordinated to meet individual needs.
- Work habits and skill development in AtWork!'s facilities and in community resources
- Paid work training through in-house manufacturing and packaging centers, and on production crews providing janitorial, landscaping, and recycling in the community.
- Community Access for individuals age 62 or older.
- Assistance in resource identification of community based opportunities and supports available to create meaningful experiences
- Education and consultation services to community employers on employment support and disability diversity issues

## **FUNDING SOURCES ACCEPTED:**

King County Developmental Disabilities Division, DVR, SSA, School District, Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

A maintenance assistant position at the University Bookstore; bakery assistant with Fred Meyer; an individual was transferred within the King County Library System, providing career development and personal growth; a full-time dishwasher at a large, upscale restaurant; and an individual was hired as an assistant at a local physical therapy office, where she sets up and cleans therapy beds, as well as various other duties.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

AtWork! offers a unique range of comprehensive services to assist individuals gain employment, and productive community involvement. Collaboration with other service providers occurs in a new productive way through a flexible braid of strategies, services, and supports designed to increase employment options for people with distinctive circumstances.

# *Cares of Washington*

IE  
PIE  
S2W

1833 N 105th St, STE 201  
Seattle, WA 98133  
Phone: (206) 938-1253 Fax: (206) 935-0949  
[www.caresofwa.org](http://www.caresofwa.org)  
Contact: Gary Banis, [gbanis@caresofwa.org](mailto:gbanis@caresofwa.org)

## **MISSION STATEMENT:**

CARES of Washington partners with employers to develop a diverse workforce of effective employees. We provide individualized services that empower people with disabilities to reach their full potential.

## **SERVICES PROVIDED:**

CARES of Washington provides Independent Employment, Person to Person, assessment and School-to-Work services. Services include: Vocational Counseling, Job Readiness Training (resume writing, interview skills, application completion, using the internet and other job resources), Skills Assessment, Job Placement Assistance, Follow-up Support, Resource Materials and Development, Job Accommodation Advice, Educational Counseling.

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Department of Services for the Blind
- Federal Grants
- Private Pay/Private Insurance

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Office assistant, child care provider, Seatac Airport janitor, Qwest field attendant, relocation specialist, mail room clerk and prep cook.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

CARES staff works to create a network of support which helps people with disabilities achieve their employment and community participation goals. Participants involved in volunteer and employment settings build life-long connections to the people they meet. They benefit from increased self-sufficiency, and improved quality of life. The community benefits from the diversity of talents, ideas and perspective, which our participants offer. Employers gain valuable employees who contribute to the success of their business. Everyone benefits from the strength of the friendships and mutual support that develops from these connections.

# Centerforce

GSE  
IE  
PVS

5204 Solberg Drive SW

Lakewood, WA 98499

Phone: (253) 584-1001 ext. 218, Fax: (253) 581-4741

[www.centerforce.net](http://www.centerforce.net)

Contact: Linda Barnard, [lindab@centerforce.net](mailto:lindab@centerforce.net)

## MISSION STATEMENT:

The purpose of CenterForce is to assist individuals with disabilities achieve their optimum level of employment and community living. CenterForce shall endeavor to provide individuals with the skills and opportunities to become productive members of their community.

## SERVICES PROVIDED:

We provide a full range of vocational services that include:

- Pre-Vocational, Group Supported, and Person to Person pre-employment training programs; assisting clients to develop skills needed to become competitively employed.
- Individual Employment program which focuses on assisting clients to become competitively employed and maintain that employment in the community.

## FUNDING SOURCES ACCEPTED:

- DVR
- King County Developmental Disabilities Division
- School District Contracts
- Private Pay

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

Auto Maintenance, restaurant support staff, retirement centers assisting activity director, retail merchandise receiving, grocery store cashiering, shipping & receiving, DMO, Costco stocking, office assistant, laundromat customer service, merchandise display/handlers, janitorial, fast food, golf driving range attendant, movie box office attendant, RV detailing.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

Creative community employment, working individually with each client on their goals from pre-employment training up to their placement in their choice of competitive employment.

# ***Cliffside Vocational***

**GSE**

**29923 34th Avenue South, Dept. 13  
Auburn, WA 98001  
Phone: (206)227-8346 Fax: (253) 946-0758  
Contact: Terry Burke, burketa@qwest.net**

## **MISSION STATEMENT:**

The purpose of Cliffside Vocational is to provide work training with a specific focus on the outcome of competitive and/or supported employment. The work program will enhance personal self-esteem, develop desirable worker characteristics and provide wage-earning opportunities.

## **SERVICES PROVIDED:**

Cliffside Vocational provides vocational evaluations and assessments, job skills training, feedback, goal setting, job search, development, and placement into a janitorial work crew.

## **FUNDING SOURCES ACCEPTED:**

- King County Developmental Disabilities Division
- Janitorial Maintenance Contracts

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Custodial Positions

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

Cliffside Vocational operates its own custodial crews for participants who may need long term supported employment training.

