

Training and Consultation Services

The Arc of New Jersey Training and Consultation Services offers various training and technical assistance options specifically designed to assist in providing professional staff quality services in the areas of Supported Employment and Transition from School to Work and Adult Life. Services are provided at no cost to supported employment providers receiving funding from DDD. To arrange training & consultation, contact **Andrea Buccelli**, Director of Training and Consultation Services at **(732) 749-8434** or **abuccelli@arcnj.org**. For more information, please visit our website at **www.thearcnjtraining.org**.

Competency Building Topics

1. **Job Development/Pre-Employment Success**

This training is designed to provide the foundation skills necessary to find long-lasting placements. Areas of focus can include: How To Foster Relationships with Employers; Resume Building; How to Make Mock-Interviews Meaningful; Online Applications & Assessments; and How to Conduct a Successful Intake.

2. **Job Coaching Techniques and Strategies**

When we reach beyond verbal prompts and reminders, we give our consumers the **tools** to succeed in the long-term. This training will cover learning styles, creative interventions, and problem solving strategies. Coaches will also learn how to fade existing supports and identify new support needs.

3. **Long-Term Follow Along Techniques and Strategies**

As our consumers become more independent on the job, our goal is to encourage and facilitate that independence to the point where job coaching services are no longer required. This can be a difficult path to navigate as support providers, along with a difficult step in the process for our consumers to feel confident in. Coaches will learn techniques to implement fading strategies while continuing to promote independence for their consumers

4. **Task Analysis Training**

A task analysis is an incredibly helpful tool that is often overlooked and under-utilized in the job coaching phase. This training takes a deeper look into the Task Analysis, the benefits of implementing the tool into services, and how to maximize the use of the tool.

Funding Source Requirements/Regulations

1. Supported Employment Documentation

Take a deeper look at documentation requirements from Medicaid and DDD. You'll learn more about Intervention Plans, Progress Notes, and best practices in service documentation in accordance to standards and compliance required by DDD and Medicaid guidelines.

Management/Supervision Topics

1. Developing an Orientation and Training Process for Staff

An integral component of staff retention is the orientation and training process. Building competencies in staff from day one is essential to shaping confident, efficient, qualified professionals who consider positions in the field of Supported Employment a career rather than a job. Consultation in this area will consist of reviewing current orientation and training practices and developing a process based on the specific needs of the agency/program.

2. Practical Skills for Managing a Supported Employment Program and Staff Supervision

Coordinators of Supported Employment Programs are often promoted to those positions based on their performance as employment specialists or other direct service professionals. Managing a Supported Employment program and providing staff supervision require skills different than those developed as a direct service professional.

3. Program Efficiency

It often seems as if staff of Supported Employment programs are constantly complaining that documentation is redundant, billing for services is too difficult, the amount of driving is overwhelming, and there is never enough time in a day to complete everything. This consultation will help the supported employment coordinator streamline documentation, utilize staff to their full capacity, and increase the quality of services to stakeholders.