



Organizational Employment Services (OES)

Program Description

Revised: February 2014

Introduction

The Organizational Employment Services (OES) program provides a structured and supportive work environment for people with significant disabilities and multiple barriers to employment. Clients in the Organizational Employment Services program are given an opportunity to build a solid work history while reinforcing positive work skills, attitudes and behaviors. Additionally, individuals are provided the opportunity to enhance personal and social development as they continue to work toward obtaining a higher level of vocational functioning or competitive employment in the community.

The OES program serves individuals with developmental disabilities, physical disabilities, mental illness, co-occurring disorders, people needing to build a solid work history and who those have the potential for competitive employment.

Funding for the Organizational Employment Services program is exclusively dependent on revenues generated by Peckham's affirmative businesses. The success of the program is determined by Peckham's ability to secure appropriate contracts and the client's ability to adequately and consistently meet contract expectations with regard to cost per piece.

Average program length varies greatly according to individual need but averages

between 18 to 24 months. Participants are served by the OES program for as long as there is an identified need for program services and the individual is actively participating in program activities.

Program Entrance Criteria

- Documented disability
- Documented vocational training needs
- Must be unemployed and unable to obtain competitive employment
- Possessing near-competitive work skills and work behaviors
- Recommendation for internal transfer into program
- Meet agency entrance criteria

Program Elements

Case Management

A Vocational Services Specialist (VSS) is assigned for each person served in the OES program. The VSS is primarily responsible for developing and

implementing an individualized program plan as well as coordinating necessary services to assist program participants in achieving their objectives and improving their work-related skills in order to eventually achieve a higher level vocational program or community employment.

- Flexible scheduling
- Task training

Job Seeking Skills and Placement Services

It is Peckham's intent to assist participants in the OES program to secure a higher level vocational program or community employment. Participants meet with their assigned VSS to review job readiness. Individualized assistance to the participant can be provided for interest and skill assessments, adult education classes, resume preparation, locating job leads, interviewing and follow-up.

Pay and Benefits

Participants in the Organizational Employment Services program are paid commensurate wages using a piece-rate wage determination system. Overtime hours are paid at time and one half for hours in excess of 40 hours per week. Detailed information regarding additional benefits is available in the OES Handbook Supplement.

Re-Entry Policy

If a program participant obtains competitive employment and then loses this employment within 60 days of obtaining it due to circumstances beyond his/her control, the program participant will be guaranteed a position within the OES program as soon as a suitable opening is available. If the participant leaves Peckham for any other reason, he/she may reapply for services as long as admission criteria are met.

Reasonable Accommodation

Peckham will modify equipment, design jigs and fixtures and develop other techniques, as necessary, to increase the participant's productivity rate in order to maximize the person's earnings. Other forms of accommodation may include:

- Modification of the work site
- Purchase of assistive devices
- Provision for extended rest periods

Referral to Community Resources

At times, a program participant may require a referral to other community resources due to a specific need. This referral is provided by the VSS on an “as needed” basis. Such referrals may include:

- Michigan Rehabilitation Services
- Community Mental Health
- Department of Human Services
- Michigan Works! Service Center
- Housing resources
- Local food bank

Program Process

Referral

Participants enter the Organizational Employment Services program through in-house recommendation to transfer a participant from an existing Peckham program into the OES program. Previously documented diagnostic, adjustment or vocational training needs are in place prior to transfer.

Orientation

The OES orientation consists of a staffing between the participant, the participant’s invitees, the VSS and the referring VSS. At this staffing, the participant receives program-specific information and an individualized program plan is developed based on the participant’s stated program goals and Service Planning Guide responses.

Person Centered Planning

Participants complete a Service Planning Guide at the onset of the OES program. Responses on this guide help to form the basis from which an individualized program plan is developed. Additionally, the VSS utilizes progress notes, staff feedback and observation to identify participant needs on an on-going basis. The participant is asked to complete a Satisfaction Survey on an annual basis and at the time of program exit. This survey is used to assist Peckham staff in the development and implementation of services based on client feedback. A new individualized program plan is developed with the participant and job readiness assistance is provided if the participant is job-ready.

Progress Review and Feedback

Informal progress reviews are made at three month intervals, with formal progress reviews completed by the VSS annually. At this time, a staffing is conducted between the participant, his/her invitees and the VSS to determine program progress and readiness for internal transfer to the TES (Transitional Employment Services) program or competitive placement in the community. The client is asked to complete a Satisfaction Survey on an annual basis to assist the Peckham staff in refining its programs and services.

Note: Other guidelines incorporated in the program are:

Standards of Operation for All Programs
Peckham General Handbook
OES Handbook Supplement



Program Completion

Readiness to complete the program and transfer to the Transitional Employment Services program or obtain competitive employment is assessed and formally documented annually. Satisfactory completion of designated objectives leading to a higher level of programming is criteria for transfer to the TES program. Upon transferring to the TES program or leaving Peckham, the participant will be asked to complete a Satisfaction Survey to provide input on services provided. This will allow Peckham to obtain feedback necessary to improve programming in the future.