

# Vocational Challenges, Skills, & Resources

HOPE Community Services, Inc.  
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# Vocational Barriers Vs. Vocational Challenges

- »» Randi Rice, MAMFT, CM, BHRS,  
LADC under supervision

# Vocational Barriers Vs. Vocational Challenges

## Barriers

- A limit or boundary of any kind



# Vocational Barriers Vs. Vocational Challenges



## Challenge

- Difficulty in a job or undertaking that is stimulating to one engaged in it.

# Vocational Challenges

- ▶ Lack of Education
- ▶ Lack of Work History
- ▶ Low Income
- ▶ Child Care
- ▶ Transportation
- ▶ Health Conditions
- ▶ Substance–Abuse
- ▶ Ex–Offenders
- ▶ Homelessness
- ▶ Language Barriers among Diverse Populations
- ▶ Disabilities



# Communication Skills



Good communication skills  
allow you to make stronger  
connections that build rapport  
and increase your likeability.

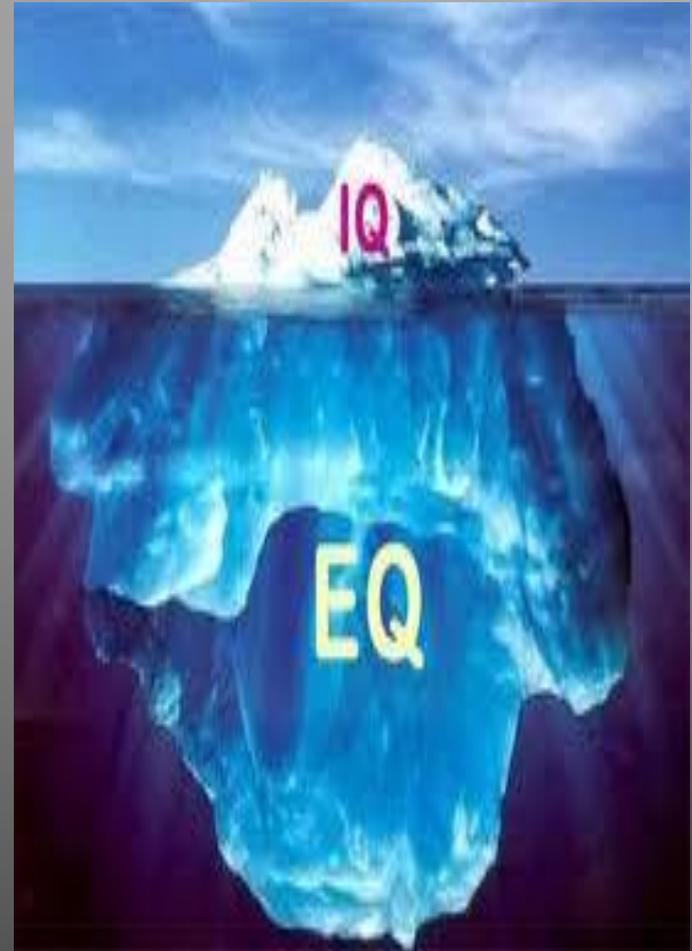
Jen Mueller  
America's Expert Talker

Talk Sporty To Me: <http://talksporty.com>  
Photo: Tony Hisegett, flickr Creative commons

- ▶ Verbal
- ▶ Non-Verbal
- ▶ Active Listening
- ▶ Written Communication

# Interpersonal Relationship Skills

- ▶ Conflict Resolution
- ▶ Formal Communication
- ▶ Informal Communication



# Values



## Personal Values

- ▶ Honesty and Integrity
- ▶ Adaptability
- ▶ Multicultural Diversity/ Understanding

## Employment Values

- ▶ Time Management
- ▶ Reliability/ Dependability
- ▶ Responsibility

# Professionalism

- ▶ Possessing a Positive Attitude
- ▶ Proper Dress/Hygiene
- ▶ Work Ethic
- ▶ Self-Confidence
- ▶ Self-Motivation
- ▶ Leadership
- ▶ Willingness to learn



# Employment Goals



- ▶ Employment Type
- ▶ Long term vs. Short term
- ▶ Further Education
- ▶ Career Vs. Job
- ▶ Aptitude test

# Vocational Resources within our Community

»» Rebecca Johnson, BS, BHRS, RSS, CM

# Applications

- ▶ Never leave blanks, use N/A instead
- ▶ Use Blue or Black Ink
- ▶ Online applications are timed
- ▶ Have a practice application
- ▶ Do you have a felony?
- ▶ Why do you need a resume and then have to fill out an application?



# Cover Letter and Resumes

## ▶ Cover Letter

- Introduces you to potential employer
- Presents qualifications
- Goal: To obtain a job interview



## ▶ Resume

- Written Summary of background education, qualification and skills
- First Impression
- Tells the employer about your professional

# Types of Resume

## ▶ Chronological

- Most commonly used
- Fact sheet of education and work experience starting with the most recent

## ▶ Functional

- Best used if there are gaps in employment history
- Highlights skills and experiences

## ▶ Combination

- Prepares for specific careers by highlighting work experience, skills and education relating to the position applying for



# Interview Techniques

- ▶ Help to manage symptoms of the mental illness by being prepared
- ▶ Mock Interviews
- ▶ Most commonly asked questions and talk through the proper answers.
- ▶ Thank You Letters/Notes



# Workforce Oklahoma

- ▶ Contact Information

  - [Oklahoma JobLink](https://servicelink.oes.c.state.ok.us/)

  - <https://servicelink.oes.c.state.ok.us/>*



- ▶ Offer computer classes/vocational classes and other job skill classes
- ▶ Veteran's Services are available
- ▶ Bondable Letters
- ▶ Computer Access

# Bondable Letters

## ▶ Purpose

- To assist ex-offenders and at-risk persons with questionable background secure a job
- Help protect employers from loss of money and property

## ▶ Who Qualifies?

- Ex-offenders
- Poor Financial Credit History
- Ex-addicts
- Dishonorably discharged from Armed Forces
- Person lacking work history from low income family

# Urban League of Greater Oklahoma

Contact Information:  
904 NE 26<sup>th</sup>  
405-424-5243



- ▶ Need to call for appt. to sign up for services
- ▶ Job Profiling
- ▶ Computer Access
- ▶ Bondable Letters
- ▶ Career Fair
  - First Monday of every month
  - Bring Cover Letter/Resume
  - On the spot Job Interview

# Department of Rehabilitation Services

## Contact Information

[www.okrehab.org](http://www.okrehab.org)

951-3400

Print off Application and  
General Health Checklist



- ▶ Primary Goal: To get off of SSI or SSDI and to get back into the workforce
- ▶ Find a good paying career with benefits
- ▶ Will pay vo-tech services along with resources needed to complete schooling

# GoodWill of Greater Oklahoma

## Contact Information

316 S. Blackwelder  
(OKC Headquarters)  
Job Connection Center



Linda Wilson

Senior Employment Consultant

405-278-7152

- ▶ Computer for Resume/Cover Letter and Job Searches
- ▶ Can help with Professional Attire for an Interview
- ▶ Perform Mock Sessions
- ▶ Ensure that you're interview ready