

## **The Job Development Process: How It Works**

Once the Discovery and Exploration process has been completed, we use the job seeker's employment profile, resume, visual resume and employment plan to develop a job.

During the job development phase, the Discovery Specialist becomes the agent for the job seeker. The Discovery Specialist presents the job seeker's employment profile and job development plan in person to the LiveWorkPlay Employment Task Force (ETF).

The LiveWorkPlay Employment Task Force (ETF) is comprised of 20 to 30 volunteer employment champions and members of LiveWorkPlay staff who meet every other month with Discovery Specialist team to strategize and activate each job seeker's employment plan. Between meetings, task force members use their personal and professional networks to generate leads of potential employers to develop employment opportunities that will capitalize on the skills of the identified job seeker.

Alongside these efforts there are two LiveWorkPlay staff members allocated to developing employment partnerships in the private sector as well as government and non-profit sectors. They participate in a variety of networking groups, professional associations, service clubs, and chambers of commerce, to get to know leaders of local employers and businesses to develop leads with potential employers. Additionally, outside the ETF and other networking groups and events, our staff also reach out directly to potential employers that are identified through the employment plan of a job seeker.

Once a job lead is identified, ETF volunteers and/or LiveWorkPlay staff will contact the employer and arrange an initial meeting. The purpose of this meeting is to learn about the employer, the workplace, the labour needs of the employer, and what potential jobs may be available or be created. LiveWorkPlay will help the employer understand the economic and business case of hiring and explain the support available to the employer.

Part of this exploratory process for employers often includes follow-up meetings that include other senior staff members and/or direct supervisors in the workplace. They discuss the benefits of including employees with intellectual and developmental disabilities and/or autism and to meet their labour needs and identify potential employment opportunities.

### **Enter The Inclusion Specialist**

If the employer is interested in hiring, a LiveWorkPlay Inclusion Specialist will visit the workplace to complete a workplace assessment and job analysis to better understand the job, the tasks, and the workplace culture. The results of the workplace assessment and job analysis is shared with Discovery Specialists in order to make the best match between job seeker and the employment opportunity. The candidate's employment profile and resume is shared with the employer. This leads to a meeting between the employer and job seeker to confirm the match and secure an offer of employment.

Developing a job takes time and we cannot guarantee or predict how long it will take to find a successful job match. The Discovery Specialist provides regular updates to the job seeker (frequency is determined with each individual) until a job match is found. On or about 12 months after the Discovery and Exploration is complete if there are no results LiveWorkPlay will discussion options with the candidate, which may include referral to a different service provider with other approaches and contacts.