

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Employment Services/JobLink

POLICY NO: 40-002

SUBJECT: Supported Employment

EFFECTIVE DATE: May 1990

Policy:

In keeping with the mission statement and philosophy of Cottonwood, Inc. Supported Employment Services shall be offered through the Employment Services/JobLink Department.

Description of Supported Employment:

Supported Employment is defined as paid employment for individuals in integrated work settings where professional support services are present or intermittent and available.

Procedures:

I. Job seekers may request Supported Employment Services by contacting their Support Services Coordinator, and following the Entrance Procedures in Policy 40-001.

II. Job seekers and their support team will work with the JobLink team to determine:

A) Job interests.

B) The level of support that may be needed on the job.

III. Job development will be done by the job seeker and the JobLink team. A Supported Employment model will be chosen that best suits the needs of the individual and still retains the highest level of integration possible.