

# Encouraging Employment - Inclusion Grants

## *Creating Inclusive Workplaces*



### Application Package- Step 2

#### Employment Profile

Email to: [inclusion.grant@c-a-s-s.org](mailto:inclusion.grant@c-a-s-s.org)

Employee Name:

Company Name:

Company Address:

Company Contact Name:

Company Contact Email:

Orientation Date:

Start Date:

Job Title:

Job Type:  Full Time:  Part Time:  Other:

Job Description:

**Performance Expectations:**

**Workplace Accommodations:**

**Rate of Pay Amount:**

**Date:**

**Pay Period:**

**Benefits:**

**Performance Review Date:**

# Encouraging Employment - Inclusion Grants

## *Creating Inclusive Workplaces*



### Employer Agreement

Email to: [inclusion.grant@c-a-s-s.org](mailto:inclusion.grant@c-a-s-s.org)

### Responsibilities of Employer:

1. Perform 3,6, and 12-month employee sustainability reviews and share the feedback with the service provider you are working with.
2. Abide by [Alberta Employment Standards](#)
3. Communicate to the Service Provider any changes and/or consultation needed to support employment success and sustainability. Understand the supports available by reviewing the Service Provider-Employer Engagement Standards and Protocols document.

Employer contact name and title:

Email and phone:

Employee Name:

Position:

Start Date:

Hours/schedule:

Funding option requested:

Number of months requested:

Fund Distribution Payment Schedule:

Coordinator contact:

Email and phone:

**I understand and agree to the above information, responsibilities, and requirements.**

\_\_\_\_\_  
Employer contact (print name)

\_\_\_\_\_  
Employer contact (signature)

\_\_\_\_\_  
Date

# Encouraging Employment - Inclusion Grants

## *Creating Inclusive Workplaces*



### **Service Provider-Employer Engagement Standards and Protocols**

Email to: [inclusion.grant@c-a-s-s.org](mailto:inclusion.grant@c-a-s-s.org)

Professionals working in the field of Supported Employment / Employment Inclusion recognize that employment service outcomes for people with disabilities require the engagement and participation of an employer. We also recognize that although the foundation of our work is to assist *people with disabilities* to identify, pursue, acquire and maintain employment – employers must be equally served through this work and through our service commitment to them.

Service Providers assist businesses with many elements of diversity management including recruitment, onboarding and retention. Service Providers also play a role in building employer capacity around Diversity and Inclusion. It is important that Service Providers reflect a strong 'customer service ethic' which includes an understanding of the business as well as demonstrating responsiveness to their personnel management needs.

#### **Service Alignment with Business Needs:**

1. Explore and verify skills, abilities, readiness, employment goals and job targets of candidates along with any accommodations or supports which would be required to facilitate greater employment success, performance and job retention
2. Ensure that requisite resources are in place to effectively support the prospective candidate and employer with recruitment, onboarding and employment retention
3. Ensure that staff reflect excellent 'customer service' values and etiquette with employers

#### **Recruitment:**

1. Commit to building a lasting, mutually beneficial relationship with businesses
2. Facilitate 'talent-matching' – bringing the best candidate forward for the specific workplace
3. Assist employers with interviews in terms of communication accommodation and facilitating information exchange, as per the employers' and candidates' needs and wishes

#### **Onboarding:**

1. Provide detailed information to the employer about the range and scope of services available
2. Verify and document job description, accommodations, performance and workplace culture expectations
3. Support the employee to understand and meet performance and culture expectations
4. Assist with the identification and engagement of mentors and natural supports
5. Augment (where required) the employer's usual training and orientation processes

#### **Retention:**

1. Communicate their role in supporting retention and inclusion to employers
2. Document the employer's service expectations re accessibility, resources and the amount and type of contact
3. Engage in regular discussions with employers to assess satisfaction, success and challenges
4. Engage directly around changes to duties, supervision or processes to ensure job retention
5. Advocate and facilitate resolution where concerns arise for employer or employee

---

Service Provider (Signature)

---

Date

# Encouraging Employment - Inclusion Grants

## *Creating Inclusive Workplaces*



### Information Release

Email to: [inclusion.grant@c-a-s-s.org](mailto:inclusion.grant@c-a-s-s.org)

By participating in the **Encouraging Employment – Inclusion Grant**, service providers agree to provide relevant information on the application and other forms required and understand that grant coordinators may collect and share information from these forms to better understand and support employment for persons living with developmental disabilities in Alberta. Information will only be shared between the Ministry of Community and Social Services (funder) and the project coordinators.

Information may be collected through the application questionnaire, surveys, interviews, phone calls, and through reporting and evaluation measures. Employment history, salaries, hours worked, age of employees, employment longevity, and employment supports required, may be collected and shared. To protect confidentiality, names of employees, employers, service providers, and business names will not be shared.

By signing, you are agreeing to the above detailed release of information.

---

Service Provider (print name)

---

Service Provider (signature)

---

Date