

IS WORK MISSING FROM MY LIFE?

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- ◆ How will work change my life?
- ◆ How do I get started?
- ◆ How do I prepare for my job?
- ◆ How do I hunt for my job?



This book focuses on employment. We also believe volunteer work and education complement work.

Many thanks to all members of the Employment Service Networks for developing the contents of the guide, and to the Sunday Group of Peers who gave valuable suggestions and edits to the guide.

Side effects of unemployment in the general population.

- ◆ **Increased substance abuse**
- ◆ **Increased physical problems**
 - ◆ **Increased psychiatric disorders**
 - ◆ **Reduced self-esteem**
 - ◆ **Loss of social contacts**
 - ◆ **Alienation and apathy**



How Do I Advance My Career?

- ◆ Be a productive and positive employee
- ◆ Keep copies of job descriptions
- ◆ Update resume and references
- ◆ Develop a portfolio
- ◆ Participate in trainings and education and keep copies of certificates

How Do I Leave My Job?

- ◆ Write a letter of resignation to your supervisor, with a copy to the Human Resources Department, and then meet with your supervisor in person to resign
- ◆ When you resign, give your employer the required amount of notice
- ◆ While you are in your resignation time period, continue with your job duties as directed by your supervisor
- ◆ Don't disappear during your last weeks on the job
- ◆ Stay a productive member of the team
- ◆ Remember to keep your opinions and statements positive
- ◆ Don't burn any bridges; stay on good terms with your co-workers and supervisors



How Do I Keep My Job?

- ◆ Show up on time for work as scheduled
- ◆ Perform your job to your employer's expectations
- ◆ Get along with co-workers
- ◆ Address problems in a timely manner
- ◆ Ask questions
- ◆ Follow the dress code
- ◆ Follow your personal wellness plan
- ◆ Be prepared for the unexpected (back up plan)
- ◆ Identify your supports and use them
- ◆ Report earned income to SSA and communicate with a CWIC as needed



***“If You Think Work Is
Bad For People With
Mental Illness,
Then What About
Poverty,
Unemployment,
And
Social Isolation?”***



How Will Work Change My Life?

- ◆ Earn a pay check
- ◆ Meet new people
- ◆ Contribute to society
- ◆ Personal growth
- ◆ Structure my time
- ◆ Learn new things
- ◆ Sense of belonging, part of the community
- ◆ Self esteem, confidence
- ◆ Self worth/dignity



How Do I Hunt For My Job?

- ◆ **CareerCenter** (workshops, resume writing, interviewing, career exploration, job listings)
- ◆ **Job fairs**
- ◆ **Classified ads** (newspapers, Yellow Pages)
- ◆ **Internet**
- ◆ **Employers**
- ◆ **Ticket to Work Network**
- ◆ **Library**

What Tools Do I use In My Job?

- ◆ **Informational interview**
- ◆ **Job shadow**
- ◆ **Volunteer**
- ◆ **Resume**
- ◆ **Cover letter**
- ◆ **Pocket resume**
- ◆ **Personal/work references**
- ◆ **Job tour**
- ◆ **Benefits analysis from a CWIC**



To Disclose or not to Disclose. It is my decision.

Why would I disclose?

To whom would I disclose?

When would I disclose?

How would I disclose?



How Do I Get Started?

What are my:

Strengths _____

Likes/dislikes _____

Life/work experiences _____

Skills/talents _____

Interests _____

Dreams/goals _____

Fears/concerns _____



Who Do I Know?

People who can help me:

- ◆ Family members
- ◆ Friends
- ◆ Landlords
- ◆ Neighbors
- ◆ Religious organizations
- ◆ Teachers
- ◆ Employers
- ◆ Classmates
- ◆ Coaches
- ◆ Co-workers
- ◆ Professionals-medical and mental health
- ◆ Employment specialist, VR counselors
- ◆ Support groups

How Do I Prepare For My Job?

What skills have I learned? _____

What job rewards and values are important to me? _____

What is my ideal work environment? _____

What will happen to my benefits? (disability, housing, food stamps, MaineCare, etc) _____

How will I get to work? _____

How many hours a week do I want to work? _____

How will I know who is hiring? _____

How can I get help to do a resume? _____

Do I have clothes for work? _____

Do I have a picture ID? _____

Do I have a Social Security card? _____

Do I have work/personal references? _____