

## What is WorkAbility I?

The WorkAbility I program provides comprehensive pre-employment training, employment placement, and follow-up for high school students in special education who are making the transition from school to work, independent living, and post-secondary education or training.

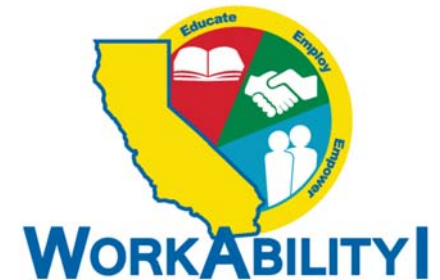
## Local Yuba County Work Sites Offered

- Farmer's Market
- Gaiser Pets
- Yuba County Library
- 99 Cents Store
- Marshalls
- Walgreens
- Steinman's ACE Hardware
- Sears
- Target

Yuba County Office of Education

935 14th Street  
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# Yuba County



### Yuba County WorkAbility Vocational Counselors

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## Assessments & Tools

The Yuba County WorkAbility I program uses a variety of career assessments to help students decide what careers match their individual likes and dislikes. Students then explore some of those careers to learn more about what someone in that specific

job does. Some of those career assessments include:



- RIASEC Inventory
- California Career Zone
- Individualized Assessments

## College & Career Fairs

Students are encouraged to participate in a campus wide college and career fair to learn more about their options for future pathways to college/trade schools and/or career opportunities available after high school. These annual events are provided to give students a chance to gain knowledge about the different services provided during their transition from school to work.

## Employment Placement

Students who are in good educational standing will be considered first when it is time for employment placement. Students are placed in a work experience job based on their preference with input from the WorkAbility I staff as well as their teaching staff. During the placement, the vocational counselors offer any support the student may need to be successful. Upon completion of the designated hours of the placement, the student receives an evaluation of their work performance. The evaluation is used to determine the student's strengths as well as where the student needs improvement. Some WorkAbility I students, after completing their employment placement, are offered part-time or full-time work depending on the work-site and the student's work performance during the employment placement.

Students are also taught how to fill out a W-4, I-9 and Employment Development Department forms. Vocational counselors provide explanation on each of these tax forms and how the government uses them. Students are also educated on the California Labor Laws and Regulations to ensure safety at their work-site. The students are required to provide two forms of identification prior to placement.

Students are encouraged to be independent when working at a job-site. This includes finding a safe form of transportation, completing time-sheets and taking responsibility for their actions.

## Job Coaching

During the employment placement, vocational counselors as well as on-site supervisors, offer support and tips on how to be more efficient and customer service ready. Students are encouraged to ask for one-on-one job coaching from a vocational counselor at any time during their work experience. If the student is not retaining the job coaching information in a timely manner, the student and WorkAbility I staff will discuss a more appropriate employment placement to ensure a more rewarding

## Resume Services & Cover Letters

After completing an employment placement, the student is encouraged to begin formatting a resume. Vocational counselors offer assistance guiding students through the resume process and help determine what is appropriate to put on their resume. Students are prompted to bring their updated resume to future employment placements to help guide them through the interview process.

When applying for jobs, students are encouraged to write a cover letter detailing why they are seeking employment in that specific field. Resumes and cover letters are expected to be professional and grammatically correct.