



**John Gard**  
**Consulting**

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**CERTIFIED EMPLOYMENT  
SUPPORT PROFESSIONAL**



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## **CERTIFIED EMPLOYMENT SUPPORT PROFESSIONAL (CESP)**

This is an NCCA Accredited Program (National Commission of Certifying Agencies). The CESP credential recognizes individuals who have demonstrated a sufficient level of knowledge and skill to provide integrated employment supports to a variety of people with disabilities. Individuals who earn the CESP credential have demonstrated knowledge of the training, facilitation, and advocacy skills necessary to help establish and expand equitable employment opportunities for individuals with disabilities by passing a national certification examination.

### **JOB PLACEMENT SERVICES:**

I have over 20 years of experience assisting area employers with their job openings, and assisting applicants looking for work. In conjunction with the South Dakota Division of Rehabilitation Services, as a Certified Employment Support Professional, I will strive to build a partnership between you, the employer, and individuals with disabilities who are looking for work. A thorough effort is made to match the needs of your business with the experience and skills of adults who are employment ready and looking for work. My services are provided at no cost to you.



### **JOB CARVING:**

Is there something that you could delegate to a potential part-time or full-time employee, to free up your valuable time, or the time of another highly skilled employee to accomplish those things that truly need to be done? Vocational Rehabilitation

consumers are available for part-time or full-time employment; and there is a variety of work that they can do. From merchandising displays in retail stores to assisting employers and their co-workers with time consuming jobs-therby freeing up precious time to concentrate on the larger projects that are in need of attention. I can assist you in developing a job description to list the qualifications and skills that are required to accomplish the “carved job” and search for a suitable individual to perform that job, at no cost to you.

### **SITUATIONAL ASSESSMENT:**

A suitable, potential employee and I will come to your job site. You will be given the opportunity to employ “try out” this person at no charge to you for a short period of time. During this trial work period, I will monitor the situation to make sure that the individual stays on task, and is performing the duties of the job. This will give you the opportunity to observe the potential employee in a job setting. At the same time, this assessment will give the participant the opportunity to see if this is the right job for him/her. You are not obligated to hire this individual, nor are you required to pay this potential employee during this tryout period of time. Workers Comp coverage is provided by the Division of Rehabilitation.

### **WORK OPPORTUNITY TAX CREDIT (WOTC):**

When you hire a Vocational Rehabilitation Referral, your business may qualify for a tax credit ranging from \$1,500.00 up to \$2,400.00 per targeted worker, based on the number of hours worked and amount of qualified earnings. The completed Tax Credit form must be sent within 28 calendar days of your employee’s start date to the WOTC Coordinator.

### **ON THE JOB TRAINING (OJT):**

When you hire a Vocational Rehabilitation Referral, 50% of your new employee’s wages will be reimbursed back to your business through this program, for a pre-determined period of time. The OJT requires prior approval and pre-authorization by the Rehabilitation Counselor.



### **JOB COACHING:**

I am available to assist the new worker with learning his/her new job, at no cost to you. I would assist in the training, as needed. This could result in a substantial savings of time and money for your business.

### **FOLLOW ALONG:**

I would continue to remain in contact with you and your new staff member for 90 days or longer to make certain that the learning process is proceeding as planned, and to monitor the quality of the work performed.

### **AMERICAN SIGN LANGUAGE INTERPRETER:**

Certified American Sign Language Interpreters can be provided at no cost to you for interviews and training sessions during the first 90 days of employment.

### **DAKOTALINK: (ASSISTIVE TECHNOLOGY EVALUATION AND SERVICES)**

Access to DakotaLink provides Nationally Certified Technology Specialists who can supply on-site evaluations or assistive technology services to determine the most economical and feasible equipment to best serve your employee. There is no charge to you for this service.