



A·C·H·I·E·V·E History

ACHIEVE Career Consultants has been assisting Employers with finding the right employee for the job since 1989. Through one-on-one interviews with prospective employers, ACHIEVE has been able to identify qualified applicants for prospective job vacancies.



Services

A·C·H·I·E·V·E

240 O'Connor Street
Wellsville, NY 14895

585.593.5700 ph | 555.593.5957 fax

www.alleganyarc.org/ACHIEVE

*Allegany Arc is a Chapter of NYSARC, Inc.
and an Equal Opportunity Provider and Employer.*

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Transition Mentoring

Transition Mentoring provides guidance to schools and families for children who are planning for the future beyond school; whether it is for work or higher education. This includes information on navigating the adult service system and providing assistance where needed.

Vocational Assessments

ACHIEVE has the ability to assess a your child's work and functional skills, aptitudes, and learning style(s) through an assessment process which takes approximately 2-3 hours. In this time frame, your child will meet with a trained Evaluator who will put him/her through a series of tests which will allow the Evaluator to identify their potential for employment in their desired field, or potential for college. Vocational Assessments provide schools with information to assist your child with gaining academic, vocational work, and functional skills needed for employment or college prior to exiting high school. The assessment process can include: 1.) Learning Styles Assessment 2.) Interest Inventory 3.) General Aptitudes and 4.) Simulated Work Samples: Machine Tending, Small Parts Assembly and Hand/Eye/Foot Coordination.

Job Readiness Classes

ACHIEVE has developed a comprehensive series of Job Readiness classes to address current employment issues by surveying local employers and working with the New York State Department of Education to determine what employers are looking for from prospective employees. Classes include: Job General Aptitudes, Work Ethics and Values, Communication, Conflict Resolution, Co-worker and Supervisory Relations, Job Applications, Interviewing and Resume Writing.

Job Coaching

An ACHIEVE Employment Specialist will meet with prospective Employers, look at the qualifications for each position with a vacancy, provide the employer with resumes, cover letters, and completed job applications for each position. The Employment Specialist will also accompany your child to the interview and assist with the interview process when necessary. The Employment Specialist will train your child on the necessary job components at no cost to the employer. Once the employer, employee and Employment Specialist agree your child has met the job-related requirements, the Employment Specialist will "fade out," leaving your child to complete job tasks on their own.

The Employment Specialist will continue to meet with the employer once a month and your child twice a month to ensure the individual continues to meet the expectation of the job. Should job responsibilities change or your child receives a promotion, the Employment Specialist will assist the employer with training your child in their new responsibilities

Community Based Assessments

When your child indicates an interest in a job, their Employment Specialist will work with a local business to train and assess your child's ability to effectively perform the required job tasks. This process typically takes place over a 2-3 week period. At the end of this assessment, the Employment Specialist will meet with the "host employer" to determine if your child has met the expectations of the job description, determine their strengths, and identify barriers to success. This process assists both the employer and your child to determine if he/she is a good match for the job.

Student Internship Experience

Schools may partner with ACHIEVE to provide a vocational program option for your child once academic requirements are met through New York State Education Department Programs are individually designed and can be half-day or full-day programs. Design of a plan can include functional skills training, work readiness training, internships, and counseling regarding employment and post-secondary education.

Summer Youth Employment

The Summer Youth Employment Program is designed to offer special needs students the opportunity to obtain work skills and experience, which may lead to gainful employment. This program runs concurrent to the summer school schedule and generally lasts six weeks.