What To Expect From Your Job Coach

• Keep all appointments with your job coach and potential employers and be on time for those meetings
• Meet with a Community Work Incentives Coordinator to discuss benefits planning as you seek and maintain employment

To go to work, contact your local APD office or ask your support coordinator for more information about supported employment services

Agency for Persons with Disabilities
1-866-APD-CARES (1-866-273-2273)
(850) 488-4257
apdcares.org

Northwest Region 850-487-1992
Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington counties

Northeast Region 1-844-766-7517

Central Region 407-245-0440
Brevard, Citrus, Hardee, Hernando, Highlands, Lake, Marion, Orange, Osceola, Polk, Seminole, and Sumter counties

Suncoast Region 1-800-615-8720
Charlotte, Collier, DeSoto, Glades, Hendry, Hillsborough, Lee, Manatee, Pasco, Pinellas, and Sarasota counties

Southeast Region 561-837-5564
Broward, Indian River, Martin, Okeechobee, Palm Beach, and St. Lucie counties

Southern Region 305-349-1478
Dade and Monroe counties

Agency for Persons with Disabilities
* State of Florida

May 2017
What is Supported Employment?

The goal for every person served by the Agency for Persons with Disabilities (APD) is to gain work in the community earning minimum wage or higher in the job of the individual’s choosing.

Supported employment is a service that may be provided with funding from APD. This service involves the selection and hiring of a job coach or employment consultant to help an individual with a disability secure and maintain a competitive job.

Role of a Job Coach
An APD job coach assists people with developmental disabilities in obtaining and maintaining employment by matching skills and interests. A job coach will assess a person’s skills, talents, and interests through conversation and observation.

Job Coach Responsibilities
- Schedule an initial meeting to develop a plan for employment
- Assist in developing a resume
- Assist in completing job applications
- Provide practice interview questions and answers
- Set up mock interviews with employers in the community
- Utilize business connections to search for employment opportunities
- Assist with coordination of transportation when needed
- Act as a liaison with APD to provide updates on the job candidate’s progress throughout the search process
- Provide contact information for the local Community Work Incentives Coordinator (CWIC), a free benefits counselor, to help maximize earnings while minimizing the potential impact of earnings on governmental benefits

Supported Employment Participant Responsibilities
- Actively participate in supported employment activities
- Be open and realistic about the type of work you are interested in, transportation needs, prior work, and volunteer experiences
- Your job coach is responsible for providing you the tools for success, but it is up to you to use those tools
- Complete assigned tasks, actively search and apply for jobs on your own, and practice interviewing skills