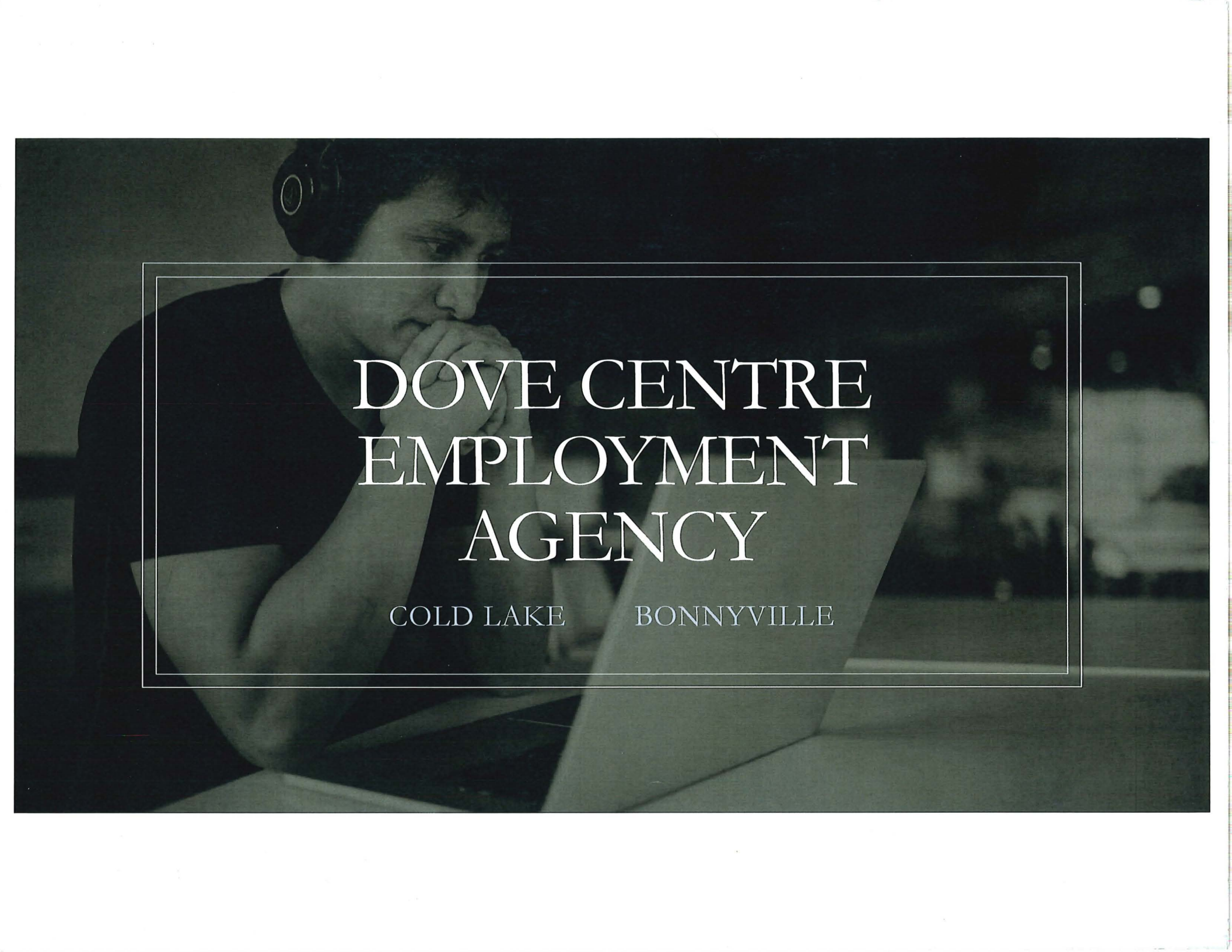


A black and white photograph of a man wearing large headphones, looking intently at a laptop screen. His hand is resting on his chin in a thoughtful pose. The background is dark and out of focus, suggesting an office or home workspace at night.

DOVE CENTRE EMPLOYMENT AGENCY

COLD LAKE

BONNYVILLE



OUR CORE VALUES

COMMUNITY INCLUSION

Working & being involved within the community

MENTORSHIP

Provide guidance and mentor individuals through life essentials

GROWTH

Growing together as an individual and within the community

EMPOWERMENT

Standing proud and strong through every step

ACCEPTANCE

Caring and accepting of all who ask for support

INDIVIDUALITY

Becoming your own individual to practice self-learning

PRESENTATION OUTLINE

Who is eligible?

