

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Employment Services/JobLink

POLICY NO: 40-007

SUBJECT: Job Site Inclusion and Composition

EFFECTIVE DATE: April 1991

Policy:

In keeping with the mission statement and philosophy of Cottonwood, Inc., optimum inclusion for persons with disabilities shall be a goal at all job sites.

Procedures:

1. During the job development stage, the JobLink staff will focus on development of services at an integrated job site that are tailored to the resources, interests and abilities of the individual, and the needs of local businesses.
2. The JobLink Team will seek and give preference to individual job site placements, although small or dispersed work groups may also be considered per the criteria in procedure #1.
3. Physical and social integration at the job site will be encouraged between persons with/without disabilities. The JobLink staff will also offer employer and co-worker education to facilitate integration and reduce attitudinal barriers.