



Dignity
through
Work

Here are three ways you can get more information about Columbus Community Employment:

Visit our website:
www.columbuscommunitycenter.org

Call and talk to our Program Director:
Arden Lubeck
Program Director
Columbus Community Employment
3495 South West Temple
Salt Lake City, Utah 84115
(801) 262-1552, ext. 127

Ask your Case Manager for information about the Columbus Community Employment programs and services.



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**TRAINING AND
EMPLOYMENT SERVICES**

*Accredited by CARF
The Rehabilitation Accreditation Commission*

Supported Employment

The goals of the program:

- The staff at Columbus Community Center has a partnership with employers in the community.
- Through these partnerships, Columbus matches the right job with the right person.
- Columbus staff provides the appropriate training and services to help a person keep a job.

What you will learn:

- The Job Coach will help you understand what social and work skills you need to work on.
- You will have an Individual Program Plan that is designed for you.
- Your Job Coach will help you learn the skills you need for a specific job.

The kind of jobs available:

- Individual jobs—A Columbus staff member matches an individual with a job. A job coach provides training and support as long as needed.
- Mobile crews—There are a number of job sites in the community where Columbus staff takes mobile crews to work on specific projects. Groups are usually 3-6 workers. The business pays Columbus and the workers for performing the specific task.
- Group employment—Local businesses contract with Columbus for specific kinds of projects. The job coach learns the jobs and then trains and supervises a group of people to complete the work according to quality and industry standards. *(An individual must receive services from the Utah State Division of Rehabilitation Services or the Division of Services for People with Disabilities to participate in group employment.)*

For information about this program, contact:

Arden Lubeck, Director
Columbus Community Center
3495 South West Temple
Salt Lake City, Utah 84115
Phone: 262-1994, ext 127

*Sign language services available
Bilingual staff members are available*

Overview of Community Employment

Having a job is important for many reasons. However, if you or a family member have a disability, sometimes it can be difficult to find one.

Often, many people need to work together to help a person with a disability find a job. The **Columbus Community Employment** program that can help you or a family member learn job skills and find employment.

Since 1968, Columbus Community Center has been helping people with disabilities find ways to live independently. Our Community Employment program can customize a training and job placement plan that fits the needs of you or a family member. Our staff can help you train for a specific kind of job, help you find a job in the community, or place you in a job that is supervised by Columbus staff.

This brochure will give you information about our training and employment programs. Please feel free to talk to our staff if you have any questions.

How do I decide what program is best for me?

Because there are many programs that can help you find a job, there are some things you need to think about. Here are some questions you can talk over with a family member or your case manager:

- What kind of skills do I have now? What am I interested in doing?
- Do I need more training for a specific kind of job?
- Do I need to learn more about how to find a job? How to apply for a job? How to interview for a job?
- What kind of assistance do I need to help me succeed at a job?
- What are some of my future goals?

Instructions for entering a Columbus Program

Here is a checklist to follow to help you get ready to enter a Columbus training and employment program.

- You will need to work with your case manager to help you sign up for a program.
- Look at the information in this brochure and see if there is any program you are interested in.
- Tell your Case Manager that you are interested in a Columbus program.
- Your Case Manager will help you decide if the program is right for you.
- Your Case Manager will then call Columbus and enroll you in the program.
- Your Case Manager will then let you know what date you will start the program.

To enter a Columbus program, you need to have funding from the Division of Rehabilitation Services, one of the School Districts, the Division of Services for People with Disabilities, the Department of Work Force Services, or others.

If you don't have a case manager or you aren't working with one of the above agencies, call the following person at Columbus for more information:

Arden Lubeck
Program Director
Columbus Community Employment
(801) 262-1552, ext. 127
arden.lubeck@slc.k12.ut.us

Supported Job-Based Training

The goals of the program:

- You will receive one-on-one assistance from a Job Coach so that you can learn the skills you need to get a job in the community.
- The Job Coach will work with you and the employer to make sure you are learning and performing the job correctly.
- When you are ready, the Job Coach will phase out and let you do the job on your own.
- The Job Coach will come back and check on you to make sure you are doing a good job.

What you will learn:

- The Job Coach will help you understand what social and work skills you need to work on.
- Transportation training (bus and TRAX)
- Your Job Coach will help you learn the skills you need for a specific job and independence.
- Specialized work skills at job site.

About the training:

- The amount of time will depend on the skills you already have and how well you learn new skills.
- You will receive one-on-one training depending on what you need to learn.

For information about this program, contact the instructor:

Arden Lubeck, Director
Columbus Community Center
3495 South West Temple
Salt Lake City, Utah 84115
Phone: 262-1994, ext 127

Employment Services

The goals of the program:

- Placement specialists will help you prepare a personal resume and teach you how to apply and interview for a job.
- The staff at Columbus Community Center works with each individual to find and keep a specific job.
- Columbus staff will contact employers relevant to your job search.
- After placement, Columbus staff will continue on-the-job training and support services.

What you will learn:

- The Job Coach will help you understand what social and work skills you need to work improve.
- You will have an Individual Program Plan that is designed for you.
- Your Job Coach will help you learn the skills you need for a specific job.
- Your Job Coach can arrange on-site support and training to help you learn job tasks new to you.

For information about this program, contact:

Martin Calderwood, Program Assistant
Phone: 262-1994, ext 108
Arden Lubeck, Director
262-1994, ext. 127

Occupational Skill-Based Training Programs*

- **Linen and Laundry**
- **Food Service**
- **Custodial & Grounds Maintenance**
- **Warehouse****
- **Specialized Trainings and Certification**
 - **Forklift**
 - **Certified Driver's License**
 - **Utah State Driver's License**

*Job placement is a separate service. You can schedule this service when you complete training.

