

## **ACHIEVE** **Career Consultants**

ACHIEVE Career Consultants is a member of the Administrative Employment Network and proudly supports the ACE (Assisted Competitive Employment) program.

If you would like additional information on ACE services or to set-up an interview, please contact:

Amber Parker  
Director For Vocational Services  
585-808-2856  
amber.parker@thearcas.org

One Arc Way  
Bath, NY 14810  
fax (607) 776-9366

50 Farnum Street  
Wellsville, NY 14895  
fax (585) 593-5957

ACHIEVE Career Consultants  
One Arc Way  
Bath, NY 14810

## **Assisted Competitive Employment (ACE)**

## **Assisted Competitive Employment**

ACHIEVE Career Consultant's ACE services are designed to assist people diagnosed with severe and persistent mental illnesses with choosing, finding, and maintaining satisfying jobs in the competitive employment market.

ACE Employment Specialists prepare people for employment, assist in placing them in competitive jobs and provide extensive follow-up support to ensure a smooth transition into the work environment. The services will also provide qualified individuals with job related skills training as well as supervision and support services, both on and off a job-site.

## **How It Works**

ACE clients are unique; each has specialized needs and works at their own speed. To reflect this, an individualized employment plan is developed for each client. The first phase of this process focuses on vocational counseling and skill building; the second phase focuses on specialized job placement. This comprehensive approach allows us to work individually with each client to remove barriers to employment and prepare them to be successful in today's labor market.

## **Vocational Services**

- Vocational Counseling
- Employment Discovery
- Review of Work History; set employment goals
- Soft Skills Training
- Vocational Training
- Development of Volunteer Opportunities
- Job Application Training
- Resume Development
- Interview Preparation
- Job Search Assistance
- Customized Job Development
- Job Placement
- Job Coaching
- Job Retention Support
- Career Advancement Assistance
- Benefits Advisement

## **ACE Client Qualifications**

- A psychiatric or psychosocial evaluation completed within the past 3 months, including a documented diagnosis of a serious and persistent mental illness;
- If there is a history of substance abuse, must have 30 days of recovery;
- Clients receiving medication must be med compliant, and all clients should be under clinical care;
- Appropriate ID (NYS Drivers or Non-Drivers ID and Social Security Card);
- A copy of the client's resume is helpful;
- Clients should be motivated to seek competitive employment.

## **Job Placement**

Upon completing the vocational counseling and skill building phases, ACE participants meet with an Employment Specialist who conducts further assessment of employability and assists with locating appropriate job leads. These leads may require an individual to apply in-person, by telephone or online. As a client searches, each lead he/she pursues is monitored from the interview, to the telephone follow-up with the employer. Since the Employment Specialist works closely with the full ACHIEVE Career Consultants team, clients benefit from the full array of job placement opportunities available to them.

## **Post-Placement Support**

Once a client is placed in employment, the Employment Specialist monitors job progress with one-on-one retention counseling. These meetings occur on a weekly basis or as their work schedule permits (biweekly, monthly) to help in any on-the-job concerns they might have. Employment Specialists will maintain regular communication with the employer, as agreed upon by each client, as well as being an active participant in each person's treatment team. After 6-12 months, clients are also encouraged to continue their job search activities if they wish to obtain a new position.