# **Community Psychiatric Clinic**

## **Stepworks Vocational Program**

PIE  
S2W

4120 Stone Way N.  
Seattle, WA 98103  
Phone: (206) 545-2400 Fax: (206) 545-2401  
[www.cpcwa.org](http://www.cpcwa.org)  
Contact: Kelli Nomura, [knomura@cpcwa.org](mailto:knomura@cpcwa.org)

### **AGENCY DESCRIPTION:**

CPC provides employment services through the Stepworks Enterprises, which is a group of agency operated businesses. Stepworks offers individual and group supported employment opportunities, which include individualized and customized services designed to place and support clients in community employment.

### **SERVICES PROVIDED:**

Trial Work Experience	Vocational Assessment
Job Development and Placement	Supported Employment
Transitional Employment	Job Retention Services
Job Coaching	

### **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan for Achieving Self-Support)
- IRWE (Impairment-Related Work Expense)
- WDC Homeless Intervention Project
- Private Pay

### **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Food Service	Courtesy Clerk
Packaging Produce	Print Cartridge Recycling
Janitorial	Parking Attendant
Retail Stocking	Dishwasher
Cashier	

### **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

The Stepworks Program at CPC provides specialized vocational services to individuals whose primary disability is a mental health condition. This includes individuals that have a dual condition of mental health and other disabilities, including developmental disabilities. Stepworks works differently with dual diagnosed individuals and is unique in this regard.

# Community Trades and Careers

IE  
PIE  
S2W

17962 Midvale Avenue, Suite 232, Shoreline, WA 98133

Phone: (206) 542-8605 Fax: (206) 546-0305

Toll Free: 1-800-658-0622

[www.sunrisecommunityliving.com](http://www.sunrisecommunityliving.com)

Contact: Jeff Custer, [jeff@sunrisecommunityliving.com](mailto:jeff@sunrisecommunityliving.com)

## MISSION STATEMENT:

To offer comprehensive services that empower people to discover their potential, develop a career path and engage in community life.

## SERVICES PROVIDED:

CTC was established in 1987 as a division of Sunrise Services. Our individual employment service program is a community-based combination of services designed to develop, enhance, and promote employment, taking into consideration each individual career choice. Specific services offered are all pre-employment job search skills, job development, job coaching and retention services, bus training, interview skills, resume writing, and development of volunteer jobs in conjunction with "Pathways to Employment".

## GEOGRAPHICAL SERVICE AREA/S:

King County: East to Redmond, Seattle north of the Seattle Center, and Shoreline to the King/Snohomish County line.

## FUNDING SOURCES ACCEPTED:

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- School funding
- Private Pay

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

Jobs developed include retail clerk, library page, courtesy clerks, office clerk, and child care provider.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

We work with quite a few dually diagnosed participants. We specialize in job carving/creating jobs based on the individual's unique strengths and abilities. Our "Pathways to Employment" participants consist mostly of individuals with severe disabilities and those recently transitioned back into the community.

# ***Eastside Employment Services***

IE  
PIE  
S2W

**1215 120th Avenue NE  
Bellevue, WA 98005  
Phone: (425) 453-0676 Fax: (425)453-0338  
www.eside.org  
Contact: David Schlesinger, dschlesinger@eside.org**

## **AGENCY DESCRIPTION:**

Eastside Employment Services (EES) has been developing and supporting employment opportunities for individuals with developmental disabilities since the early 1980's.

## **SERVICES PROVIDED:**

EES provides a range of services including:

- Employment planning
- Job Development.
- Job Coaching.
- Ongoing Support Services.
- Replacement Services.
- Pathways to Employment.

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Participants have recently obtained positions with:

Toys R Us, Starbucks, Children's Hospital, City of Seattle, Merrill Gardens Organics to Go, Fred Meyer.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

EES has staff who are among the most experienced in the field. As a result, EES has a history of being one of the most successful organizations in the County. In addition, we have staff who are fluent in Vietnamese, Cantonese, and Mandarin.

# ENSO

PIE  
S2W

16300 Christensen Road, Suite 104  
Seattle, WA 98188  
Phone: (206) 829-2001 Fax: (206) 829-2005  
www.enso.ws  
Contact: Erin Treiber, erin@enso.ws

## MISSION STATEMENT:

Promoting individualized community employment for people with developmental disabilities through innovative, self-directed services.

## SERVICES PROVIDED:

ENSO offers state of the art employment supports throughout the state of Washington by using an individualized planning process, choice in design of individualized supports/implementation strategies, and personalized resource development.

Individuals can participate in crafting their plan for employment by developing their support services. We can help by offering:

- **Person-Centered Employment Planning or Group Employment Planning**
- **Personal Agent (PA) Services** - Team and Resource Development, Guidance Implementing one's employment plan and self-directing support services.
- **Purchasing Individualized Employment Services**- Through ENSO, individuals can purchase employment support services, i.e. job development or job coaching, from a person(s) of their choice. ENSO provides oversight and management of this unique service.

## FUNDING SOURCES ACCEPTED:

King County Developmental Disabilities Division, SSA: PASS & IRWE, Private Pay

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

ENSO provides its services through a unique process of self-selected supports. Individuals select and hire their own job developers and job coaches. Some of our participants have chosen to pursue careers in the following fields of interest:

Self-employment positions including professional landscaper, film producer, artist, dog walker, embroidery, shredding. Other community jobs including veterinary assistant/animal care provider, child care assistant, retail clerk/retail support staff, dishwasher/bus-person in the restaurant industry, grocery courtesy clerk, and mail room support staff/mail delivery.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

ENSO's Personal Agents assist individuals in clarifying their unique employment goals, and in supporting the individual to select and hire customized employment supports of their choice. Recognizing that relationships are a key element to individual success, we encourage team involvement from the individual's family, friends, and community.

