

The Arc Mid-South Career Development and Job Placement Student Handbook

Dear Student:

Welcome to the Career Development and Job Placement Program.

The purpose of this handbook is to provide you with the answers to many questions you might have as you begin training at The Arc Mid-South. We want to provide any and all support services needed to make your training experience enjoyable, rewarding, and trouble-free.

Please review this handbook carefully. If you need further assistance, contact your program administrator or another staff member.

Best wishes in your endeavor!

The Arc Mid-South Staff

Contents	Page
Admissions/Registration Procedures	3
Assessment Tools	4
Attendance/Transportation	5
Breaks	4
Certification of Orientation	8
Classroom Training	3
Conduct & Behavior	4
Dress Code	4
Hands-On-Training	4
Health & Safety	6
Holidays	5
Important Phone Numbers	6
Orientation Forms	7
Program Hours	4
Purpose of Program	3
Staff	7

Admission/Registration Procedures

You may be admitted to the Career Development and Job Placement Program by completing the proper admission forms, which can be obtained from The Arc Mid-South office. Registration via phone is not allowed. However, you may call to make an appointment and to ensure that you have the documents needed to complete the registration process. The following requirements and documents are mandatory for admission:

- Picture ID
- Social Security Card
- Proof of Income
- Proof of Disability
- Minimum age of 18 years

If you cannot show proof of disability, a psychological evaluation will be scheduled for you by the State of Tennessee Department of Rehabilitation Services. If your disability is physical/medical, you will be asked to provide your medical records or approve release of them to The Arc Mid-South.

Program Purpose/Classroom Training

The purpose of the Career Development Program is to prepare you to enter or re-enter the workplace. To achieve this goal, classroom instruction in job readiness covering such topics as work interests, the right attitude, proper dress and grooming, resume preparation, interviewing techniques, budgeting and communication will be taught on Fridays from 9 a.m. until 12:00 p.m. Hands-on training, where you will gain valuable work experience in your area of interest, is a part of our curriculum to help ensure proper job placement.

The Life, Education, Training, Skills (LETS) classes meet Tuesdays, Wednesdays and Thursdays 9 a.m. to 12:00 p.m. Participants study reading, writing, math, & social studies as they work toward attaining the skills needed to pass the Gateway tests.

Additional Program Information

Career Development participants attend year-round with approximately 45 weeks of scheduled classroom time. Since students learn at different levels, there is not a specific timeframe for completion.

Program acceleration is practiced for participants who are job ready.

Assessment Tools

Assessments are a way for The Arc Mid-South to measure your abilities as well as your limitations. Assessments are ongoing to ensure appropriate training and job placement. The following assessment tools will be used:

- The Detroit Basic Skills Test Revised
- Arkansas Research & Training in Vocational Rehabilitation Work Personality Profile.
- Supplemental Evaluation (DRS)
- Trial Works Evaluation

Conduct

You will be expected to practice self-control. Fighting, yelling, and disrespecting your fellow classmates and instructor will not be tolerated.

The Arc Mid-South is a smoke-free office. Please smoke during break on the outside of the building, not in the lobby. *Disciplinary action will be taken in the event of a violation.*

Breaks

One 15-minute break will be given. Additional breaks will be given as needed.

Dress Code

- You will be expected to dress in casual attire.
- Shorts will be permitted at the discretion of the instructor
- Halter tops, leotards/exercise shorts & muscle tops are not permitted
- Pagers/beepers/mobile phones & radio headphones should be put on vibrate while in class.
- Caps are to be removed upon entering the classroom
- Sunglasses are not to be worn in the classroom
- Males are not allowed to wear earrings in class.

Special dress will be required on mock interview day. Instructor will advise of the date in advance.

Attendance/Transportation

You will be expected to attend class on a regular basis from 8:00 a.m. until 12:00 p.m.

LETS Program Tuesdays, Wednesdays and Thursdays
Job Placement - Wednesdays

Early dismissal will be granted at the instructor's discretion. Each client is responsible for calling in if he or she is going to be late or absent. During hands-on training days, you will report to The Arc Mid-South Office first, then leave for your respective training site. Transportation will be provided to and from hands-on training, if necessary. Transportation to and from class will be your responsibility.

Recognized Holidays

Class will be cancelled on the following holidays. You also may take time off to observe your religious holidays, but please notify your instructor in advance.

New Year's Day
Martin Luther King Day
Memorial Day
Good Friday
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

Note: If a holiday is on a weekend day, the instructor will assign an alternate day.

Health and Safety

Health and Safety are two important components of the curriculum. To make you aware of the various health and safety practices in a work environment, the following will be discussed in your job readiness training:

Safety (Following safety procedures & practices at work)

- Fire drills
- Recognizing hazardous chemicals
- Recognizing danger signs (i.e. slippery when wet, no smoking, and fire alarm doors)

Health

- Medical check-ups
- Proper dress for changing seasons
- Washing hands at work and after using the restroom
- Following health requirements at place of work and training
- Respecting the health of others (staying home when sick)

Important Phone Numbers

In an Emergency	911
The Arc Mid-South	901-327-2473
Abuse or Neglect	901-320-7220 Adults 877-237-0004 Children
Suicide & Crisis Intervention	901-274-7477
Southern Poison Center Drug Helpline	1-800-222-1222 1-800-662-HELP (1-800-662-4357)
Social Security Administration	1-800-772-1213

Staff

Sandra Hawkins
Community Advocate

Mildred Shores
Instructor

Orientation Forms

Part one of orientation will take place during the registration process. During registration, step-by-step instructions will be given on how to complete the necessary forms. The purpose of each form will be discussed. Part two of orientation will take place during the first day of class. The forms listed below are mandatory. You will be asked to complete and sign each form during the admission /registration /orientation process:

- Admission Application
- Authorization to Release Information
- Hazardous Chemical Right-To-Know
- Equal Employment Opportunity Is the Law
- Emergency Notification Form
- Drug-Free Workplace Policy
- Grievance or Complaint Procedures Form

Mission: "Empowering people with intellectual & developmental disabilities to achieve their full potential."

Certification of Orientation
Participant Information (please print)

Name _____ County _____

Social Security Number _____

First Day of Training _____

Training Site _____

Approximate Termination Date _____

Personnel In Charge of Training Site Agreement

- Federal Minimum Wage Policy
- Description and purpose of The Arc Mid-South NET-CDJP Program.
- Job behavior necessary for successful job attainment and retention.
- Grievance Procedures.
- Equal employment opportunity assurances.
- Participant's rights under federal and state law.
- Immigration Act of 1986.
- Hazardous Chemical "Right-to-Know" Law.
- Drug Free Workplace policy.

Certification

I certify that the above items have been thoroughly explained and that all information supplied by me is correct to the best of my knowledge.

Participant Signature

Subcontractor
Representative