



Crear un Perfil de Una Página para el empleo

CENTRO REGIONAL DEL WESTSIDE – MES NACIONAL DE
CONCIENCIACIÓN SOBRE EL EMPLEO DE PERSONAS DISCAPACITADAS
(NDEAM, POR SUS SIGLAS EN INGLÉS)



Hoy

- ❑ Aprenderemos sobre el Perfil de Una Página
- ❑ Aprenderemos cómo usar un Perfil de Una Página para presentarnos a un empleador potencial
- ❑ Empezarás a crear tu propio Perfil de Una Página para el empleo
- ❑ Compartirás con otras personas lo que has creado

¿Qué hemos aprendido?

Los buenos planes son herramientas de defensa que funcionan para todas las edades y muchas circunstancias



¡Hoy vamos a ver cómo usar
el Perfil de Una Página para buscar empleo!

Perfiles de Una Página

- Los Perfiles de Una Página se usan para un propósito específico de presentar a alguien (por ejemplo, de cara a un nuevo trabajo, o a nuevo personal de apoyo, entre otros)
- Son una fuente de información positiva de un vistazo, sobre al menos tres cosas:
 - Qué le gusta a la gente y qué admira de la persona
 - Qué es lo más importante para ella
 - Cómo darle el mejor apoyo

Desarrollar un gran plan/perfil

❑ Hecho en colaboración

- Conocimiento por parte de la persona con experiencia vivida
- Perspectivas de la gente que mejor conoce a la persona

❑ Una buena colaboración es cuando todo el mundo sabe lo que cada uno tiene que hacer



ONE PAGE PROFILE



REBECCA HALLAM

LEVEL II RESIDENTIAL SUPPORT WORKER

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

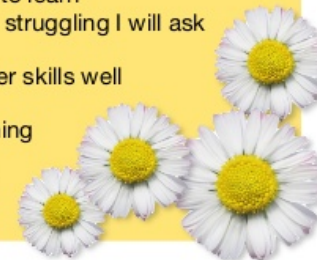


What is important to me (at work):

- ✿ 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.

¿Qué es lo importante para Corrina en el trabajo?

“Entender el propósito de una tarea, dónde encaja en la perspectiva general y el impacto que tendrá en mí, mi equipo, los niños y los estándares”.

“Tener tiempo con mi equipo y otros colegas para compartir ideas y compartir la carga de trabajo”.

Cómo apoyar bien a Corrina en el trabajo...

“Pequeños gestos, tales como una sonrisa o un ‘Buenos días’, ayudan a iluminar mi día y a hacerme sentir en positivo”.

“Cuando me pides que complete una tarea, verifica qué más tengo en mi lista de cosas por hacer y ayúdame a priorizar las tareas, además de darme tiempo para completarlas”.

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

Fecha: _____

'S

Empleador
potencial: _____

Perfil de Una Página para el empleo



A la gente le gusto y me admira por las siguientes cualidades relacionadas con el trabajo que tengo

Competencias que apporto al lugar de trabajo

Lo que me apasiona

Cuáles son mis esperanzas y sueños para mis metas de carrera

Los apoyos que necesito para tener un desempeño excelente en el trabajo

Gustarte y admirarte

- ❑ Piensa sobre las cosas que te Gustan y Admiras de ti mismo, o que otros pueden reconocer en ti que son tus fortalezas en el trabajo
 - Fortalezas de personalidad
 - Rasgos de tu carácter



Selecciona las palabras que te describen

Organizado	Meticuloso	Juntos	Feliz	Amable
Fuerte	Comprensivo	Apoyador	Cuidadoso	Seguro
Soñador	Espiritual	Ingenioso	Persuasivo	Un conector
Determinado	Alegre	Experiencial	Analítico	Sabio
Listo	Alguien que arregla	Divertido	Optimista	Expresivo

Competencias que apporto al trabajo

□ Piensa en competencias específicas que tengas en las que un empleador potencial puede estar interesado

- Tecnología
- Atención al cliente
- Administrativas
- Liderazgo



Lo que me apasiona



- ❑ Piensa en las cosas que querrías tener presentes para ser feliz o estar motivado en el trabajo
 - Ser útil a los demás
 - Producir un impacto
 - Resolver problemas
 - Creatividad

Esperanzas y sueños para mi carrera



- ❑ Piensa en la carrera de tus sueños.
¿Qué te gustaría aprender o explorar?
¿Qué pasos podrían llevarte allá?
 - Aprender un oficio que pueda convertir en un trabajo para toda la vida
 - Convertirme en un miembro apreciado de un equipo
 - Una profesión específica

Apoyos que necesito para brillar

- ❑ Piensa en qué apoyos querrías de un supervisor o compañero de trabajo potencial
 - Estilo de comunicación: cómo te gusta obtener información
 - Cosas con las que puedes necesitar ayuda
 - Las mejores formas de que alguien pueda ayudarte a aprender una tarea en el trabajo



Fecha: _____ 's

Empleador
potencial: _____

Perfil de Una Página para el empleo

A la gente le gusta y me admira por las siguientes cualidades relacionadas con el trabajo que tengo

Competencias que apporto al lugar de trabajo

Lo que me apasiona

Cuáles son mis esperanzas y sueños para mis metas de carrera

Los apoyos que necesito para tener un desempeño excelente en el trabajo

¿Qué tal aspecto tiene?

¿Le servirá a tu empleador potencial para conocer todas las cosas excelentes que puedes ofrecer?

¡Piensa en personalizar el diseño si quieres!

Otras formas de usar tu Perfil de Una Página

- Presentarte a tu consejero del Departamento de Rehabilitación
- Cuando conozcas a un nuevo coach laboral o desarrollador de empleos
- Después de que te hayan contratado, para presentarte a tus compañeros de trabajo
- Presentarte a un nuevo coordinador de servicios



¡Gracias!

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MES NACIONAL DE CONCIENCIACIÓN SOBRE EL EMPLEO DE PERSONAS
DISCAPACITADAS #NDEAM

