

# Mini-Directory

## Competitive Employment Placement Resources In Hennepin County For People Who Are Mentally Retarded

MINNEAPOLIS. ASSOCIATION FOR RETARDED CITIZENS  
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## INTRODUCTION

This directory provides a listing of competitive employment placement resources in Hennepin County for people who are mentally retarded. The directory is divided into three sections - PRIVATE PLACEMENT-EMPLOYMENT SERVICES, PUBLIC PLACEMENT-EMPLOYMENT AGENCIES, and SHELTERED WORKSHOP PLACEMENT SERVICES.

A number of private employment agencies have recently been developed which provide assistance in job seeking, placement and actual on-the-job training to adults who are mentally retarded. These agencies believe that initial and on-going support as needed, should be available to retarded workers in competitive employment. Support in these programs may also include job coaches, program-sponsored supervisors, assistance with needs which may negatively affect job success such as transportation, and vocational and job-seeking counseling, and follow-up. Compensation ranges from the federal minimum wage plus benefits to prevailing wages and benefits.

Public placement and employment services include services through the Minneapolis Public Schools, government-sponsored programs such as CETA, H.I.R.E.D., and the Division of Vocational Rehabilitation.

Area sheltered workshops offer vocational evaluation, work adjustment training, sheltered employment, placement into competitive jobs for workshop clients and follow-up, and work activity programs.

The Minneapolis Association for Retarded Citizens adopted the position on employment and job training\* that states in part that:

"The majority of retarded citizens can be productive employees in the regular labor force. There is general consensus that many retarded workers exhibit good motivation and job satisfaction, excellent punctuality and attendance, loyalty, and good work safety records in employment. As importantly, retarded workers have demonstrated their ability to perform a variety of jobs well in a broad range of occupations. As occurs in all efforts to match people to jobs, the consistency of individual abilities and preferences of the retarded worker and job requirements and duties has an important effect on success. While some jobs in the food service and other fields are open to retarded workers, a larger diversity of jobs must be tested to prove their applicability to retarded workers, especially those occupations which have previously been closed to this population. We cannot assume that any worker necessarily enjoys repetitive or monotonous jobs. The self-satisfaction in performing a first, simple job well, however, can be vitally important to later upward mobility for the retarded worker."

The Minneapolis Association for Retarded Citizens would like to express their appreciation to the agencies listed in this directory for their assistance in contributing to the directory.

PRIVATE PLACEMENT - EMPLOYMENT SERVICES

- CREATIVE FUTURES, INC,
- HANDI-SKILLS, INC,
- HUMAN RESOURCES DEVELOPMENT INSTITUTE (AFL-CIO)
- NOMAR
- SOUTHSIDE SERVICES, INC.
- THE WORKPLACE, INC.

CREATIVE FUTURES, INC.

750 Boone Avenue North, #105  
Golden Valley, MN 55422

CONTACT: Administrative Coordinator 544-0812

ELIGIBILITY:

1. 16 years or older
2. Must have one of the following disabilities: mental retardation, learning disability, hearing impairment, visual impairment, or physical disability.
3. Desire employment of 20 or more hours per week.
4. Willing to consider more than one field, occupation, or type of job.
5. Not actively alcoholic or chemically dependent (maintained chemical freedom for past 12 months).
6. Currently unemployed (does not include school training, work study or internship programs).
7. Meets one of the two following conditions:
  - is unable to gain employment outside of a sheltered workshop.
  - is unable to retain employment due to work habits, behavior, or inability to maintain competitive speed.
8. Applicants residing in Northwest Hennepin County will receive first preference.

DESCRIPTION OF SERVICES:

Job placement and on-the-job training services with assistance in developing ancillary skills such as: job-seeking skills, basic work skills, transportation skills, etc.

FEE:

No fees currently.

HANDI-SKILLS, INC.

6400 Barrie Road, #1307  
Edina, MN 55435

CONTACT: Margie Abrams Warrington 920-5870

ELIGIBILITY:

1. Graduates of vocational and special education programs who need only short term assistance and training to be fully productive.
2. Referral from other agencies or schools.
3. Persons with a desire to work competitively and can show good attendance and dependability in a work or a school setting.

DESCRIPTION OF SERVICES:

Handi-Skills provides short term on-the-job training for mentally handicapped persons. Assistance in securing competitive employment, transportation training, orientation, and on-the-job supervision are included in Handi-Skills services.

