



## Target Community & Educational Services, Inc.

...Targeting Dreams, Fostering Opportunities

### VOCATIONAL SERVICE AGREEMENT

This is an agreement by Target to provide services for \_\_\_\_\_, who participates in vocational services at Target Community and Educational Services, Inc. This agreement applies to \_\_\_\_\_ while he/she is a participant in the vocational program.

#### **This agency agrees to provide the following:**

1. Administration of the Vocational Program.
2. Supervision and monitoring of all aspects related to the operation of the program, staff performance and individual's care.
3. Adherence to all CO-MAR regulations pertaining to the operation of the Vocational Program.
4. Day Program will remain free of coercion and restraint unless the individual has a behavior management plan which is reviewed and approved by the team and the standing committee.
5. Administration will provide appropriate training and evaluation of all vocational support staff.
6. Medical Services – Target provides no direct medical services, with the exception of emergency situations. If applicable medical incidents may be reported to *Dimensional Healthcare Services* who we contract through for medical services. Individual's may use their own medical providers or will be assisted in locating nearby medical services. Assistance will be provided as needed for personal care including help with toileting, transfers and other personal needs.
7. Development of Individual Program Plans for the individuals with their participation. These plans are implemented with the assistance of Target administration and support staff.
8. Provision of a grievance procedure for individual concerns or issues. (See Client Handbook)
9. Transportation- Target will provide transportation to and from the Education Center, residence and worksite during the operational hours of 7-3 pm, Monday through Friday.
10. Training in the areas of Activities of Daily Living (ADL's) and Vocational skills.
11. Comprehensive and individualized job training.
12. Job development, placement and on-going support while employed.
13. All direct contact with employers and follow-up will be provided by Target staff unless otherwise agreed upon.
14. In case of emergency, Target should contact:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

15. The above named individual is their own legal guardian \_\_\_ yes \_\_\_ no

Name of legal guardian if not own legal guardian: \_\_\_\_\_

**Individuals are responsible for the following:**

1. Demonstrate a desire to participate in the services offered.
2. Demonstrate appropriate hygiene and dress for employment, worksite, and/or vocational activities.
3. Attendance – you are allowed **10** absences per calendar year (not including holidays and weather related closings). You are responsible for communicating when you will not be in attendance at the Day Program.
4. If you are absent for more than 3 days due to an illness you will need to bring in a doctor’s note saying you are cleared to return back to work and list any restrictions if necessary.
5. To provide prior notification to Target’s Scheduling Coordinator at (443) 789-7382 or [abond@targetcommunity.org](mailto:abond@targetcommunity.org) in the event of an absence, tardiness, early departure, or appointment during scheduled vocational hours.
6. Display appropriate behavior and positive attitude while attending the Vocational Program..
7. Participate in activities scheduled at the Vocational Program.
8. Adhering to Vocational class structure/guidelines when in the program.

**THIS SERVICE AGREEMENT IS ACCEPTED BY:**

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Name (individual)	Date
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Name (Parent/Guardian/Advocate)	Date
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Name (Vocational Director)	Date
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