# **Highline Community College**

## **Community & Employment Services**

CA  
IE  
PIE  
S2W

PO Box 98000 MS 99-180, Des Moines, WA 98198-9800 (mail)  
23835 Pacific Highway South, Kent, WA 98032 (location)  
Phone: (206) 878-3710 ext. 3349 Fax: (206) 878-7247  
web site: <http://flightline.highline.edu/ces>  
Contact: Judy Perry, [CommunityEmployment@highline.edu](mailto:CommunityEmployment@highline.edu)

### **MISSION STATEMENT:**

To provide comprehensive and inclusive supported education and vocational training for students with disabilities that result in the identification of a clear career path and successful employment placement in businesses that offer industry standard wages, full benefit packages and opportunity for advancement.

### **SERVICES PROVIDED:**

The focus of Community & Employment Services is to facilitate community participation and meaningful contribution through competitive employment. A variety of strategies may be used to assist in reaching one's vocational goals. These may include assessment, job sampling, practice interviews, internships or classroom experiences. Once an individual is employed, we provide pre- and post-hire support and retention services to both the participant and the employer to ensure success on the job. Highline also serves individuals whose path to employment may be longer and require more extensive supports and creative strategies for job placement or ongoing supports. This program, called Pathways to Individual Employment, in keeping with the statewide Working Age Adult policy, builds employment skills for all participants.

### **FUNDING SOURCES ACCEPTED:**

DVR, King County Developmental Disabilities Division, State of WA, SSA: PASS & IRWE, DSB, Schools, Private Pay

### **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Highline Community College CES has developed many jobs in the last year in various areas. These jobs have been in large and small businesses, both private and public sector.

### **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

As part of a community college, we offer a unique blend of services to individuals with disabilities seeking to improve their skills, identify their career goals, or find community employment. Through individualized planning we can assist students to create a career path that fits. Creative solutions, partnerships, and links with other HCC programs provide a wide range of options for student success.

One of Highline's newest programs is the Bridge Transition Program, a post-secondary transition program for students with disabilities, age 18-21, referred from local, partnering school districts. The Bridge Transition Project provides individualized learning opportunities for students in an age-appropriate, inclusive community college setting with the goal of exiting the K-12 school system with paid employment outcomes.

# Northwest Center

GSE  
IE  
PIE  
PVS  
S2W

PO Box 80827, Seattle, WA 98108  
7272 West Marginal Way S, Seattle, WA 98108  
Phone: (206)285-9140 Fax: (206)286-2300  
[www.nwcenter.org](http://www.nwcenter.org)  
Contact: Virginia Burzotta, [vburzotta@nwcenter.org](mailto:vburzotta@nwcenter.org)

## **MISSION STATEMENT:**

To promote the growth, development, and independence of persons with disabilities through programs of education, rehabilitation and work opportunity.

## **SERVICES PROVIDED:**

Northwest Center is the largest and most comprehensive service provider for people with disabilities in Washington State, providing a critical blend of therapy, education, training and job placement services that will address their needs.

NWC provides referrals for vocational testing, resume creation - written, video or portfolio, interview skill building, training on filling out job applications, trial work experiences, job sampling & job tours, job development, job carving, job placement and stabilization, ongoing support & job retention, and transitional employment services.

**FUNDING SOURCES ACCEPTED:** DVR, King County Developmental Disabilities Division, SSA, Labor and Industries, School District Funding, Scholarships, Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Our job developers are persistent and creative. They work with our clients and employers to determine their needs in order to generate the best outcome for all. The most recent jobs that have been developed include a floor attendant at an athletic club, office and production assistants, stockperson, mail room worker, library page, and child care worker. Other jobs, which have been carved to meet the specific needs of our clients include: cardboard box destruction and assembly of marketing folders.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

Northwest Center offers varied options for people interested in obtaining employment within the community. Initially our clients are assessed to determine their vocational interests and then the best level of support is constructed to help them become as independent in their workplace as possible. NWC has opportunities for job placement through three different areas: individual employment, group supported employment and person-to-person support. At NWC our job developers and job coaches have moved away from the cookie cutter approach, we look at each person's interests in depth to create a viable employment placement plan. It is this type of individualized service that makes NWC unique.

# PROVAIL

IE  
PIE  
S2W

3670 Stone Way North  
Seattle, WA 98103-8004  
Phone: (206) 826-1053 Fax: (206) 826-1153  
[www.provail.org](http://www.provail.org)  
Contact: Gina Solberg, [ginas@provail.org](mailto:ginas@provail.org)

## **AGENCY DESCRIPTION:**

PROVAIL Employment Services strives to create and support employment opportunities for individuals with developmental disabilities. We assist individuals in exploring a customized career path which focuses on strengths and interests. We promote building strong relationships with the community and advocate for increases in job responsibilities, wages, hours and benefits.