FEE:

The employer pays all fees. Handi-Skills assists employers in realizing the monetary incentives available such as training grants and the Targeted Jobs Tax Credit Program.

HUMAN RESOURCES DEVELOPMENT INSTITUTE (AFL-CIO)

Handicapped Placement Program  
175 Aurora Avenue  
St. Paul, MN 55103

CONTACT: Jenny Kron, Placement Specialist 292-9193

ELIGIBILITY:

Handicapped-Certification by DVR or medical statement by physician or institution. Handicapped under Federal Regulation governing verifying handicap under section 503 and 504.

AREA SERVED:

St. Paul/Minneapolis Area

DESCRIPTION OF SERVICES:

Develop job placement opportunities for handicapped individuals. Referral and follow-up. Individual counseling to the handicapped. Special emphasis on services to disabled union members.

FEE:

None

NOMAR

1315 Penn Avenue North  
Minneapolis, MN 55411

CONTACT: Howard Miller, Grace Mack, Terry Birk-Olson 348-4789

ELIGIBILITY:

Mentally retarded person living in North and Northeast Minneapolis

AREA SERVED:

North and Northeast Minneapolis

DESCRIPTION OF SERVICES:

NOMAR's expectations of potentially competitive employable clients begin with the least restrictive modes of job hunting (seeking jobs in "Help Wanted" columns, phoning, figuring transportation in an interview) and then adjust to the perceived competency level of the client. Services include:

1. Assessment of work history, client need and special abilities in interview.
2. If appropriate, transportation to possible job site.
3. If appropriate, assisting in filling out application and in interview.
4. Bus training.
5. Follow-up counseling.

FEE:

None

SOUTHSIDE SERVICES, INC.

2830 Cedar Avenue  
Minneapolis, MN 55407

CONTACT: Lynda Meador, Jean Swanson 721-1696

ELIGIBILITY:  
Mentally handicapped

AREA SERVED:  
South Minneapolis

DESCRIPTION OF SERVICES:

Through our services, clients are offered the opportunity to learn and develop a self-satisfying lifestyle. The emphasis of the program is to equip the client to do for herself/himself through teaching, modeling and encouraging. Also, the support services promote the development of a support system of friends (peer group). Service activities include: crisis intervention, casefinding, information and referral, interview/staffings, individual counseling, family/couple counseling, group counseling, daily living skills training, academic skills training, advocacy, and leisure/recreation/socialization. These activities may take place in the client's home, school, office, place of employment or community.

FEE:  
None

THE WORKPLACE, INC.

529 South 7th Street, Suite 605  
Minneapolis, MN 55402

CONTACT: Joanne Augst-Johnson 339-1328

ELIGIBILITY:  
1. Suburban Hennepin County resident.  
2. Certified developmentally disabled.  
3. Mentally retarded only.

AREA SERVED:  
Currently suburban Hennepin County, to expand to Minneapolis and other metro areas.

DESCRIPTION OF SERVICES:

Work Opportunities for Retarded Citizens (WORC) trainee positions for retarded workers within industry worksites paying minimum wage and benefits.

FEE:  
None

PUBLIC PLACEMENT. - EMPLOYMENT SERVICES

- CAVENAUGH SCHOOL.- COMMUNITY-BASED TRANSITIONAL PROGRAM
- DIVISION OF VOCATIONAL REHABILITATION
- EMERSON SCHOOL - COMMUNITY-BASED TRANSITIONAL PROGRAM
- H.I.R.E.D.
- MRC-CETA
- PORTLAND SCHOOL - COMMUNITY-BASED TRANSITIONAL PROGRAM

CAVENAUGH SCHOOL - COMMUNITY-BASED TRANSITIONAL PROGRAM

5400 Corvallis Avenue North  
Minneapolis, MN 55429

CONTACT: Darla Jackson 535-2015

ELIGIBILITY:

Mentally retarded students attending District 287 (Hennepin Technical Center) who are 18 years and over.

AREA SERVED:

Western suburbs of Hennepin County and Minneapolis

DESCRIPTION OF SERVICES:

Persons participating in the program are trained vocationally on competitive employment sites with the direct support of Minneapolis school staff.

