



**COMMUNITY OPTIONS, INC
CAREER OPTIONS EMPLOYMENT
PROGRAM**

Tomorrow's career path starts here today!

PRESENTED BY:
TRINA GRESS
CHIEF OPERATIONS OFFICER



HISTORY

- Community Options for Residential and Employment Services, Inc
- For-profit corporation opened in 1997
- To date Community Options, Inc services over 1100 clients and employees over 270 staff across the state of North Dakota
- Two branches to the company: Residential and Employment
- Mission Statement – Provide services to people to help them realize hopes and dreams by promoting self direction and personal growth through opportunity, choice, and relationships within their community.



BRANCHES OF COMMUNITY OPTIONS

- **Employment Branch**

- Job Opportunities and Basic Skills Program (JOBS)
- Pathways to Work Program (PtW)
- Vocational Development Programs (Vocational Rehabilitation, Development Disabilities, Mental Illness)

- **Residential Branch**

- Individualized Supported Living Arrangements (ISLA)
- Supported Living Arrangements (SLA)
- At-Your-Service (Day Supports)
- Qualified Service Provider (QSP)



PERSON CENTERED APPROACH

- Individualized services – each customer is served different
- Comprehensive assessment – individually identify specific barriers
- Person Centered Plans – begin where the client is
- Education – training on essential life skills to overcome barriers
- Intensive follow up – consistent communication and coaching



CAREER OPTIONS VISION STATEMENT

We strive to provide quality, professional services to ensure that all customers have the opportunity to succeed and find self-sufficiency through a productive career in their community.



CAREER GUIDANCE SERVICES

- Career Coaching (Life Coaching):
 - Daily Living Skills - budgeting, daily scheduling, organizing home
 - Review ND Labor Statistics
 - Provide instruction on self – disclosure
 - May meet with Case Manager on a daily, weekly, or monthly schedule



CAREER GUIDANCE SERVICES

- Vocational Assessment
 - Interest Inventory
 - CHOICES
 - Job Shadows
 - Situational Assessments
 - Trial Work Experiences
- Skill Building Workshops
 - Peer Network
 - Facilitated by Career Options Staff
 - Client may also co-facilitate
 - Opportunity for various HR Dept to be invited to present



PRE-EMPLOYMENT SERVICES

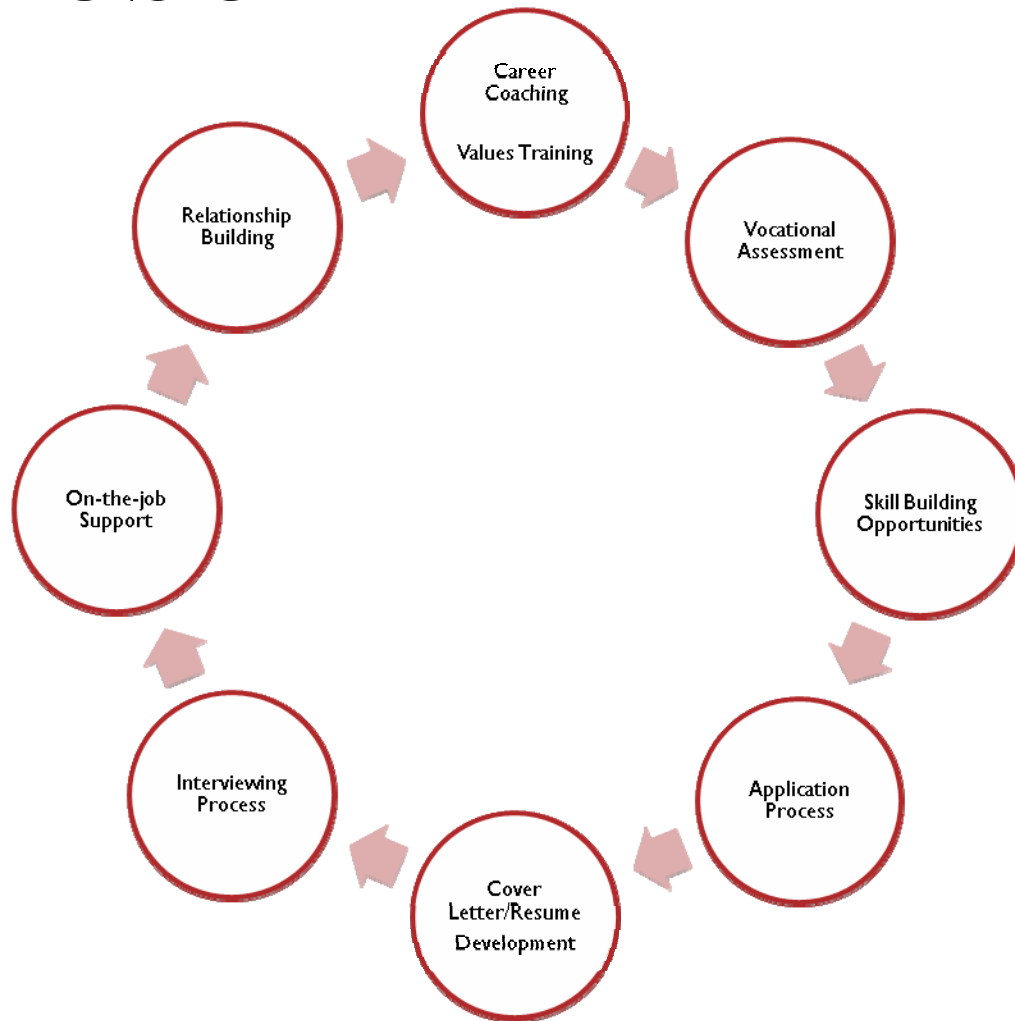
- Application Process
 - “Pounding the Pavement”
 - Role Model
 - Educational Opportunity
- Cover Letter Development
 - Assist client in typing cover letter
 - Topic may be covered in Vocational Skills Workshops
- Resume Writing
 - Microsoft Office Templates
 - Topic may also be covered in Vocational Skills Workshop
- Interviewing Skills
 - Mock Interview with objective Career Options staff or HR Dept