## **SERVICES PROVIDED:**

Individual Employment  
Pathways to Individual Employment

## **GEOGRAPHICAL SERVICE AREA/S:**

King County and South Snohomish County

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- Snohomish County Developmental Disabilities
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Mail clerk, call representative, loader, sampler, courtesy clerk, appointment setter, dietary aide, promotions crew member, stocker.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

PROVAIL supports people with varying abilities in their job search and specializes in tailoring services to the individual.

# ***Puget Sound Personnel, Inc.***

IE  
PIE  
S2W

50 - 116th Ave SE, Suite 211, Bellevue, WA 98004

Phone: (425) 562-1231 or 1(800) 294-7970

Fax : (425) 562-1439

www.pspwork.com

Contact: Cathy Ann Mallman, Program Manager

cathyann@pspwork.com

Sara McIlvaine, M.Ed., Executive Director

sara@pspwork.com

## **AGENCY DESCRIPTION:**

**Meaningful, Career-Oriented Placement with the Highest Salary and Benefits.** Since 1983, PSP has helped people with disabilities gain independence and personal pride by finding rewarding work in the community. We take the time to listen to each person's needs and interests to create a specialized career plan. Then, in partnership with such companies as Microsoft, Seattle University, Starbucks, Xerox and Eurest, we develop career-oriented jobs that consistently bring among the highest salaries and benefits in the area.

## **SERVICES PROVIDED:**

**All the Help You Need to Succeed.** We will provide whatever assistance or training is needed to find and maintain employment success for people with disabilities, including individuals with more significant physical disabilities. Our personalized services include: self-directed career planning, on-the-job tryouts, resume preparation, custom job development, on-the-job training, workplace orientation, co-worker training, career-oriented volunteer placements, plus ongoing follow-up and support.

## **FUNDING SOURCES ACCEPTED:**

DVR, King County Developmental Disabilities Division, State of Washington, SSA: PASS (Plan to Achieve Self-Support), IRWE (Impairment-Related Work Expense), Private Pay.

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

**We Develop Career Positions.** Through our ongoing relationships and contacts in the business community, we are able to develop jobs tailored to an individual's preferred career path. Some of the recent jobs we have developed include clerical opportunities with Microsoft, the City of Seattle and the City of Kirkland; customer service positions in Starbucks, Office Max and Best Buy; and warehouse support jobs with companies such as SanMar.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

**Our Long-Term Career Development Support Ensures Customer Satisfaction and Success.** When you choose PSP, we'll be your career development partner over the course of your work life. If your employment needs or career ambitions change, we'll be there. If shifts in the local economy or a company's workforce adversely impact your job, we'll be there. Our role is to provide the ongoing support, corporate contacts and guidance you need to realize your employment goals, and to assure continuing satisfaction and success in the workplace.

# **Mainstay**

## **at Seattle Central Community College**

IE  
PIE  
S2W

**1801 Broadway North Plaza, Suite 101**

**Seattle, WA 98122**

**Phone: (206) 587-3813 Fax: (206) 287-5533**

**<http://seattlecentral.edu/mainstay>**

**Contact: Katie Douglas, [kdougl@sccd.ctc.edu](mailto:kdougl@sccd.ctc.edu)**

**Alison McCormick, [amccor@sccd.ctc.edu](mailto:amccor@sccd.ctc.edu)**

### **MISSION STATEMENT:**

Mainstay's mission is to assist and support people with disabilities in reaching financial and personal independence by gaining employment in the competitive work place. Mainstay's vision is to enhance opportunities for job seekers while highlighting their individual choice.

### **SERVICES PROVIDED:**

**Job Seeker Services:** Vocational Exploration, Vocational Interest Survey, Vocational Assessment, Job Development, Interview Skills Development, Job Search Assistance, Resume Writing, Individualized Job Skills Training, Individualized On-the-Job Long Term Support.

**Employer Services:** Workplace Functional Analysis, Individualized Job Accommodations, Disability Awareness and Education, Assistance with Job Training and Supports/Co-Worker Training.

### **FUNDING SOURCES ACCEPTED:**

DVR, King County Developmental Disabilities Division, State of WA - DSHS, School Districts/Private Schools, Department of Services for the Blind, SSA: PASS (Plan to Achieve Self-Support), IRWE (Impairment-Related Work Expense), Private Pay

### **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Through our cultivated relationships with local employers Mainstay has developed an array of employment opportunities that represent our diverse economy. Mainstay takes pride in developing jobs in which people can earn a livable wage and include employee benefits that promote a healthy lifestyle. A sampling of such positions includes: hospitality industries, public sector positions, office supports, packaging/assembly, and service industries.

### **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

Mainstay is located in the heart of Seattle's Central District on Broadway. Mainstay, as part of Seattle Central Community College, promotes full inclusion, diversity and accessibility. Mainstay employees are hired through the community college system and as such are highly qualified for their positions. Each of our staff members have been educated and made their life careers the field of disabilities. Mainstay is proud of our team that includes employees who are fluent in various languages including, American Sign Language (ASL), Cantonese, Tigrigna, Arabic and German.

