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
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OR

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* 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: ____________________________________________
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