

For Job Seekers

The Whole Person (TWP) provides Employment Services to people with physical and mental disabilities. We serve people who have orthopedic and neurological conditions, brain injuries, learning disabilities, Autism, and mental health disabilities. We work with clients who seek entry level jobs as well as those who have college degrees looking for more skilled positions.

The Whole Person Employment Team includes six staff members with a combined 50 years of experience in employment services who come from a diverse backgrounds in education, rehabilitation services and social services.

We understand that being out of work or being in the wrong job can be discouraging, stressful, and overwhelming. You may feel “stuck” and unable to get interviews. You may feel you were screened out because of your disability or due to gaps in your work history. Perhaps you had an interview but then never got a call back. Our intent is to bring hope and assist you in finding a job that is a good fit.

We will help you:

- ⇒ Find a job, as soon as possible, to match your strengths and interests.
- ⇒ Learn of other jobs you may not be familiar with.
- ⇒ Complete a sample job application to use in your job search.
- ⇒ Build an effective resume to market your skills and experience.
- ⇒ Compose a cover letter to increase chances of being called.
- ⇒ Discover job banks and web sites to increase your options.
- ⇒ Complete online applications so you are not screened out.
- ⇒ Learn how to explain gaps in work history.
- ⇒ Practice job interviews.
- ⇒ Find resources on housing, cell phones, and clothing.
- ⇒ Resolve transportation issues.
- ⇒ Decide how to discuss your disability with employers.
- ⇒ Learn how to ask for accommodations, feedback, and raises.
- ⇒ Learn how your income will affect Social Security benefits.
- ⇒ Find classes on subjects such as budgeting, health, and wellness.
- ⇒ Receive support and encouragement before and after you get a job.

To help you return to work as soon as possible, we will:

- Meet with you every week.
- Provide job leads in person by phone and/or by email.
- Help you learn job seeking skills described above.
- Work with you, VR, and others who support you to help you reach your goal.
- Work behind the scenes (the employer won't know you are working with us) or contact employers on your behalf to obtain job interviews.

For more information contact Jay Robertson, Employment Services Manager, 816.659.9964 or at jcrobertson@thewholeperson.org



**TWP's Employment Services Team
Ruthie, Shana, Adoria, Kari, Katie and Jay**

How to receive Employment Services through The Whole Person

1. Apply for Vocational Rehabilitation Services:

If you are not currently working with Vocational Rehabilitation, call for an intake appointment at the closest office. Learn more about VR at <https://dese.mo.gov/>, see "Adults & Community".

Kansas City Downtown: 816.889.2581 | 615 East 13th Street, G-3, KC State Building Kansas City, MO 64106

Kansas City East: 816.251.0600 | 243 NW Executive Way, Lee's Summit, MO 64063 (serves Blue Springs, Grandview, Independence, South Kansas City, Lee's Summit, Oak Grove, Raytown, Sugar Creek)

Kansas City North: 816.467.7900 | 8030 N. Oak Trafficway, Kansas City, MO 64118

If you bring records of your disability, or proof of Social Security benefits, the time to determine eligibility may be shortened. To be eligible, you need to have a physical or mental disability that causes problems with working, and need VR services to be successfully employed.

2. Choose a service provider:

If VR determines that you are eligible, your VR Counselor will help you develop an employment plan. He or she will provide guidance on choice of careers and service providers, including The Whole Person.

If you need more information on how TWP assists job seekers, please contact Jay Robertson at 816-659-9964 or at jcrobertson@thewholeperson.org.

3. Attend Vocational Planning Meeting / Intake:

If you choose The Whole Person as your employment service provider, the VR Counselor will meet with you and one of our Employment Specialists to discuss your goals and services. This meeting can be in your home community.

4. Begin your job search

Following the Vocational Planning Meeting, you will begin weekly meetings with your Employment Specialist at a location in your community or in the city you wish to find work. We will do all we can to provide support during your job search.

5. Return to work/follow-up support

We want to make sure things are going well once you start working. We will be in touch regularly to discuss any challenges you encounter and to discuss strategies on keeping up with work demands. We can provide additional information on how Social Security benefits may be affected. Please let us know how we can help!

Other support through TWP: In addition to our Employment Specialists, TWP has an additional 40 staff who provide information and referral, advocacy, independent living skills training, peer support, transition services, home modifications, assistive technology, and to help hire and train a personal care attendant (for Medicaid eligible clients). Visit our website at www.thewholeperson.org for more information and a calendar of events.