# Seattle Lighthouse for the Blind

GSE

2501 S. Plum St.  
Seattle, WA 98144  
Phone: (206) 322-4200 Fax: (206) 329-3397  
www.seattlighthouse.org  
Contact: Jodie O'Flaherty, joflaherty@seattlelh.org

## MISSION STATEMENT:

To create and enhance opportunities for independence and self sufficiency of people who are blind, Deaf-Blind and blind with other disabilities.

## SERVICES PROVIDED:

On-site employment; employment at base service supply stores (off-site); evaluation services; job coaching; computer training for blind employees; computer training for Deaf-Blind employees and community members; Independent Living skills training for Deaf-Blind employees and community members; and Orientation/Mobility (O&M) training.

Supported Employment Program: (on-site) provides the following job coaching, training, and support services for employees who are blind with developmental disabilities:

- Evaluation for referred individuals
- One-to-one training
- Job development
- Adaptation of jobs to individual capabilities
- Supportive mechanisms to assist in task completion
- Strategies for effective communication
- Positive behavioral support
- Independent living skills training as related to success on the job
- Orientation/Mobility (O&M) Training

## FUNDING SOURCES ACCEPTED:

Much of the Lighthouse's programming is funded through community support. We rely on financial contributions from local corporations, foundations, service organizations and individuals. In addition, the Lighthouse receives funding from King County to provide support to those employees served through our Supported Employment Program. Department of Services for the Blind, DVR, and private pay are also funding sources that are utilized on an individual basis, depending on services requested.

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

We have a wide variety of jobs, including assembling, sorting, labeling, packing, manufacturing, and machining items for a variety of customers.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

We specialize in providing accommodations that work for blind and low vision employees in our manufacturing and office settings. In addition, we are the largest employer of Deaf-Blind people in the United States.

# **Sound Mental Health** (formerly Seattle Mental Health)

IE  
PIE

1600 East Olive Street, Seattle, WA 98122

Phone: (206) 302-2200

www.smh.org

Contact: **Seri Madgett, Serim@smh.org,**  
**David Perry, DavidP@smh.org**

## **MISSION STATEMENT:**

Every individual has the right *to maximize their independence* through the acquisition and maintenance of meaningful employment and to have the supports necessary to succeed or to progress to that goal.

## **SERVICES PROVIDED:**

Our service design is supported, competitive, individual employment achieved through our PAID design.

**P: Prepare:** Individuals need to know what they are getting into and how it will affect them. Objectives are developed to assess employment limitations as they relate to motivation, disability symptoms, cognitive and physical abilities, skills, work history, and life context.

**A: Assess:** Activities are tailored to meet individual needs and include assessments in the community and career planning.

**I: Integrate:** Employment must link with the goals in their employment plan. Employment goals are usually most successful when the support system is closely involved in the rehabilitation process.

**D: Develop:** All aspects of job development and job search instruction, this includes but is not limited to on the job support, basic work skill education, and job retention services.

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Private Pay
- Medicaid (if enrolled in SMH for mental health concerns)

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

We are very excited about our recent partnership with a local camp that provides a large variety of employment opportunities.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

Our specialty is in serving clients with mental health and behavioral concerns.

We serve all of King County from four geographic regional sites: Eastside, City of Seattle, Tukwila, and Auburn/Kent. The main hubs for other additional supports for clients with developmental disabilities are our Tukwila and Capitol Hill sites.

# Shoreline Community College

PIE

16101 Greenwood Avenue N.  
Seattle, WA 98133  
Phone: (206) 546-5823 Fax: (206)533-5109  
<http://www.shoreline.edu/cip.html>  
Contact: Rosemary Dunne, [rdunne@shoreline.edu](mailto:rdunne@shoreline.edu)

## MISSION STATEMENT:

Shoreline Community College's Community Integration Program (CIP) supports the college's mission of serving its diverse community by providing comprehensive individualized services to students with disabilities. Students are supported in the pursuit of gainful employment in integrated settings through skill development, education and fostering of community connections.

## SERVICES PROVIDED:

Academic Support; Technology Support; Independence Training; Campus Integration; Career Goal Setting; Skill Development; Financial Aid Support; On Campus Job Exposure; Personal Care Services.

## FUNDING SOURCES ACCEPTED:

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Department of Services for the Blind
- Private Pay

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

Shoreline Community College is an educational facility that prepares adults for the world of work through skill development, education and fostering of community connections.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

The Community Integration Program at Shoreline Community College is unique in that it provides opportunity for students to be main streamed into college classes. It also provides opportunity for students to access the campus activities and services. Both of these opportunities develop skills, increase independence and foster connections for the world of work.

# **SKCAC Industries**

GSE  
IE  
PVS

19731 Russell Rd S.  
Kent, WA 98032-1117  
Phone: (253) 395-1240 Fax: (253) 395-1243  
www.skcac.com  
Contact: Debbie Meyers, [debbie@skcac.com](mailto:debbie@skcac.com)

## **MISSION STATEMENT:**

Empowering people with developmental disabilities through gainful employment opportunities.

## **SERVICES PROVIDED:**

Specialized Industries Employment  
Individual Employment

## **GEOGRAPHICAL SERVICE AREA/S:**

South King County

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: IRWE (Impairment-Related Work Expense)
- SSA: PASS (Plan to Achieve Self-Support)
- Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Various packaging and assembly jobs for on-site work.  
Personalized job placement based on the individual and their chosen employment goal.

