



Creating a One Page Profile for Employment

WESTSIDE REGIONAL CENTER – NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH (NDEAM)



Today We Will

- Learn about the One Page Profile
- Learn about how to use a One Page Profile to introduce yourself to a potential employer
- Start to create your own One Page Profile for employment
- Share with others what you have created

What Have We Learned?

Good plans are advocacy tools that work for all ages and many circumstances



Today we are going to look at how to use the One Page Profile to seek employment!

One Page Profiles

- One Page Profiles are an at-a-glance, positive source of information about at least 3 things –
 - What people like and admire
 - What is most important to the person
 - How to best support the person
- They are used for a specific purpose to introduce someone (i.e. new job, to a new support staff, etc).

Developing a Great Plan/Profile

❑ Done in partnership

- Expertise from the person with lived experience
- Perspectives from the people who know the person best

❑ A good partnership is when everyone knows who is supposed to do what





REBECCA HALLAM

LEVEL II RESIDENTIAL SUPPORT WORKER

ONE PAGE PROFILE

About me (and my job):

I always knew I wanted a rewarding career. You spend far too much of your lifetime at work to not do something that makes a difference to others. I studied Psychology out of an interest in people and mental health and while studying I became fascinated by the way individuals with Autism and Learning Disabilities experience the world; I have been a Support Worker ever since (and I am still fascinated).

What people like and admire about me (at work):

- ✿ I am a team player
- ✿ I have good initiative
- ✿ I'm very organised and proactive
- ✿ I'm creative
- ✿ I am kind
- ✿ I work hard



What is important to me (at work):

- ✿ For my job to have an impact beyond myself
- ✿ To be able to see and influence positive change for others
- ✿ To be able to keep learning
- ✿ To be approachable to my colleagues
- ✿ To keep on top of my tasks and responsibilities
- ✿ To do what is expected of me, be reliable and not let anyone down
- ✿ To enjoy my job

How best to support me (at work):

- ✿ Remind me that I always feel better once I have slept on something
- ✿ Give me the opportunity to try something new, I want to learn
- ✿ Trust that if I'm asked to do something I will and if I'm struggling I will ask for help
- ✿ Teach me new skills; I pick things up quick and transfer skills well
- ✿ Remind me that I can't do everything in one shift
- ✿ Remind me that its okay to delegate I can't do everything myself
- ✿ Make me laugh and help me see the bright side when I'm stressed



Russell Maycumber—One Page Profile for the Job Search

What others like and admire about me...

- My humor—It's not always intentional on my part, but I always seem to make people laugh
- I have good taste in movies and music
- I am very detail oriented especially when recapping memories
- My caring and compassionate nature, especially towards animals

What's important to me

- My beliefs and values
- People honoring their commitment to me
- To have minimal drama in my life
- To have time to partake in my hobbies and personal time
- To be able to maintain somewhat of a consistent routine
- To be able to afford going to the movies and doing things with friends
- Surrounding myself with people that like to laugh with me
- Spending time with my two dogs, Sadie and Rocky
- Playing video games by myself or with friends. I would love to work for a video game company

How to best support me

- Show up on time to sessions with me and record your time with me accurately
- Help me find a job that will allow me to use my strengths— stocking, inventory and memory for details
- Remind me to follow up on job leads in a timely fashion so that I don't miss out on opportunities to find paid work
- If you are job developing for me, please try to find a position that would be open to scheduling me during late morning/afternoon shifts so that I can maintain my morning and evening routine
- Provide me with examples and guidance that work for my auditory and visual learning style—I prefer training videos that demonstrate tasks while explaining what's happening
- Communicate with me honestly about your feelings
- If I interrupt you or am talking too much about one subject, please gently ask me to wait until you are done with your conversation or ask if we can move on to another topic

For a good support staff match:

Characteristics that need to be present

- Honest, friendly, approachable, good sense of humor, good listener and present

Characteristics that need to be absent

- Dishonest, rude, too strict, condescending, too strict, antagonistic and boring



Corrina's One Page Profile



Like and Admire

- Enthusiastic
- Resilience
- Positive
- Friendly and supportive
- Dedicated
- Well organised
- Wicked sense of humour
- Confident
- Approachable

What's important to me at work ...

- Being organised- having a 'to do' list for each day and to have planning and resources ready for each lesson- ticking things off provides me with a sense of achievement
- Being kept in the loop of information beyond what is happening within my year group- this is so that I have an overview and can help parents and members of staff if they have any questions.
- Understanding the purpose of a task, where it fits in within the bigger picture and the impact that it will have on me, my team, the children and standards.
- Being given realistic time frames to complete tasks in and for people to understand that it will not be the only job on my 'to do' list
- Having time with my team and other colleagues to share ideas and to share the workload
- To have clear expectations about what my job role is, my roles and responsibilities and how this fits in within the whole school context
- Being in a positive working environment- just giving me a smile makes me feel positive. I also like to know when I am doing something well and given constructive comments when things could be better
- Not to be interrupted during teaching time and being expected to carry out a task when I should be with my class
- Having someone that I can turn to about any worries or concerns that I have and to know that I will be listened to. Knowing that people have an understanding that if I'm speaking up that it has taken a lot of courage for me to do so

How to support me well at work...