Dove Centre Employment
Agency

What the Dove Centre
Employment Agency Offers

Workshops that are available

Dove Centre Employment
Skills Library

What is the Role of an
Employment Coach



Who is Eligible

- To be eligible for PDD you must 18 years old and have a developmental disability. This means you may have had a disability from birth or one happened while you were growing up.
- Having a developmental disability means a person may need help to learn new things and assistance with day-to-day activities. A developmental disability is not the same as a physical disability, a health condition or a mental health disorder.



Dove Centre Employment Agency

- Joint Project between the Dove Centre and the Governments of Alberta & Canada.
- We help deliver career Employment Information Services to Persons with Developmental Disabilities.
- We will help our eligible clients train, seek & find jobs that will match their skills & personalities
- Provide a venue for eligible individuals to receive training from job skills to life skills. Help our clients to succeed, to find and attain the skills required to seek and maintain employment.

Dove Centre Employment Agency

What we offer:

One-On-One Supports

Skill and Interest Assessments

Pre-employment Workshops

Resume Development

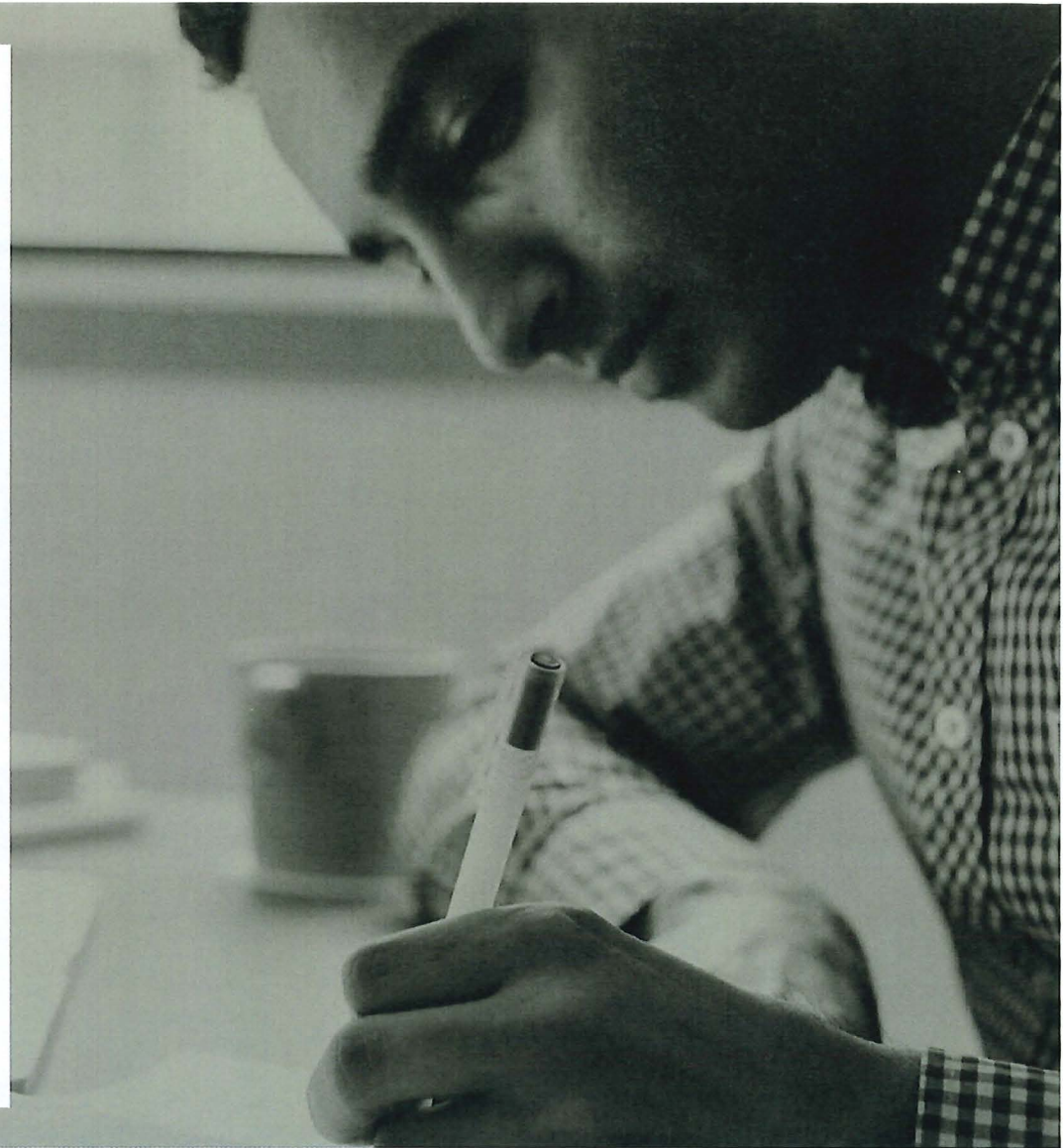
Interview Skills

Discoveries (trying on jobs)

Job Search Supports

Access to Printers and Computers

Job Check Ins



Dove Centre Employment Agency

One-on-One Supports

Work one on one to identify your skills.
Work with our clients comfort level.
Listen to the clients wants and needs.
Help clients discover what occupation they would be interested in.
Work on talking to the employers to arrange a discovery (Job Shadow).

Skill and Interest Assessments

An Employment Assessment will help determine what your strengths and skills are.