Examples: clerical work, custodial work, retail, restaurant.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

Currently focused on transition from sheltered employment into community jobs.

We strive to provide individualized planning and development of jobs, meeting the employment goals for each job seeker.

# ***Sound Employment Services***

IE  
PIE  
S2W

709 NE Northlake Way  
Seattle, WA 98105  
Phone: (206) 634-3459 Fax: (206)634-2043  
Contact: Carole Holleman, cholleman2002@yahoo.com

## **MISSION STATEMENT:**

To support persons with disabilities to secure and maintain employment.

## **SERVICES PROVIDED:**

We provide employment assessment, employment skills training, job development, job placement, job coaching, follow-up support/consultation to assist in job retention and career growth and co-worker training/support. We also offer bus training, resume writing, interview skills, and clerical technical skills assessment.

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Private Pay

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Clerical, mail room, retail (stocker, courtesy clerk), food service, custodial, day care, animal caretaker, and warehouse.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

The majority of the clients we work with are persons with developmental disabilities. We also work with individuals who have other disabilities such as physical, mental, and emotional disorders, etc.

# *Trillium Employment Services*

IE  
PIE  
S2W

PO Box 206  
Auburn, WA 98071-0206  
Phone: (253) 735-1553 Fax: (253) 735-0494  
[www.trillium.org](http://www.trillium.org)  
Contact: Trish Borden, [trish@trillium.org](mailto:trish@trillium.org)

## **MISSION STATEMENT:**

To promote inclusive community and employment opportunities.

## **SERVICES PROVIDED:**

Individuals with disabilities who seek employment in the community can receive assistance from Trillium in several areas:

- Assessment or Planning. We can help you target your desired type of employment.
- Job Development. We will work with you to find a job.
- Job Coaching. We will work with you at your place of employment to ensure you learn to do your job effectively.
- Job Retention. We will work with you and the employer to ensure you maintain your job for at least the first 90 days.
- Ongoing Support Services. Those eligible for this service through the Division of Developmental Disabilities (DDD) and King County will receive job retention services for the duration of employment.
- Replacement Services. Those eligible for this service through DDD and King County will receive job replacement services if they become unemployed.
- Pathways to Employment. If you are not sure what you would like to do or what supports you might need to keep a job, we can help you implement a path to employment.

## **FUNDING SOURCES ACCEPTED:**

DVR, King County Developmental Disabilities Division, Pierce County Developmental Disabilities, SSA: PASS (Plan to Achieve Self-Support) and IRWE (Impairment-Related Work Expense), Department of Services for the Blind, Private Pay.

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Some examples of jobs we developed recently are shipping records clerk at a manufacturing plant, service porter at a car dealership, yardman at a lumberyard, locker-room attendant at a gym, sales floor assistant at a retail store, food court attendant at the airport and clerk assistant for the federal government.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

We have a strong team of Employment Consultants who have years of experience in job development and coaching. Each person served by Trillium draws upon this wide experience and skill base to achieve his/her individual goals. We are able to work with applicants who are deaf, as we have a staff member who is proficient in American Sign Language (ASL).

# **University of Washington**

## **Employment Training Program**

IE  
PIE  
S2W

**Box 357920**

**Seattle, WA 98195-7920**

**Phone: (206)543-6387 Fax: (206)543-4779**

**www.uwetp.org**

**Contact: Pat Brown, Ed. D., pabrown@u.washington.edu**

### **MISSION STATEMENT:**

To create and support mutually beneficial relationships between people with disabilities and the businesses that hire them.

### **SERVICES PROVIDED:**

Comprehensive vocational assessment, job development, job placement and training, long-term support.

### **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- Department of Services for the Blind
- Private Pay

### **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

We will develop any job which suitably matches our clients' skills and interests. Recent job placements include: Office Assistant, Retail Clerk, Ticket Taker, Courtesy Clerk, Library Page, Child care Assistant, Gardener Aide.

### **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

We specialize in developmental and cognitive disabilities (e.g. Autism, Asperger's Syndrome, Down Syndrome, TBI).

- UW ETP has been providing employment support to people with developmental disabilities longer than any other agency in King County—30 years.
- Most UW ETP staff have 10 + years experience with the program.
- Most UW ETP staff have Master's degrees and years of experience working in the disabilities field.
- Our Job Station program provides clients with real-work experience during the assessment process.
- UW ETP is part of both the Department of Rehabilitation Medicine and the Center on Human Development and Disability (which includes the Experimental Education Unit and Autism Center).
- UW ETP is located in the Center for Technology and Disabilities Studies (CTDS), which also includes the Washington Assistive Technology Act Program (WATAP).

# Vadis

IE  
PIE  
S2W

**723 SW 10th St, Suite 200  
Renton, WA 98055  
Phone: (425) 264-0888, Fax: (425) 264-1498,  
www.vadis.org  
Contact: Bonnie Shultz, bonnie@vadis.org**

## **Mission Statement:**

The mission of Vadis is to provide people with disabilities opportunities and experiences to fulfill their economic and human potential.

## **Services Provided:**

When exploring your options, consider an organization that listens to you and works for you. We honor each person's choices, skills and interests through person centered vocational planning. Vadis tailors services to each person's interests, skills and needs. We work in partnership with participants, families, residential providers and the community to help people reach their highest potential.

