

CAREER SUPPORT PROGRAM

NCIA/CBAI Referral Form

Our Mission:

To help create a society in which all persons who come into contact with human service or correctional systems are provided an environment of individual care, concern, and treatment. NCIA is dedicated to developing quality programs and professional services that advocate timely intervention and unconditional care."

Community-Based Alternatives and Initiatives (CBAI) Employment Focused:

Our Employment and Community Inclusion Program matches the employment seeker with a job developer to help determine employment goals. We help people explore a full range of employment options while considering each person's unique talents, strengths, skills, and interests. We also partner with the Division of Rehabilitation Services to provide job development and job coaching.

individual focus

community perspective

Requested Services:

- ☐ Personal Job Search Assistance
- ☐ Resume Development Customization
- ☐ Interview Coaching
- ☐ Application Assistance
- ☐ Cover Letter Development
- ☐ Identification of Natural Supports in the Workplace
- ☐ Job Coaching

Serving: Baltimore City, Owings Mills, Towson, Frederick, Columbia & Westminster

Contact: Erin Lindholm @ 443-780-1380 Erin.lindholm@ncianet.org

Counselor: _____

Office: _____

Consumer: _____


Consumer Address: _____

Consumer Email: _____

Consumer Phone Number: _____

Referral Submission Checklist:

Please include the following as available:

	
Referral Form from DORS	<input type="checkbox"/>
Job Readiness Checklist	<input type="checkbox"/>
Consumer Consent Form	<input type="checkbox"/>
Psych Evaluation (if applicable)	<input type="checkbox"/>
Current Resume (if applicable)	<input type="checkbox"/>
DORS Authorization – send authorization within 24 hours of the authorization beginning date	<input type="checkbox"/>
IPE including the <u>Employment Goal</u> & <u>Number of Hours</u> that the consumer wants to work per week	<input type="checkbox"/>
Medical diagnosis	<input type="checkbox"/>