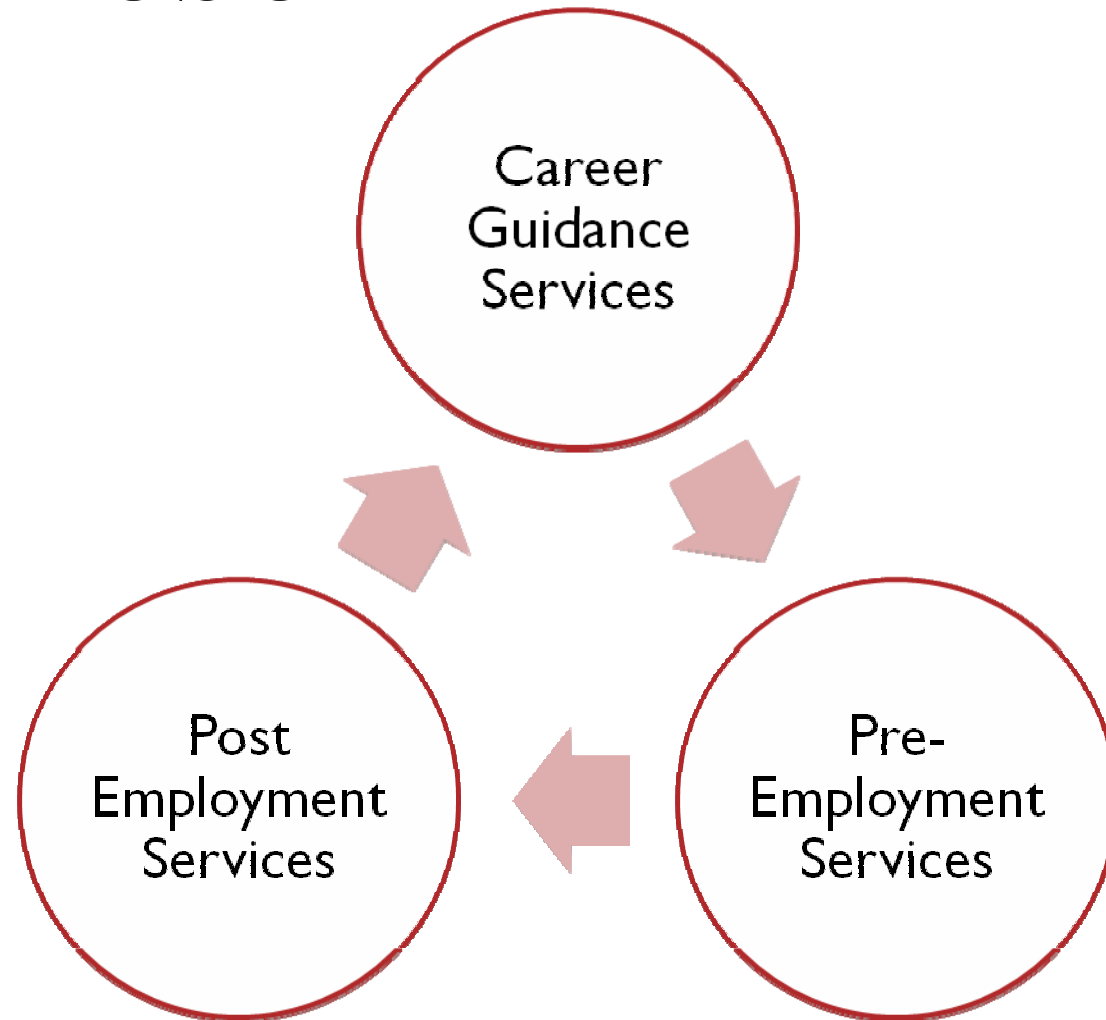
POST-EMPLOYMENT SERVICES

- Relationship Building
 - “Middle Man”
 - Salvaged jobs
 - Education opportunity for the business
- On-the-Job Support
 - Job Coaching
 - Orientation Class
 - Case Manager needs to know the job
- Values Training
 - Career Coaching

CAREER OPTIONS PHILOSOPHY



CAREER OPTIONS PHILOSOPHY





LIST OF LOCATIONS

Region 1 – Williston

Satellite Office – New Town

Region 2 – Minot

Region 3 – Devils Lake

Region 4 – Grand Forks

Region 5 – Wahpeton

Region 6 – Jamestown

Region 7 – Bismarck

Satellite Office – Ft. Yates

Region 8 – Dickinson

Outreach is conducted through out each region.



CONTACT INFORMATION

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