Assist you to become employed in a job you like that is available in your community.

Discover that you may need more schooling or help, example GED.

Pre-Employment Workshops

Clients will receive training from valuable workshops that were developed to help clients search, attain and keep a job.

Develop life skills from our workshops.

Resume Development

Help creating a resume.

A resume is a short history of you and your skills.

Includes:

Education
Work
Experience
Skills
Awards/Activities
Volunteer Work
References

Interview Skills

Prepare clients with the knowledge to obtain good interview skills.

Prepare for common questions.

Research information about a potential company.

Mock Interviews:

Video tape a fictional business interview based on common questions.
Review video to improve interview skills.

Dove Centre Employment Agency

Job Discoveries

Explore specific careers.
On-the-job training
Learn about a career through hands on experience.
Make informed decision about your job of choice.
A process for both you and the employer to explore a good fit.
Generally unpaid.
A standard experience is a few hours to a full day.

Job search supports

Job search supports help Albertans with disabilities seek employment.

Research valuable websites for job information, (Job bank.gc.ca, ALIS).
Search businesses, investigate trends, Social media networking, career ads etc.

Learn what job search method has worked or not worked in the past.

Access to printers and computers

Resumes

Cover Letters

Workshops

Searching for Jobs

Job check-in

Come to your job placement to complete a follow-up.

- Employee-client has questions or concerns that need to be addressed.
- Employer-Questions or concerns that need to be addressed

Our Main Goal

To get you **Employed** in a **Job** you **Enjoy**.

Having a job will help you:

Accomplish your **Financial** goals

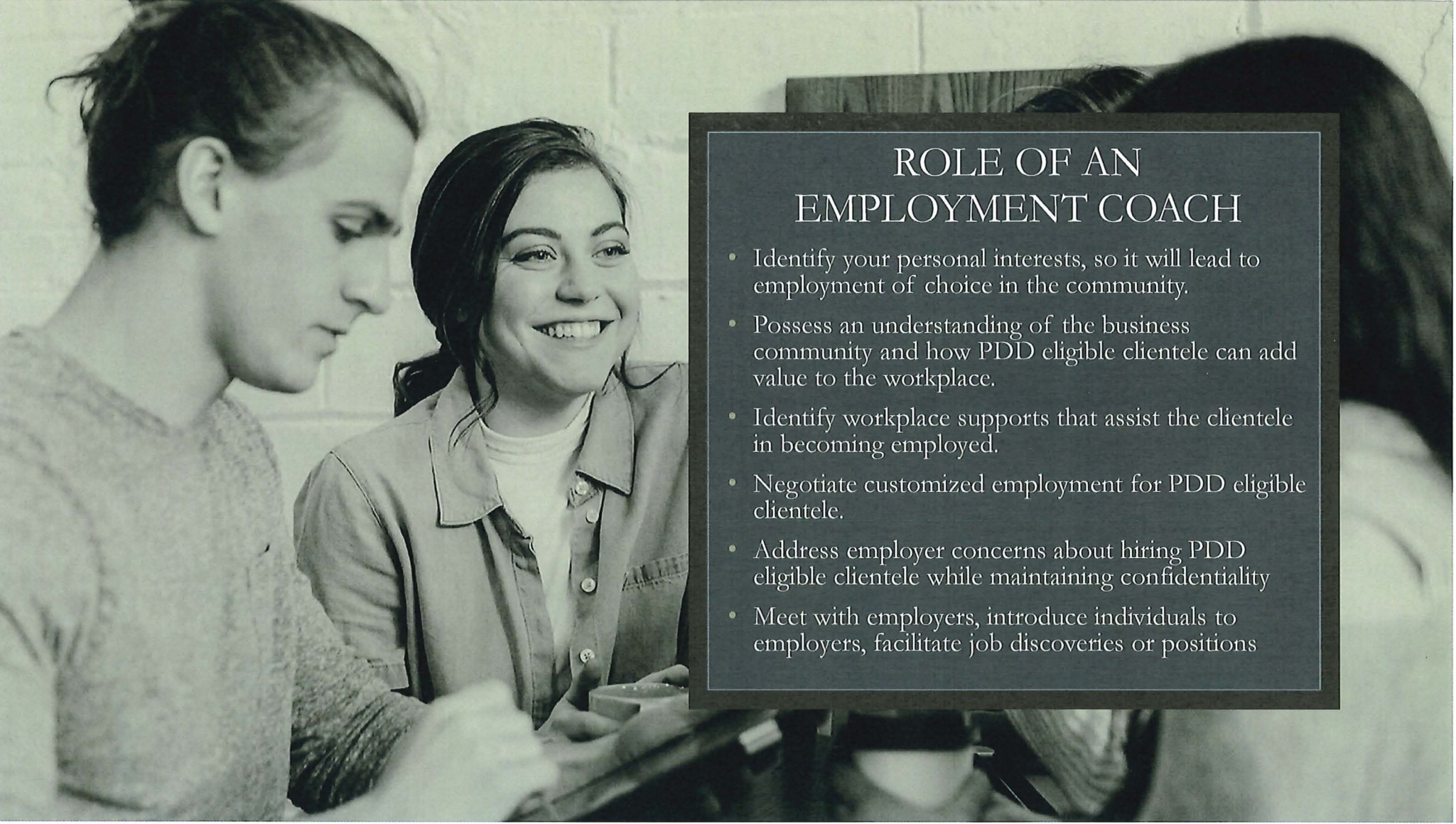
Give you greater **Confidence and Self Esteem**.

Give you a sense of **Independence**.



Dove Centre Employment Agency Workshop Library

Adaptability
Basic Computer Skills for Employment
Budgeting
Creating a Resume and Cover Letter
Customer Service
Emotional Regulation
Employability Skills (Personal Presentation)
Following Instructions
GED and Upgrading
Good Communications
Interests and Strengths
Interview Skills 1 & 2 (Mock Interview)
Job Shadowing
Labor Market Knowledge
Leadership
Maintaining Employment
Networking
Resilience
Self- Motivation & Initiative
Starting and Marketing Your own Business
Stress Management
Teamwork
Time Management



ROLE OF AN EMPLOYMENT COACH

- Identify your personal interests, so it will lead to employment of choice in the community.
- Possess an understanding of the business community and how PDD eligible clientele can add value to the workplace.
- Identify workplace supports that assist the clientele in becoming employed.
- Negotiate customized employment for PDD eligible clientele.
- Address employer concerns about hiring PDD eligible clientele while maintaining confidentiality
- Meet with employers, introduce individuals to employers, facilitate job discoveries or positions



Acknowledging Community Employers

Local Businesses that have partnered with us include:

AECOM	Walmart	Tim Hortons	Telliers Pharmacy	Benjamin Dyck Accounting
JD Collision	Cold Lake Sun	BV Nouvelle	The Pourhouse	Baby Cherry Greenhouse
Marina Bowling	Canadian Tire	NAPA	Value Drug Mart	Neighborhood Inn
Tech Check	The C2 Centre	Bonnylodge	Fountain Tire Flint	Sobeys
Buds N Blooms	CL Recycling	SPCA	CO-OP Agri-Centre	Bargain Boutique
BV Bottle Depot				

City of Cold lake?

A black and white photograph showing a person's hands clapping. The hands are positioned in the upper right of the frame. Below them, on a wooden desk, is a laptop and a smartphone. The background is dark and out of focus. A semi-transparent dark rectangle with a thin white border is overlaid on the left side of the image, containing the text 'THANK YOU' in a white serif font.

THANK YOU



QUESTIONS?