FEE:

None

DIVISION OF VOCATIONAL REHABILITATION

Minneapolis South Field Office  
2344 Nicollet Avenue South  
Minneapolis, MN 55404

CONTACT: Aileen Blomquist 926-6537 (TTY)

ELIGIBILITY:

Physical or mental disability which is seen as a handicap to employment.

AREA SERVED:

Statewide

DESCRIPTION OF SERVICES:

Counseling, vocational planning, training and job placement.

FEE:

None

EMERSON SCHOOL - COMMUNITY-BASED TRANSITIONAL PROGRAM

1421 Spruce Place  
Minneapolis, MN 55403

CONTACT: Gary Warrington 871-8011

ELIGIBILITY:

Mentally retarded students attending Minneapolis Public Schools who are at least 17 years of age.

AREA SERVED;

Minneapolis

DESCRIPTION OF SERVICES:

Persons participating in the program are trained vocationally on competitive employment sites with the direct support of Minneapolis school staff.

FEE:

None

H.I.R.E.D. (Helping Industry Resolve Employment Disabilities)

100.a. Nicollet Mall  
Minneapolis, MN 55403

CONTACT: Jane Foster, Coordinator for Program Services 348-8560

ELIGIBILITY:

H.I.R.E.D. is the job placement vendor for Minneapolis CETA and other CETA prime sponsors. Eligibility is based on residency and other CETA eligibility guidelines:

AREA SERVED;

H.I.R.E.D. runs several programs serving the following areas: City of Minneapolis, northern Hennepin County, Anoka County, Washington County and offenders and ex-offenders on probation and parole with Ramsey County.

DESCRIPTION OF SERVICES:

Job placement, job development, job seeking skills training, job keeping skills training, resume service, vocational guidance counseling, personal counseling. English as a second language.

FEE.;

Programs are free to eligible clients (CETA programs). Some E.S.L. programs do charge a fee.

MRC-CETA

8800 West Highway 7, Suite 315  
St. Louis Park, MN 55426

CONTACT: Jackie Graves 935-5517

ELIGIBILITY:

1. Must reside within West Suburban Hennepin County.
2. Must be unemployed or underemployed.
3. Specific eligibility requirements may vary according to the CETA program who are considering.

AREA SERVED:

West Suburban Hennepin County

DESCRIPTION OF SERVICES:

MRC-CETA assists job seekers in preparing for and finding permanent jobs. Services include: individual vocational counseling, vocational testing, job seeking/keeping skills, on-the-job training, classroom training, job development, and job placement.

FEE:

Vocational services are provided at no cost to West Suburban Hennepin County residents who meet CETA eligibility requirements.

PORTLAND SCHOOL - COMMUNITY-BASED TRANSITIONAL PROGRAM

7201 4th Avenue South  
Richfield, MN 55423

CONTACT: Wayne Lindskoog 866-3351

ELIGIBILITY:

Mentally retarded students attending District 287 (Hennepin Technical Center) who are 18 years and over.

AREA SERVED:

Western suburbs of Hennepin County and Minneapolis

DESCRIPTION OF SERVICES:

Persons participating in the program are trained vocationally on competitive employment sites with the direct support of Minneapolis school staff.

FEE:

None

## SHELTERED WORKSHOPS

- OPPORTUNITY WORKSHOP
- UNITED CEREBRAL PALSY OF GREATER MINNEAPOLIS

OPPORTUNITY. WORKSHOP

5500 Opportunity Court  
Minnetonka, MN 55343

CONTACT; John Hamilton 938-5511

ELIGIBILITY:

Clients of Opportunity Workshop

AREA SERVED:

Minneapolis and suburbs

DESCRIPTION OF SERVICES:

Evaluation and training provided in following areas: food service, janitorial, packaging and light assembly, miscellaneous entry level positions (office, stock, mailroom, messenger, warehouse, factory).

FEE:

None

UNITED CEREBRAL PALSY OF GREATER MINNEAPOLIS

360 Hoover Street NE  
Minneapolis, MN 55413

CONTACT: Sherol Schipper, Placement Manager 331-5928

ELIGIBILITY:

Sheltered workers in UCP's sheltered workshop program for a minimum of two months.

AREA SERVED:

Hennepin County

DESCRIPTION OF SERVICES:

1. Skills training
2. Job seeking skills
3. Assessment
4. Follow-up on competitive placement

FEE:

None