

EMPLOYMENT AND TRANSITIONAL SERVICE OBJECTIVES

I. EMPLOYMENT

Desired Outcome

- full-time employment
- part-time employment
- supported employment
- supervised employment

A. Work Habits

- Getting along with others
- Following rules and directions
- Acceptance of criticism
- Attention to detail, completion of task
- Attendance and punctuality
- Appropriate work quality
- Appropriate work rate
- Dealing with authority
- Working independently
- Organizing materials and time
- Time awareness and utilization
- Seeking help when needed
- Career exploration
- Job shadowing/ work site
- Specific vocational goals

B. Seek, Secure and maintain employment

- Personal data
- Writing a resume
- Fill out an application
- Hygiene/ dress
- Finding a job
- Keeping the job
- Terminating employment

II. LEGAL

- Recognize roles and responsibilities
- Personal rights
- Obeys authority figures, rules and laws
- Legal issues and systems
- Voting skills
- Register for draft
- Identify community resources
- ID card
- SSI
- Trusts/ wills
- Guardianship

III. TRANSPORTATION

- Options
- Public Transportation
- Map reading
- Driver safety
- Car maintenance
- Enroll in driver's education
- Obtain a driver's license
- To and from work

IV. FINANCIAL

Desired outcome

- Self-sufficient
- Public assistance

- Using money
- Making purchases
- Budgeting
- Calculating wages
- Checking/ savings accounts
- Taxes
- Credit
- Loans

V. MEDICAL

A. Health

- Disease prevention/ injury
- Setting up appointments
- Taking medication
- Sex education
- Drug/ alcohol/ tobacco prevention

B. Safety

- Poisoning
- Fire
- Water
- Tornadoes
- First aid
- Emergency services

VI. SURVIVAL SKILLS

A. Communication

- Verbal/ Non-verbal conversation skills
- Telephone skills
- Reading skills
- Oral communication
- Written communication
- Computer skills

B. Community

- Awareness
- Utilization
- Mobility
- Service agencies

C. Household management

- Cleaning
- Maintenance skills
- Paying bills

D. Foods

- Nutrition (healthy eating)
- Food storage, cooking, serving
- Purchasing food
- Follow recipe
- Write menus
- Read menus/ order from a menu
- Measurement

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E. Grooming

- Hygiene
- Weight control
- Menstrual care

F. Clothing

- Choose appropriate clothing
- Purchase clothing
- Storage of clothing-how, when, where
- Mending
- Laundry skills
- Budget for wardrobe

VII. PERSONAL/ FAMILY RELATIONS

A. Affective

- Self-esteem
- Accept criticism
- Setting realistic goals
- Develop self-concept

B. Interpersonal skills

- Contact with peers
- Contact with authority
- Communication skills
- Listening skills

C. Coping skills

- Problem solving skills
- Coping with stress
- Organizational skills
- Handling emotions

D. Family life

- Relationships
- Conflict resolution
- Children
- Family problems/ agencies

VIII. RECREATION/ LEISURE

- Identify recreation/ leisure activities
- Attend events
- Understand authority figures, rules and laws
- Demonstrate appropriate self-control
- Demonstrate critical thinking skills
- Recognize (un) acceptable dating behavior

IX. LIVING OPTIONS

- At home
- Semi-independent (roommate)
- Independent
- Rent an apartment/ house
- Group home
- Residential care
- Other _____