

Receive WorkAbility I Services by:

1. Joining our “Job Club” in Google Classroom,
2. Scheduling a Zoom meeting, or
3. Scheduling an in-person meeting with WorkAbility I staff.

With a teacher request, WorkAbility I can also come into the classroom.

To schedule, please contact:

Tabatha Pittman
TPP/WAI Lead Vocational Caseworker
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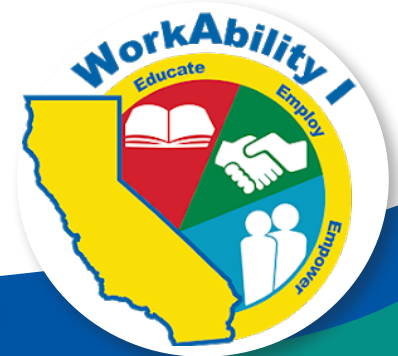
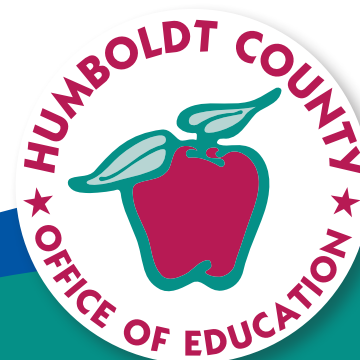
OR

Lori Roecklein
Life Skills/SDC Vocational Assistant
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WorkAbility I Job Club



Menu of Services



* To qualify for WorkAbility I services, participants must be enrolled in a Humboldt County high school and have an active IEP.

Menu

1. Intro to Job Club

- About me
- WorkAbility new student survey
- Career research
- Post-secondary research and plan
- IEP goal setting/future planning

2. Introduction to Forms

- Job application
- Review documents needed for work (ID, I-9, W-4, etc.)
- Resume, cover letter, and references
- Identification of skill set
- Job vocabulary

3. Introduction to Customer Service and Looking for WORK

- Professionalism
- Hygiene, how to dress, phone and email etiquette
- Customer service do's and don'ts
- Job search tips

4. Create the Gold Standard of an Employee

- Self checks
- Correct attitude, voice tone, body language and facial expressions
- Practice the "Big Five"
 - Show up everyday
 - Be on time
 - Be ready to work
 - Be willing to learn
 - Maintain a good attitude

5. You got the job! Now what?

- Scheduling, time management, and timecards
- Appropriate behavior while working
- Responsible use of social media
- Use of a cell phone on the job
- Reading a pay stub
- Requests of time off, sick or vacation leaves, 2-week notice
- Self-Advocacy: understanding how to ask for accommodations if needed

6. Planning for Post-Secondary Education. Why College?

- FAFSA assistance
- Post-secondary exploration
- Build a schedule
- College applications

7. Independent Living

- Housing applications
- Independent living skills
- Driver's license preparation
- Budgeting

Other: _____