** Forklift certification is not included as part of this program. It is a one-on-one training that must be scheduled separately. Call for more information.

Linen and Laundry

The goals of the program:

- You will learn specific skills that will prepare you to work in a hotel, commercial, or hospital laundry.
- You will get on-the-job training.
- You will learn skills needed to get a job in the community.
- You will learn social adjustment skills that will help you on the job.

What you will learn:

- Sorting and weighing laundry into various containers for a washing crew.
- Using laundry machines, such as ironing machines and automatic folding machines.

About the training:

- You will complete the training depending on your ability to learn various work skills.
- After you receive basic training and evaluation, you receive specific training in areas that you are interested in and that you excel in.

For information about this program, contact the instructor:

Tamara Bowman, Program Instructor
Columbus Community Center
3495 South West Temple
Salt Lake City, Utah 84115
Phone: (801) 835-8079

Specialized Training Services

Acquisition skills:

Utah State Drivers License

Certified Drivers License

Endorsements:

- ✓ General safety, air brakes, and combination
- ✓ Hazardous materials
- ✓ Double and triple trailers
- ✓ Bus and passengers

Transportation Training: Bus and TRAX

Forklift Certification

- ✓ 4500 lb. Sitdown model used for training
- ✓ Skills are transferable to other forklift machines
- ✓ Pallet jack operation
- ✓ OSHA Certification/available

These services can be arranged for individualized tutoring and private instruction.

For more information, contact:

Martin Calderwood, Program Instructor/Advisor
Columbus Community Center
3495 South West Temple
Salt Lake City, Utah 84115
Phone: 262-1994, ext. 108

Warehouse

The goals of the program:

- You will learn to be an effective warehouse worker by learning new skills and getting on-the-job training.
- You will be paid depending on your production rate. Pay will increase based on good work skills and dependability. (Time studies are performed on current work, and pay will be based accordingly.)
- You will learn skills needed to get a job in the community.

About the training:

- You will learn all aspects of the warehouse industry. (The amount of time will depend on the skills you already have and how well you learn new skills.)
- You need to be able to lift a minimum of 20-30 lbs. and to be on your feet most of the workday.
- You must be punctual, dedicated, have good personal hygiene habits, and follow a supervisor's directions.
- You must wear appropriate clothing. No open toe shoes, no backpacks, fanny packs, or cargo pants.
- After evaluation, you will receive training in the area in which you show interest.

What you will learn:

- Production assembly training
- Forklift training
- Display build-out (open boxes, place product, reseal, restack)
- Product re-labeling (open box, re-label, reseal, restack)
- Shrink-wrapping (open box, sort product, assemble products, and shrink-wrap)
- Pallet wrapping
- Shipping/receiving
- General warehouse maintenance (general cleanup, sweeping, baling cardboard)

For information about this program, contact:

Jerry Farley, Director of Production Services
Columbus Production Services
1850 South 3230 West
Salt Lake City, Utah 84104 Phone: 974-8393

Food Service

The goals of the program:

- You will learn to be an effective food service worker by learning specific skills and getting on-the-job training.
- You will learn skills needed to get a job in the community.
- You will learn social adjustment skills that will help you on the job.

What you will learn:

- General food preparation
- Cashiering
- Customer service
- Utility porter
- Production/bussing tables
- Purchasing and inventory control
- Sanitation of equipment and working area

About the training:

- You will be in the program from 1 to 4 months. The amount of time will depend on the skills you already have and how well you learn new skills.
- You will be trained and evaluated in all the basics of food service procedures.
- After you complete the training and evaluation, you may be eligible for job placement services.

For information about this program, contact the instructor:

Martin Calderwood, Program Instructor/Advisor
Columbus Community Center
3495 South West Temple
Salt Lake City, Utah 84115
Phone: 262-1994, ext. 108

Custodian & Grounds Maintenance

The goals of each program:

- You will learn new skills and receive on-the-job training.
- You will learn skills needed to get a job in the labor market.
- You will learn social adjustment skills that will help you on the job.

What you will learn:

In the Janitorial Program	In the Grounds Maintenance Program
<ul style="list-style-type: none"> • Vacuum repair • Glass cleaning • Routine daily building maintenance • High speed buffers • Carpet maintenance and soil extraction • OSHA safety standards/blood-borne pathogens • Custodial contract bidding and analysis • Tile floor stripping, sealing, and finishing • Inventory control • Chemical and product knowledge 	<ul style="list-style-type: none"> • Sprinkler repair • Irrigation systems • Pruning trees and bushes • Trimming and edging lawns • Equipment operations (lawn mowers, 21", 36", 42", 60") • Lawn fertilization • Weed control • Gas blower and chain saw operation • Scheduling property accounts • Planting, sodding, and aeration • Power raking • Snow removal

Custodian & Grounds Maintenance

About the training:

- You will participate 1 to 6 months in the program. The amount of time will depend on the skills you already have and how well you learn new skills.
- You will get your training with a group of other people who are also learning the same skills.
- You will receive one-on-one training depending on what you need to learn.
- During training you are paid an hourly wage rate based on the quality and productivity of work performed.

For information about the Custodial program:

Katherine Pulley, Program Instructor
 Columbus Community Center
 3495 South West Temple
 Salt Lake City, Utah 84115
 Phone: 262-1994, ext 126

For information about Grounds Maintenance:

Arden Lubeck, Program Director
 Columbus Community Center
 3495 South West Temple
 Salt Lake City, Utah 84115
 Phone: 262-1994, ext. 127