

## ***How do I prepare my child for gainful employment or vocation?***

In preparing for adult life, help your son or daughter develop and implement a plan towards a meaningful occupation or activity.

- Have conversations with your son or daughter about different occupations and roles.
- Talk to your son or daughter about their interests and values.
- In order to find out what types of future occupations are possible, consult with teachers and other professionals about your son/daughter's aptitudes, strengths, and challenges.
- Job preparation skills can include doing chores at home, doing extra chores for money, and doing volunteer work. Find programs and opportunities that teach pre-employment skills: job hunting, resumes, filling out application forms, interview skills, social & communication skills, job shadowing, and work experiences.

## RESOURCES

The Resource Centre (a Sinneave Family Foundation initiative) does not endorse or guarantee the exhaustive, complete, accurate or up-to-date nature of information provided and does not assume any risk for the outcome of information or referrals provided.

### **Alberta Government: Alberta Learning Information Site (ALIS)**

A website that provides information about career planning, education, and jobs.

**Phone:** 1.800.661.3753 (Toll Free)

**Website:** [alis.alberta.ca/hm/about.html](http://alis.alberta.ca/hm/about.html)

### **Alberta Human Services: Transitional Vocational Program (TVP)**

Post-secondary training to adults with mild developmental disabilities to help them prepare for the world of work and independent living. The Program is usually completed in one year – combines on-campus instruction with work experience placement. Offered at several Alberta colleges, including Mount Royal University, Olds College, and Red Deer College.

**Website:** [humanservices.alberta.ca/AWonline/ETS/4366.html](http://humanservices.alberta.ca/AWonline/ETS/4366.html)

### **Do2learn: JobTIPS**

An on-line program that assists teens and adults transitioning to the workplace. It provides learning resources, guided exercises, graphic organizers, role-playing scenario cards, pre-screening tests, video tutorials, and visual prompts to help individuals with any learning style get and keep a job.

**Website:** [do2learn.com/JobTIPS/index.html](http://do2learn.com/JobTIPS/index.html)

### **Champions**

Champions Career Centre helps individuals with disabilities find and keep a job. Services include assessment, developing goals, resume and interview skills, connecting with employers, and making an informed decision about disclosure.

**Phone:** 403.265.5374

**Address:** 650, 839 – 5th Avenue SW, Calgary, AB T2P 3C8

**Email:** [info@championscareercentre.org](mailto:info@championscareercentre.org)

**Website:** [championscareercentre.org](http://championscareercentre.org)

### Chrysalis

Chrysalis' services and programs are developed to meet the needs, abilities, and interests of each individual. They do offer vocational skill development, volunteer placements in the community, supported employment, and social and recreational opportunities. They also have an Active Leisure Centre offering adapted equipment and basic training in health and wellness. Requires PDD funding. Has to be in the day program.

**Phone:** 403.258.1501 or 780.454.9656

**Address:** #7, 6020 - 1A Street SW, Calgary, AB T2H 0G3 or 13325 St. Albert Trail, Edmonton, AB T5L 4R3

**Website:** [chrysalis.ca](http://chrysalis.ca)

### Columbia College Community Support Services Department—Employment Services

This program is for students eligible for funding from Alberta Human Services, Persons with Developmental Disabilities. Employment Services works with each student to help them achieve their specific employment goals. The program consists of courses and on-the-job support.

**Phone:** 403.235.9300

**Address:** 802 Manning Road NE, Calgary, AB T2E 7N8

**Email:** [columbia@columbia.ab.ca](mailto:columbia@columbia.ab.ca)

**Website:** [columbia.ab.ca/programs-courses/pre-career-programs/community-support-services-department](http://columbia.ab.ca/programs-courses/pre-career-programs/community-support-services-department)

### Columbia College Programs

The Integrated Training Program is an occupational skill training program that provides the opportunity for students to receive academic upgrading relevant to their career choice and then take part in relevant work experience. Columbia College's Integrated Training or 'Training for Work' programs are designed to prepare students for employment in different sectors of the economy

There are a variety of programs that students can choose from, including 'General Sales & Service', 'Trades and Transport', 'Bookkeeping', etc.

