

Employment Discovery Tool

Community Living disABILITY Services – Employment Discovery Tool

The Community Living disABILITY Services (CLDS) invites you to answer the following questions. Your responses will tell us about your interest in working **and may be used by your community service worker for planning employment or other support services.** **The definitions for some of the terms** used on this form can be found on the last page (page 8).

Date: _____

Your name (Individual's name): _____
(First name and Last name)

Date of birth: _____
(Year-Month-Date)

Home address: _____

If applicable, name of person helping you to fill out this form: _____

Relationship of this person to you (if applicable):

- Parent
- Teacher/school staff
- Agency staff
- Community Service Worker (CSW)
- Other, specify: _____

Name of agency (if applicable): _____

Name of Community Service Worker (CSW): _____

Employment

1. **Have you talked to anyone about working, volunteering or job readiness training?**
- Yes
 - No
 - I don't know

2. Who did you talk to about working, volunteering or job readiness training?

Select all that apply.

- Teachers
- Family
- Friends
- Support staff
- Others, please specify: _____
- Not applicable

3. Are you interested in any of the following options? Select all that apply.

- Work
- Volunteering
- Job Readiness Training
- I don't know

4. Do you have a resume?

- Yes (current resume)
- Yes (it is old and needs updating)
- No
- I don't know

5. Have you ever been to a job interview?

- Yes
- No
- I don't know

6. Do you need help to get a job (or a new job)?

- Yes
- No
- I don't know

7. Do you want to learn about different types of jobs?

- Yes
- No
- I don't know

8. What kind of jobs interest you?

Not applicable

9. What kind of jobs do not interest you?

Not applicable

10. Which statement(s) describes your situation at this time? Select all that apply.

- Currently working (have a job)
- Student/In school
- Volunteering
- Not working but looking for work
- Not working and not looking for work
- Participating in a supported employment service
- Attending a day service
- Other, please specify: _____

NOTE: If you are not currently working, please proceed to the next section – Volunteering (#18)

11. If you currently have a job, how many hours per week do you work?

- Full time (32 hours or more per week)
- Part time (less than 32 hours per week)
- Hours vary (Seasonal/Casual/On-call)
- Other, specify: _____

12. Are you happy with the number of hours you are working?

- Yes
- No
Explain why you are not happy: _____
- I don't know

13. How long have you been working at your current job?

- More than 1 year
- 6 months to 1 year
- Less than 6 months

14. Do you receive supports from a supported employment agency?

- Yes
What is the name of the agency? _____
- No

15. Are you happy with the kind of relationships or connections you have with people at your current job?

- Yes
- No
Explain why you are not happy: _____
- I don't know

16. Are you happy with your pay and benefits?

- Yes
- No

Explain why you are not happy: _____
 I don't know

17. **Do you want to try something new at your current job?**

- Yes
Specify what you want to learn: _____
 No
 I don't know

Volunteering

18. **Have you volunteered before?**

- Yes
Where did you volunteer? _____
 No
 I don't know

19. **Are you interested in learning about volunteer opportunities?**

- Yes
 No
 I don't know

20. **What kind(s) of volunteer opportunities are you interested in learning about?**

- _____
 Not applicable

21. **Are you currently volunteering?**

- Yes
 No

NOTE: If you are not currently volunteering, please proceed to the next section – Job Readiness Training (#25)

22. **If you are currently volunteering, where do you volunteer?**

23. **What type of volunteer activities do you do?**

24. **Are you happy with your volunteer activities?**

- Yes
 No
Explain why you are not happy:

 I don't know

Job Readiness Training

25. Have you had job readiness training before?

Yes

Where did you take the job readiness training?

No

Unknown

26. Are you interested in exploring job readiness training as an opportunity to develop or expand your skills?

Yes

No

I don't know

27. Are you currently attending job readiness training?

Yes

No

NOTE: If you are not currently in job readiness training, please proceed to the next section – Challenges (#31)

28. Where are you attending job readiness training?

Name of training program or agency: _____

29. Are you happy with the job readiness training you are attending?

Yes

No

Explain why you are not happy: _____

I don't know

30. Would you like to look for another job readiness training opportunity?

Yes

What type of job readiness training would you like? _____

No

I don't know

Challenges

- 31. What challenges, if any, do you experience (or think you might experience) with working, volunteering or job readiness training? Select all that apply.**
- Lack of job experience/history
 - Lack of training
 - Lack of support services - Please identify what services are lacking.

 - Mental health – Please identify specific mental health challenges. Examples – anxiety, depression, trauma, eating disorder, phobia, etc.

 - Physical health – Please identify specific physical health challenges. Examples epilepsy, poor eyesight, hearing loss, etc. _____
 - Accessibility – Please identify specific accessibility issues. Examples – lack of interpreters for American Sign Language, lack of wheelchair access in buildings, etc. _____
 - Transportation
 - Retaining Employment and Income Assistance (EIA) benefits
 - Housing stability
 - Criminal history/Legal issues
 - Language and communication
 - Discrimination
 - Other challenges not identified on the list. Please identify.

 - I don't know
 - I don't experience or anticipate experiencing any challenges
- 32. If you could get help with these challenges, would you be interested in working, volunteering or attending a job readiness training?**
- Yes
 - No
 - I don't know
 - Not applicable
-

Thank you for completing the form.

Your information will be reviewed by department staff and your community service worker may reach out to you to request further details or to provide information.

Please **email** this form to ads@gov.mb.ca or **mail** to:

Adult Disability Services
Department of Families
205-114 Garry Street
Winnipeg, MB R3C 4V4

FIPPA and PHIA Statement

The Manitoba government is authorized to collect personal information and personal health information under clause 36(1)(b) of **The Freedom of Information and Protection of Privacy Act (“FIPPA”)** and section 13(1) of **The Personal Health Information Act (“PHIA”)**, respectively.

The information being collected is protected by the privacy provisions under FIPPA and PHIA. The Manitoba government cannot use or disclose the collected personal or personal health information for any other purpose, unless authorized or required to do so under FIPPA or PHIA.

For more information about the collection and use of this information, contact your community service worker.

Definition of Terms

Challenges means things that make it difficult for individuals to get a job, volunteer or attend job readiness training.

Discrimination means unfair treatment of people because of their age, gender, skin colour, disability or other characteristics.

Employment means competitive work where wages, benefits and working conditions meet Employment Standards and pays current minimum wage or more (\$15.30 per hour in Manitoba). Employment does not include work experience, volunteering or payment below minimum wage.

Employment Discovery Tool means this form or questionnaire that tells us about an individual's interest in employment.

Individual means the Community Living disABILITY Services participant who is completing the Employment Discovery Tool.

Job Readiness Training means getting help to develop skills and get ready for a job.

Pay and Benefits. Pay (salary or wage) means the amount of money an individual gets from working at their job. They may get paid daily, weekly or every two weeks. **Benefits** means goods or services given to employees like insurance (medical and dental), paid vacation, scholarships and other things like gym memberships, childcare or employee discounts when they buy things.

Relationships or connections means how co-workers treat each other. Are they nice? Do they help? Do they include individuals in conversations?

Resume means a document that has information about an individual like name, contact information, skills, work history and education.

Supported employment agency means an organization that helps people find a job and supports them to maintain a job.

Support services means, for the purposes of the Improving Quality of Life Employment Pilot Project, activities or services that Community Living disABILITY Services – funded agencies provide to support individuals in community life such as supported employment, vocational skills development and personal, social and recreational activities.

Volunteering means doing something willingly, without being forced or getting paid to do it.