Our Individual Employment services have a reputation of quality employment, high wages and long-term job retention. Our job match process is exemplary. We partner with businesses to create successful employment opportunities. For over a decade we have offered training to businesses in the community to assist them in supporting their employees with disabilities.

Our Person to Person services offer people the opportunity to contribute to their community in a meaningful way, while gaining the skills needed for their future careers.

## **Funding Sources Accepted:**

- DDD/County
- SSA: PASS (Plan to Achieve Self-Support)
- IRWE (Impairment-Related Work Expense)
- DVR
- Private Pay (including insurance)

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

It all depends upon the skills and interests of each person we serve. Once we learn the types of jobs that would match a person's skills and interest, we think of ways to assure success such as negotiating for modifications and accommodations. Vadis develops full and part-time jobs, both paid and volunteer. Just a few of the most recent matches we have made are in the areas of office work, manufacturing, retail and social services.

## **WHAT MAKES YOUR AGENCY UNIQUE?**

We provide services one person at a time. And we know what we are doing.

# **Washington State Employment Security Job Connection**

IE  
S2W

2531 Rainier Avenue S.  
Seattle, WA 98144  
Phone: (206)721-6056, Fax: (206)721-5995  
Contact: PJ Connell, pconnell@esd.wa.gov

## **MISSION STATEMENT:**

To assist individuals with physical, mental and emotional challenges to obtain and retain employment in the community. We strive to connect people with disabilities to jobs that will utilize their strengths and talents while reasonably accommodating their limitations. We believe that everyone has the right to determine his or her own vocational goals. Our aim is to provide participants with the necessary vocational information and tools they will need to be afforded the greatest chance for successful job search and rewarding work experience.

## **SERVICES PROVIDED:**

Developing and conducting trial work experiences, developing competitive employment positions, job coaching, bus training, and long-term retention services.

## **FUNDING SOURCES ACCEPTED:**

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)  
IRWE (Impairment-Related Work Expense)

## **WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?**

Labeler, teaching assistant, shop helper, entry-level clerk, laundry attendant, courtesy clerk, and custodian.

## **DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?**

By assessing each individual's strengths we are able to determine their skills, personal attributes, and value to a work environment, producing an excellent job match. The Job Connection ensures that the duties individuals perform on their jobs make a contribution to their work team and the company as a whole. We have found that this method leads to the most stable employment situation and true integration at the job site.

# WORK OPPORTUNITIES

GSE  
IE  
PIE  
PVS  
S2W

6515 - 202nd Street SW, Lynnwood, WA 98036  
Phone/TTY: (425) 778-2156, Fax: (425) 670-1459  
[www.workopportunities.org](http://www.workopportunities.org)

Contact: Phil McConnell, [phil@workopportunities.org](mailto:phil@workopportunities.org)  
Carrie Burnam, [carrie@workopportunities.org](mailto:carrie@workopportunities.org)

## MISSION STATEMENT:

To promote self-determination, self-respect, and valued participation in the community for people with disabilities.

## SERVICES PROVIDED:

Work Opportunities has over 40 years of assisting persons with developmental disabilities in finding terrific jobs and supporting them at their workplace. We serve over 250 people annually in employment services and specialize in working with individuals who have significant support needs. The people we support are in the “driver’s seat” on their own career path. To that end, we offer a variety of vocational services and options that can be tailored to each person’s goals and specific needs. Our services include individualized vocational planning, assessment and community based work experience, job placement and training, enclave employment in local business with staff support, work center employment, and assistance in contributing to one’s community.

We offer and encourage involvement in a variety of community activities, as well. These include Participant Council, People First of South Snohomish County, agency planning activities, dinner dances, sporting events, picnics, and a variety of other social outings.

## FUNDING SOURCES ACCEPTED:

- DVR
- King County Developmental Disabilities Division
- SSA: PASS (Plan to Achieve Self-Support)
- High Schools
- Department of Services for the Blind
- Private Pay

## WHAT TYPES OF JOBS HAS YOUR AGENCY RECENTLY DEVELOPED?

Courtesy clerk for Trader Joe’s, Litter Control Specialist for Snohomish County Public Works, Promotion Assistant for the Seattle Mariners, Lunch Server for Blue Plate Express, and Assistant Teacher at Northshore Montessori.

## DO YOU HAVE ANY AREAS IN WHICH YOU SPECIALIZE? WHAT MAKES YOUR AGENCY UNIQUE?

Work Opportunities specializes in supporting all individuals on their on their career path to community employment by providing a personalized and creative approach to career development and placement.

# Other Resources



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King County Department of Community and Human Services  
**KING COUNTY DEVELOPMENTAL DISABILITIES DIVISION**  
401 Fifth Avenue, Suite 520  
Seattle, WA 98104  
Phone (206) 263-9061 TTY RELAY 711 FAX (206) 205-1632  
[www.kingcounty.gov/ddd](http://www.kingcounty.gov/ddd)

In addition to Supported Employment Services, KCDDD offers Employment Resource Coordination (helping people navigate the employment system) individual benefits analysis, and training and individual assistance with issues regarding Social Security (how Social Security Benefits are impacted by earned income and the use of Social Security Work Incentives).

