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Center

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### **PROSper Group Protocol**

**Date:** October 6, 2014

**Title:** Ready to Work

**Component:** Community Rehab & Support

**Service:** Community Living Exploration (CLE)

**Population:** Any member of the PROSper community who is in the Action Stage of vocational readiness, in the area of work.

**Frequency:** 1 time per week

**Duration:** 50 minutes

**Description:** Interactive group designed to assist members with accomplishing their vocational pursuits. Group will focus on areas such as: a) creating a resume b) preparing cover letters c) navigating online employment websites d) assistance with completing online applications e) preparing for job interviews.

#### **Mode of Work:**

- A. Purpose: Designed to foster each member's ability to navigate the employment process independently, as it relates to their vocational goals.
- B. Group Framework: Group will utilize computers to create resumes, prepare cover letters, search for jobs and complete online applications. Handouts and hard-copy applications may also be utilized. In addition, role play will also be utilized to better prepare clients for job interviews and practice skills learned.

**Expected Outcome:** Each member will learn how to properly apply to positions of their interest, as it pertains to their vocational pursuits. Members will have a better understanding on how to navigate online websites, successfully submit online applications, create a resume and cover letter, and be prepared for anticipated job interviews.