



Work Readiness at LifeBridge Health (formerly Work Adjustment Training)

Work Readiness at LifeBridge Health, a stipend-paid training program within a LifeBridge Health department, consists of skills development and attainment in three skill areas: work behavior, job-related and job readiness skills. These skill areas are often lacking in individuals who have been out of the labor market for an extended time period or have barriers to employment success. VSP and LifeBridge Health staff provide guidance and support as trainees acquire competitive work behaviors in a healthcare setting and readiness to enter employment or an active job search.

Work Behavior Skills Development

Upon program entry, VSP staff, using an industry-based, five-point behavioral observation scale, will develop baseline data for each individual so that progress can be measured in the areas outlined below (including motivation for employment). Initial baseline levels will be shared with the trainee, staff, and training site personnel. As the individual moves through the training, their progress and growth in each area will be noted and shared with the individual and their staff on a regular basis.

- Attendance
- Punctuality
- Appearance
- Independence Level
- Interpersonal Skills and Customer Service
- Quality of Task
- Productivity
- Response to Training Site Personnel
- Safety Awareness in a Healthcare Setting

Job-Related Skills Development

Trainees are placed in a LifeBridge Health department, acquiring skills in one or more healthcare-oriented areas such as clerical, delivery, patient or service-oriented areas. Training in such settings provides participants with marketable skills as they strive toward competitive employment at LifeBridge Health or with other local employers. Trainees receive job-related training in order to meet department expectations in quality and productivity. Department personnel provide feedback on progress toward skills acquisition, as they consider the trainee for potential LifeBridge Health employment or within the community.

Job Readiness Training Sessions

Complementing work behavior and job-related skill development, job readiness training is delivered concurrently through bi-weekly, two-hour interactive group sessions over a 12-week period. Through the following sessions, trainees develop job-seeking and job retention skills and are better prepared to enter an active job search, leading to employment and job retention:

- Vocational Skills and Goal Identification
- Appropriate Work Behavior in a Healthcare Setting
- Resume and Cover letter writing
- Background Information – Criminal and Disability
- Job Search and Retention Strategies
- Interview Preparation, Dress for Success

Program Recommendations and Job Placement

Final post-training recommendations for each trainee are largely based upon progress in the above-described skills areas. Program graduates are most commonly recommended for LifeBridge Health employment (based on hiring need) or VSP Job Placement services, a structured and supportive job search and retention service.

Length of Service

Some participants may complete the training in 8 weeks. This provides adequate time for these individuals to acquire basic work ready vocational skills and attend 4 job readiness training sessions.

Twelve (12) weeks Work Readiness training provides trainees time to address additional barriers identified and acquire a higher level of work behavior and job-related skills. Trainees attend all 6 job readiness sessions, providing more in-depth job search and retention skill-building.

In the event that an individual requires 16 weeks of training, the need for the full service will be discussed with the referring DORS counselor. Documentation will support the need and outline progress towards each of the goal areas.

If an individual is not demonstrating work ready behaviors at the conclusion of the sixteen week training, consultation will be sought with the referring counselor in an effort to identify next steps.