Alan Cohen
Vocational Specialist

Vocational support services in which I can provide for the Frist Center for Autism and Innovation. The list below offers a brief description of each service.

- **Client assessment:** Includes collecting and assessing data on each individual. This process allows me the opportunity to learn as much as possible about each participant. This process also provides me with the necessary data to best match them with a vocational opportunity that leads to increased job satisfaction and employment longevity.

- **Resume and Linkedin profile development:** Transferring all data to a resume specific document that professionally demonstrates the individual's background, education, special talents, skill sets and the exceptional value that the individual can provide to their employer.

- **Interview Practice:** Providing one on one mock interview practice to actively prepare the job seeker for upcoming job interviews, internships and volunteer opportunities.

- **Job search:** This process involves a planned and scheduled job search strategy that includes: generating job search allies, scheduling hiring manager introductions, on-site potential employer visits. Locating Specialized vocational training (internship if required), job interview training and assistance, and employer follow-up.

- **Job placement:** After the job interview if the individual is offered the position in which we are applying, the vocational specialist will collaborate with the individual's support team (i.e. the individual receiving support services, the employer, the individual's family, clinical professionals, and the vocational specialist) to outline all the details necessary to ensure a successful job placement.
- **Job training and coaching:** Job training will begin with the individual immediately upon accepting the offered position. The vocational specialist will work with the employer to outline all job training requirements necessary for a successful job placement.

**Relevant Experience and position overview with the Autism Society of NC.**

As an Employment Support Professional with the Autism Society of NC, I was accountable for all aspects of supported employment including career coaching, resume and linked-In profile development, individual employment consultation, and preliminary job search preparation and strategies. I conducted targeted employment search for each participant, provided career education, job placement and provided job intensive training. Maintained daily and weekly contact with assigned caseload (20-30), provided family counseling, and on time, detailed, daily case notes. Provided inter office training for new and current employees. Worked with individuals of all age groups and socio-economic status. Collaborated with the NC Department of Vocational Rehabilitation, Reliance Health Care, and the Department of Social Security on client case management and job search strategies.

**Qualifications:**

I was employed with the ASNC for 6.5 years with the responsibility of overseeing all job development services assigned to the Autism Society of NC department of vocational support services. I worked closely with the NC Department of Vocational Rehabilitation in designing job development strategies based on each individual's vocational strengths. I consistently provided outstanding service to individuals and families that I supported due to my intimate understanding of the many challenges that individuals on the spectrum face when navigating the job search process. This allowed me the ability to provide compassionate and targeted support for each individual in securing meaningful and competitive employment. During my tenure in working with the ASNC I was recognized with several State and National awards listed below.

**In September of 2012,** The vocational job development department with the ASNC was awarded the Southwest Educational Development Laboratory (SEDL) national award for outstanding vocational services for persons with developmental disabilities. I played a key role in the ASNC receiving this award due to the volume of Job placements directly from my vocational caseload.

**In September of 2013,** I was honored with the prestigious Claudia and Roman Direct Service Award for outstanding dedication and support to individuals with ASD and their families.

**In September of 2014,** I was the recipient of the 2014 ANCOR (American Network of Community Options and Resources) award for the Direct Support Professional of the Year for the State of North Carolina.

The above demonstrates a basic description of the job development process and the services that I can provide for individuals and families in which I support. I will provide additional detailed information per request.