



## WORK READINESS & EMPLOYMENT ENGAGEMENT (WREE)



**Pre-vocational Training**  
**Job Development**  
**Job Coaching**

**JESPY's Work Readiness and Employment Engagement (WREE) vocational program enables adults with Intellectual and Developmental Disabilities (IDD) to achieve their full potential and lead independent lives through the development of job skills, integration into employment, and community inclusion.**



## **Pre-Vocational Services**

Job Skill Development Sites help clients broaden their knowledge of various industries and jobs that may be of interest to them. JESPY's WREE team monitors the progress of each client as they develop pre-vocational skills. When ready, clients can transition to other WREE services to seek employment.

Services include a comprehensive assessment of career interests and corresponding occupations. Exploration of hundreds of occupations can assist the client in learning about and understanding the world of work. Online videos including

Animal Care Attendant, Customer Service, Early Childhood Education/Teacher's Assistant, Host Training, and Cashiering enhance the learning experience and provide a visual demonstration of the job responsibilities and the work environment.

### **JESPY Job Skill Development Sites:**

- Healthcare
- Non-Profit Organizations
- Retail
- Food Service
- Food Pantries
- Soup Kitchens

# Employment Services



Clients are individually paired with a WREE Job Coordinator to provide one-on-one attention for job development and job coaching. WREE Job Coordinators work with clients in three stages.

## STAGE 1: Job Development

Coordinators meet with clients to develop an understanding of labor market demands, employer expectations, and to match employment opportunities to areas of interest.

During Job Placement, the Coordinators:

- Emphasize job-related skill development training
- Develop an individual performance service plan to provide attainable goals reflective of levels of ability and interests
- Assist with resume writing, job applications, interview skills, and obtaining transportation



## STAGE 2: Job Coaching

Once employment is gained, the WREE Job Coordinators foster job success by providing support with transitioning into the workforce. During Job Coaching, they:

- Provide frequent in-person support
- Assist clients onsite and offsite by teaching job skills and advocating for appropriate workplace accommodations
- Track progress of job placement through communication with the employer





## STAGE 3: Long Term Follow Along

Once a client has adjusted to the job, the WREE Job Coordinator gradually shifts to an as-needed support role to assist the client in advancing their independence in the workplace. Coordinators:

- Allow the client to advance their independence in the work place
- Provide support through in-person visits to assist in maintaining competitive employment
- Assist clients with reaching new employment goals such as:
  - learning a new task
  - increasing work hours
  - advancing their career
- Monitor performance through consulting with the employer
- Services focus on interpersonal skills, verbal and nonverbal communication, task/time management skills, and self-advocacy

JESPY Clients are employed in some of the following fields:

- Healthcare administration
- Office administration
- Education
- Warehouse/Textiles
- Maintenance & facilities
- IT Support
- Customer Service
- Child Care
- Bakery
- Mail Room
- Food Service
- Retail
- Hospitality & catering
- Aviation services
- Venue operations

# Records Management Program

As part of JESPY's Records Management Program, clients build work experience by collaborating with local community organizations. While engaged in specialized projects, clients perform initial preparation tasks for documents to be digitized. These tasks have



included unfolding and organizing papers, carefully handling documents and photos, scanning, and indexing files.

Clients have worked on civic and criminal files at New Jersey Judiciary and historic documents for the Jewish Historical Society. Through these opportunities, clients gained valuable job experience and learned how to meet the expectations of employment while earning a competitive wage. Future opportunities in this program will increase as collaborations with other organizations continue and as JESPY clients develop and enhance their employment skills.

## WREE CLIENT TESTIMONIALS:

**“I’m happy about all the skills I’ve learned while working for many years at Prudential. I have the chance to develop them and learn new skills every day.”**

— Jill T., Prudential



**“Working with the WREE department has been a great learning experience. I got the training and help I needed to find and get a new job as a General Food Service employee.”**

— Quinn F., Millburn Middle School,  
Pomptonian Food Service

“Our JESPY employee is dependable, reliable, and punctual. He is a great addition to our team and our customers love him. I would highly recommend working with JESPY!”

— Dan Kettle, Manager, Bottle King

“Having an opportunity to work with JESPY has been great. The clients we employ are happy to be here. They show up and put in the work. They’ve proven to be an integral part of our workforce.”

— Dominick Costa, Director of Operations,  
Mil Gustos Hospitality Group (Miti Miti)

Scan to learn more:

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**Ready to Work?**  
**Are you looking to hire qualified candidates?**

For more information, contact WREE Manager  
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JESPY House is a nonprofit 501 (c) (3) organization, founded in South Orange in 1978 to serve the needs of adults with Intellectual and Developmental Disabilities.

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