**Phone:** 403.235.9300

**Address:** 802 Manning Road NE, Calgary, AB T2E 7N8

**Email:** [columbia@columbia.ab.ca](mailto:columbia@columbia.ab.ca)

**Website:** [columbia.ab.ca/programs/integrated-training](http://columbia.ab.ca/programs/integrated-training)

### Mount Royal University Transitional Vocational Program (TVP)

The TVP helps adults with developmental disabilities learn new skills to successfully enter the workforce. They offer both full time and part time options. Courses include functional literacy and math, computer skills, self-care and Alberta learner's license test preparation.

**Phone:** 403.440.6111

**Address:** 4825 Mt Royal Gate SW, Calgary, AB T3E 6K6

**Email:** [tvpm@mtroyal.ca](mailto:tvpm@mtroyal.ca)

**Website:** [mtroyal.ca/ProgramsCourses/ContinuingEducation/tvp/parttime/index.htm](http://mtroyal.ca/ProgramsCourses/ContinuingEducation/tvp/parttime/index.htm)

## **New Age Services**

Provides a Community Access Day Program, outreach, respite, residential support services through their Complex Behavioural Home, monitoring services and more. May also provide work prep training including resume development and job searching. PDD funded.

**Phone:** 403.242.6672  
**Address:** 3920 – 29<sup>th</sup> Street NW, Calgary, AB T1Y 6B5  
**Website:** [newageservices.ca](http://newageservices.ca)

## **Prospect**

Prospect offers a wide variety of programming, including adult day programs, with a vocational focus. “The Worx” program provides employment search services to individuals with disabilities

**Phone:** 403.273.2822  
**Address:** 915 – 33<sup>rd</sup> Street NE, Calgary, AB T2A 6T2  
**Website:** [prospectnow.ca](http://prospectnow.ca)

## **The Ability Hub Initiatives**

### **Society for the Treatment of Autism (STA):**

Pursuits and Recruits programs develop employment and post-secondary preparation skills and work experiences.

**Phone:** 403.210.5000  
**Address:** 300, 3820 – 24<sup>th</sup> Avenue NW, Calgary, AB T3B 2X9  
**Websites:** [theabilityhub.org/initiatives/pursuits](http://theabilityhub.org/initiatives/pursuits)  
[theabilityhub.org/initiatives/recruits](http://theabilityhub.org/initiatives/recruits)

### **Worktopia**

Community Works (volunteer experiences) and Employment Works (pre-employment skills, job shadowing, and work experience) program.

**Phone:** 403.210.5000  
**Website:** [theabilityhub.org/initiatives/worktopia](http://theabilityhub.org/initiatives/worktopia)

### **Spectrum Advantage**

This program assists individuals with ASD find and retain a job. It is a four month program: the first month consists of job readiness classes and the final three months consist of paid employment. This program operates out of The Ability Hub.

**Phone:** 403.210.5000  
**Website:** [thespectrumadvantage.com](http://thespectrumadvantage.com)

### **Meticulon**

Meticulon assesses and trains individuals with ASD to perform data services, quality assurance, software and website testing, and other IT-related tasks. This program is located at The Ability Hub.

**Phone:** 403.210.5000  
**Website:** [meticolon.com](http://meticolon.com)

## **DDRC Developmental Disabilities Resource Centre of Calgary**

Programs and resources for children and adults with disabilities, their friends and family, and other people in the community.

**Phone:** 403.240.7331

**Address:** 4631 Richardson Way SW, Calgary, AB T3E 7B7

**Email:** [ddrc.ca](mailto:ddrc.ca)

**Website:** [columbia.ab.ca/programs-courses/pre-career-programs/community-support-services-department](http://columbia.ab.ca/programs-courses/pre-career-programs/community-support-services-department)

**Last updated March 2017**