



FOCUS ABILITY  
WorkAble Solutions

To whom it may concern,

At Focus Ability WorkAble Solutions, we help adults with specialized skills obtain work experience and career goals through interest related employment. We wish to support individuals with high-functioning Autism, Asperger's Syndrome, ADHD, OCD, and other developing abilities by adding diversity to the workplace. We wish to emphasize that these individuals are fully capable of meeting work place expectations and training, so the value of their skills lies in their focus, reliability, honesty, and skill with routine and scheduling. We are currently working with six people to realize their potential for work and social independence after completing the assessment and training course.

The assessment course consists of 9 days (44 hours) of progressing work time: 2 two hour days, 3 four hour days, 2 six hour days, and 2 eight hour days. The participants perform 40 tasks which tests their understanding of instructions, proficiency, accuracy, patience, team work, work skills, and social challenges. Two personality tests are administered which the participants study, discuss, and produce a presentation. Understanding other people through perspective taking and social thinking is a key component to prepare the individuals for work place readiness. Along with video footage and a data entry matrix, two-three observers take notes and mark the finished tasks. After the assessment, the observations and marking done during the assessment are entered into a MindMap software which shows how well the participant performed based on dealing with their challenges and dealing with work place conditions. The map has visuals, colour, and comments to give an overall view of areas where the participant did very well and where he/she may need work.

The training course consists of five weeks (56 hours) of presentations, practice, guest speakers, and specialized notes to guide the participant using professionally recommended topics to prepare people with special needs for the workplace and life. Topics include perspective taking, handling emotions, steps of communication, expectations of employers, fitting into the work place, getting work done, social behavior mapping, work safety, personal presentation, employment standards, people skills, disclosure and accommodations, and behavior and attitude. After the training, a meeting is set with the participant where an overall report is presented which includes participant progress, personality overview, MindMap, strengths, challenges, areas for improvement, opportunities, barriers, and observations. An Individualized Work Plan (IWP) is introduced and a brainstorming session is conducted to identify short term and long term goals. If a job opportunity is available for the participant, an interview is conducted with the employer introducing the potential employee followed by an interview.

We have support services for the employee (job coach) to help transitioning, training, social needs, and on-going advice, advocacy, and mediation. These supports are designed to identify the candidate's strengths and needs, improve social skills, and make aware the important workplace skills needed to obtain, maintain, and retain interesting career employment.



Participants will also be encouraged to participate in the ABCD's (Activity Based Career Directions) such as:

- ✓ Work experience
- ✓ Social clubs
- ✓ Volunteer work
- ✓ Hobbies
- ✓ Educational activities
- ✓ Support groups
- ✓ Review and practice training ideas

We provide mental health counseling, job coaching, volunteer opportunities, and access to work experience jobs. Candidates may already have university or college degrees; however, we assist and support candidates to access educational opportunities to move towards their career area. We also offer employer training which helps employers understand the special needs and abilities of people who are willing and able to join the work force. This way the employer can understand what accommodations can be made to help the employer and their other employees understand the benefits of a diverse employee. A job coach helps facilitate this process.

For further information about Focus Ability WorkAble Solutions, see our web site at [focusability.ca](http://focusability.ca)

If you have any questions, comments, or concerns, please feel free to call anytime at 250-253-3045 or 250-833-2061 or email at [info@focusability.ca](mailto:info@focusability.ca) . We look forward to sharing information with you about the potential to help high-functioning adults achieve their career goal.

Sincerely,

Focus Ability WorkAble Solutions

Dan and Pearl Hiemstra

[dan@focusability.ca](mailto:dan@focusability.ca)

[pearl@focusability.ca](mailto:pearl@focusability.ca)

250-253-3045