

## 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

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*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 their students/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 prospective student's work and functional skills, aptitudes, and learning style through an assessment process which takes approximately 2-3 hours. In this time frame, the student will meet with a trained Evaluator who will put them 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 students 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 Ethic 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 a prospective Employer, 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 the prospective employee to the interview and assist with the interview process when necessary. The Employment Specialist will train the prospective employee on the necessary job components at no cost to the employer. Once the employer, employee and Employment Specialist agree the individual has met the job-related requirements, the Employment Specialist will "fade out," leaving the individual to complete job tasks on their own.

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

### **Community Based Assessments**

When a prospective Employee indicates an interest in a job, their Employment Specialist will work with a local business to train and assess the individual'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 the individual met the expectations of the job description, determine their strengths, and identify barriers to success. This process assists both the employer and employee to determine if the individual is a good match for the job.

### **Student Internship Experience**

Schools may partner with ACHIEVE to provide a vocational program option for students once academic requirements are met through New York State Education Programs that 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.