



For more information contact:
Darlene Hedgecock
Coordinator, Work Training Services
Employment Preparation Centre
825 Sherbrook Street
Winnipeg, Manitoba R3A 1M5
Telephone: (204) 975-3119
e-mail: dhedgecock@smd.mb.ca

VOCATIONAL FACILITATOR

- Assists participant at the work site to learn specific work duties
- Assesses participant's:
 - skill acquisition level
 - work habits and attitudes
 - physical tolerance
 - need for plan modification
- Provides ongoing support to the participant and the employer for the duration of the placement
- Conducts employer evaluation upon completion of placement



SMD Services is funded through:

Easter Seals
Province of Manitoba
United Ways
Generous Gifts
from Manitobans



WORK EXPERIENCE PROGRAM

EMPLOYMENT PREPARATION CENTRE

The Employment Preparation Centre (EPC) is a comprehensive vocational program offered at the Society for Manitobans with Disabilities (SMD). The EPC has operated since 1957. Primary functions and responsibilities of the program include:

- Providing vocational evaluation, community-based work experience and employment placement services
- Assisting with the establishment of career goals that match an individual's interests, abilities, aptitudes and physical abilities
- Providing information related to the current job market
- Assisting individuals to make informed choices about education and employment
- Exploring job accommodation and technical aids, such as ergonomic seating
- Providing on-the-job training and follow-up services based on each individual's needs

WORK EXPERIENCE PROGRAM

- Assesses the participant's interests and abilities within actual community work settings
- Develops specific job and work related skills
- Compares work abilities to current employment standards
- Evaluates physical tolerance and abilities in an actual work setting
- Assists in determining employment readiness
- Assists in exploring workplace accommodations



WORK EXPERIENCE COUNSELLOR

Works with a participant to design individual work training plan by:

- Reviewing vocational skills, interests, and aptitudes
- Exploring job accommodations or technical aids that may be required
- Assisting with resume and interview preparation, if necessary

Establishes community contacts in order to:

- Arrange informational interviews
- Arrange job shadows
- Arrange work experience placements
- Provide consultation to employer regarding any special needs that may be required
- Make recommendations at case conference meeting as to plan of action