- Have an understanding that although I am flexible I also like to be very organised and changes to my daily routine can take time for me to process how the changes can work for me
- Be clear with information that you give me and understand that I may ask for clarification so that I can process the information and be clear about what the expectations are and what I need to feedback to my team
- Provide points throughout the school term where I can touch base with all members of the team I work within- not just fellow teachers- so that all members of the team can be on board with our aims and overall outcome
- When you ask me to do complete a task, check what else I have on my 'to do' list and help me prioritise the tasks, as well as allocate/provide time for them to be completed in.
- Make it clear to me what you expect of me as an individual within the management team and what /how I contribute to the whole team- having this written down also helps me so that I can refer to it during the school year to ensure I am fulfilling my job role.
- Small gestures such as a smile or 'Good morning' help to brighten up my day and make me feel positive
- I thrive on praise and I like to know when I'm doing a good job- just a quick email to say 'well done' or 'thank you' makes me feel appreciated.
- When I am with my class I want to spend time with the children to help bring their learning forward- email me rather than phone if you need me so that I can pick these up and respond to them when I am not with my class
- Take time to listen to me and check in with me to make sure I'm ok, I often bottle things up and blow things out of proportion and feel like things are out of hand when there is often a solution to help me resolve my anxieties. You will know when I am feeling anxious because I often go quiet.

What's Important to Corrina at work?

“Understanding the purpose of a task, where it fits in within the bigger picture and the impact that it will have on me, my team, the children and standards.”

“Having time with my team and other colleagues to share ideas and share the workload.”

How to support Corrina well at work...

“Small gestures such as a smile or 'Good morning' help to brighten up my day and make me feel positive.”

“When you ask me to complete a task, check what else I have on my 'to do' list and help me prioritize the tasks, as well as provide me time to complete them.”

Short Term Goals

- Continue in the West Linn Wilsonville Community Transition Program
- Work on pre-employment skills doing work experiences programs
- Continue to learn new skills
- Continue with VR
- Connect with Smart Bus and Ride-wise and learn how to use the bus system
- Continue learning about budgeting and grocery shopping
- Apply for food handlers card

Long Term Goals

- Get an apartment with a roommate a swimming pool and a gym near his parents
- Get a job that pays minimum wage or above
- Hang out with friends
- Re-enroll in a gym and keep start working out again
- Save money to go on vacation to Hawaii

What works

- Time to process instructions and directions
- Visual and auditory instructions
- Encouragement to use sentences
- Opportunities to rest including napping
- Likes to spend time doing outdoor activities
- Likes keeping busy
- Likes to know what is going on and what his schedule is
- Requires time to transition between activities
- Likes routines and gets stressed when they vary or change

Meet Christian



19 years old
Currently enrolled in the
local School District
Community Transition Program
Currently in
Vocation Rehabilitation
and looking for employment



Contact Information

Phone: xxxxxxxx

Email: xxxxxxxxxxxxxx

Interests

- Likes to use his iPhone
- Likes to play on the PlayStation and Xbox
- Likes to volunteer walking dogs at the dog shelter
- His friends and family are important to him
- Likes to go to his grandparents and hang out by the lake and go on the boat
- Likes to listen to music and to dance
- Likes to play basketball and soccer
- Favorite sports teams are the Oregon Duck Football team and the Portland Trail Blazers basketball team

Strengths


- Loves chatting with people and is not shy when meeting new people
- Is an enthusiastic learner
- Is great at shooting basketball hoops
- Is determined and persistent
- Has a great sense of humor
- Is empathetic
- Is proud of his accomplishments.
- When learning a new skill, he remembers it
- Pushes through things that are difficult for him to do
- Independently uses technology
- Independently rides the bus to and from school

Date: _____

's

Potential
Employer: _____

One Page Profile for Employment



People like and admire me for the following work-related qualities that I possess

Skills I bring to the workplace

What I am passionate about

What my hopes and dreams are for my career goals

The supports I need to excel in the workplace

Like and Admire

- Think about the things that you Like and Admire about yourself, or others might recognize in you that are your strengths in the workplace
 - Personality Strengths
 - Traits of Your Character



Select the words that describe you

Organized	Meticulous	Together	Happy	Neighborly
Strong	Understanding	Supportive	Careful	Confident
A Dreamer	Spiritual	Resourceful	Persuasive	A Connector
Determined	Joyful	Experiential	Analytical	Wise
Smart	A Fixer	Fun	Hopeful	Expressive

Skills I Bring to the Workplace

□ Think about specific skills that a potential employer might be interested in that you possess

- Technology
- Customer Service
- Administrative
- Leadership



What I Am Passionate About



□ Think about the things that you would want to have present in order to be happy or motivated in the workplace

- Being of Service to Others
- Making an Impact
- Solving Problems
- Creativity

Hopes and Dreams for My Career



- ❑ Think about your dream career. What would you like to learn or explore? What steps may help you get there?
 - To learn a trade that I can turn into a lifetime job
 - To become a valued member of a team
 - A specific profession

Supports I Need to Excel

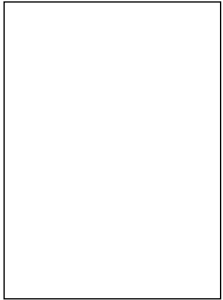
- ❑ Think about what supports you would want from a potential supervisor or coworker
 - Communication style – how you like to get information
 - Things you may need assistance with
 - The best ways someone can help you learn a task in the workplace



Date: _____ 's

Potential
Employer: _____

One Page Profile for Employment



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How does it look?

Will your potential employer learn all the great things about you?

Think about personalizing the design if you like!

Other Ways to Use Your One Page Profile

- Introducing yourself to your Department of Rehabilitation Counselor
- When you meet a new job coach or job developer
- After you're hired to introduce yourself to your coworkers
- Introducing yourself to a new Service Coordinator



Thank You!

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