

## Our Employment Supports Process: Summary

### Accessing LiveWorkPlay Employment Supports

LiveWorkPlay is funded by Ontario Disability Support Program - Employment Supports (ODSP-ES) to provide time-limited employment supports to employees and employers. Once a candidate is approved by ODSP-ES and have completed an intake meeting with LiveWorkPlay, they are matched with a Discovery Specialist. The Discovery Specialist will get to know the job-seeker's interests and skills through the Discovery and Exploration process (below). For more information ODSP Employment Supports see [https://www.mcsc.gov.on.ca/en/mcsc/programs/social/odsp/employment\\_support/ES\\_Eligibility.aspx](https://www.mcsc.gov.on.ca/en/mcsc/programs/social/odsp/employment_support/ES_Eligibility.aspx).

### Discovery and Exploration

LiveWorkPlay's employment supports approach is based on getting to know each job seeker *before* any formal discussion about jobs. Discovery and Exploration takes about 30 hours and is completed over a period of 6-8 weeks. Through conversations with the job seeker, people who know the job seeker, as well as exploring the person's skills and interests at home and in the community, we get to know each job-seeker and identify their ideal conditions for employment. At the end of this process the job-seeker will be equipped with a traditional resume, visual resume, employment profile, and employment plan, and can expect to receive regular updates until there is a job match. LiveWorkPlay uses Discovery and Exploration information for job development efforts as well as to promote the job seeker to employers.

### Job Development

LiveWorkPlay takes the approach of *creating* job opportunities, rather than the traditional approach of entering the huge pool of job-seekers with and without disabilities who are competing for existing opportunities. We use a social capital approach and develop employment networks consisting of employment champions, volunteers, staff, family members, and job seekers in order to develop relationships with potential employers to develop positions for job-seekers. This means we do not focus on employment ads, submitting applications, or attending job fairs.

### Job Matching

A LiveWorkPlay *Inclusion Specialist* completes a Workplace Assessment and Job Analysis with each employer. Based on this information, our team determines which job seekers are best matched for the job/environment and presents these candidates to the employer. The employer selects the candidate(s) they wish to consider/hire. A great match minimizes the need for intrusive support in the workplace.

### Training Plan and Accommodations

Once a candidate is selected, in collaboration with the workplace, the Inclusion Specialist will develop a training plan that will include any necessary accommodations and supports, enabling the new employee to reach productivity levels with minimal assistance. LiveWorkPlay helps employers learn and implement strategies to effectively train and support the new employee. **Much of this assistance takes place well before the employee's first day. As much as possible, training and support for the new employee is provided by the employer and internal workplace resources – this is a key factor for future success.**

### On-Going Support

LiveWorkPlay is available to the employer and workplace for coaching and consultation as tasks change or issues arise. Our process aims to ensure that a continuous on-site presence from LiveWorkPlay is not expected or necessary for success.