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## **WASHINGTON INITIATIVE FOR SUPPORTED EMPLOYMENT**

100 S. King Street, Suite 260  
Seattle, WA 98104  
Phone: (206) 343-0881 Fax: (206) 343-2078  
E-mail: [info@theinitiative.ws](mailto:info@theinitiative.ws) Web site: [www.theinitiative.ws](http://www.theinitiative.ws)

Washington Initiative for Supported Employment is a non-profit organization that provides training and technical assistance focused on Supported Employment to government agencies, community organizations, employers, employment vendors, schools, individuals and their families throughout the state.

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**O'NEILL AND ASSOCIATES**

98 Union #706

Seattle, Washington 98101

Phone: (206) 269-0232 Fax: (206) 269-0302

<http://www.oneillandassociates.com/index.htm>

E-mail: [teri@oneillandassociates.com](mailto:teri@oneillandassociates.com) or [candace@oneillandassociates.com](mailto:candace@oneillandassociates.com)

O'Neill & Associates is a nationally recognized leader in the development of employment opportunities for people with developmental disabilities. Operating under federal, state and local funding, O'Neill & Associates provides recruitment, training and support services to companies that want to employ workers with disabilities. They also develop public and private sector employment opportunities. The public sector positions have spanned three different levels: State, King County and the City of Seattle. Since April 1998 they have been developing and recruiting for some 50 new supported employment positions in the City of Seattle which were created through the "Supported Employment Ordinance."

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**THE ARC OF KING COUNTY**

233 6th Avenue North

Seattle, WA 98109

[www.arcofkingcounty.org](http://www.arcofkingcounty.org)

Telephone: 206-364-6337

Toll-free: 1-877-964-0600

Fax: 206-364-8140

TTY: 1-877-666-2348

The Arc of King County, serving the most populous region of the state, is a non-profit organization providing advocacy and services to persons with developmental disabilities and their families. The Arc of King County has a highly trained and dedicated professional staff that has helped change public attitudes and set standards for quality programs that treat clients with dignity and help them realize their full potential.

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**KING COUNTY PARENT COALITION**

[www.arcofkingcounty.org/kcpc/](http://www.arcofkingcounty.org/kcpc/)

Margaret-Lee Thompson, Coordinator

425-883-6721

Email: [mlthompson5@verizon.net](mailto:mlthompson5@verizon.net)

Joanne O'Neill, Parent Training Coordinator

425-746-2178

E-mail: [jponeill45@hotmail.com](mailto:jponeill45@hotmail.com)

Cathy Murahashi, Assistant Coordinator

425-643-4048

Email: [Muracat2@aol.com](mailto:Muracat2@aol.com)

Betsy McAlister, Assistant Coordinator

425-882-2010

Email: [dbmcharger@verizon.net](mailto:dbmcharger@verizon.net)

The King County Parent Coalition is a group of concerned parents, guardians, and family members who have come together to take action for members of their family who have developmental disabilities. The Parent Coalition is composed of representatives from parent groups and school districts in King County. Parent groups can be formal or very informal. New representatives are always welcome. We appreciate members who represent all ages, disabilities, and ethnic backgrounds.

Washington State Department of Social and Health Services

**DIVISION OF DEVELOPMENTAL DISABILITIES**

1700 E. Cherry Street, 2nd Floor

Seattle, WA 98122

Phone: (206) 568-5700 1-800-314-3296

Fax:(206) 720-3334 TTY: (206) 720-3325

The Division of Developmental Disabilities (DDD) is part of the Washington State Department of Social and Health Services (DSHS). DDD assists individuals and their families in obtaining services and supports which are based on an individual's preferences, capabilities and needs and which promote everyday activities, routines and relationships common to most citizens. DDD uses State and Federal funds to directly provide or purchase services and supports for eligible persons and their families.

**Funding is limited and needed services may not always be available.**

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Washington State Department of Social and Health Services

**DIVISION OF VOCATIONAL REHABILITATION**

1-800-622-1375

[www1.dshs.wa.gov/dvr/index.htm](http://www1.dshs.wa.gov/dvr/index.htm)

The Division of Vocational Rehabilitation (DVR) is also part of the Washington State Department of Social and Health Services. Their mission is "to empower individuals with disabilities to achieve a greater quality of life by obtaining and maintaining employment." Employment contributes to a person's ability to live independently, and DVR believes that every person has the right to work.

DVR assists people with disabilities to prepare for, obtain and retain employment through custom designing programs for each individual. DVR uses State and Federal funds to work in partnership with support agencies (providers/vendors), the community and businesses to develop employment opportunities for persons who have disabilities.

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**SOCIAL SECURITY ADMINISTRATION**

1-800-772-1213

[www.ssa.gov](http://www.ssa.gov)

One of the Social Security Administration (SSA)'s highest priorities is to help beneficiaries with disabilities achieve a better and more independent lifestyle by helping them take advantage of employment opportunities. To this end, SSA offers multiple work incentives which includes IRWE (Impairment-Related Work Expenses) and PASS (Plan to Achieve Self-Support). These are both used to help a person with a disability develop and/or maintain workplace skills and/or accommodations. For more information, please contact the number above.



