



**YOU
CAN
DO
THIS!**

EMPLOYMENT SERVICES
at The Arc Prince George's County

Achieve with us.®



WHY ENGAGE

with The Arc Prince George's Employment Services Center?

Since 1952, The Arc Prince George's County has offered a lifetime of support, understanding, and opportunities for people with intellectual and developmental disabilities and their families. Whenever possible, The Arc aims to provide the education, training, and skills necessary to allow individuals with developmental disabilities opportunities for successful employment. To that end, we offer:

- Staffing
- Direct Placement
- Onsite Employment Support
- Supervised Work Groups
- Contract Services



Receptionist
Arc Headquarters

OFFICE SKILLS

The Office Skills Program is a signature program of The Arc Employment Services Center where we train individuals how to master the office environment in competitive, integrated employment settings.

We spend a year with individuals to get them ready by incorporating flexible processes designed to personalize the employment relationship between candidate and an employer. After mastering curriculum requirements, students are placed in office internships throughout the County.

Curriculum Highlights

- Use of office equipment & supplies
- Microsoft Office Software
- Word Processing & Data Entry
- Mavis Beacon Typing Program
- Employability & Social Skills
- Safety Skills & Travel Training
- Math & Reading Skills
- Resume Building
- Ongoing Progress Reporting
- Internships in Office Settings
- Technologically Advanced Computer Lab
- Motivational Guest Speakers & Field Trips
- Person-Centered Job Placements

85% OF PARTICIPANTS
who complete an Employment Service
program have obtained a job.

"This program helped me learn how to work with computers, improved my spelling, alphabetical sequencing, and filing skills."

-Bruce Lee, Graduate

WORKPLACE READINESS

The Arc also trains individuals in repetitive skills they can master through strategic internships and job placements that include job coaches. The coaches work alongside individuals so they master their tasks with increasing confidence and ability. Most learn to work on their own or with minimal assistance. This service is provided at no cost to employers and provides the necessary checks and balances to ensure success for individuals in their new work experience.

Employers repeatedly appreciate the ease with which the individuals we train and prepare become acclimated to their work tasks and attend to details with precision. People want to do what they enjoy. Workplace opportunities open up new avenues of inclusion in the community and the employment sector.

CASE STUDY *Keith Coburn*

CURRENT POSITION:

Keith works at the Federal Communications Commission in the Media Bureau/Audio Division.

National Disability Employment Awareness Month
#InclusionWorks



Keith is a graduate of Anne Arundel Community College and the Arc's Office Skills Training Program. He holds an Associate Arts Degree in Graphic Design. Keith demonstrates a high level of professionalism, the ability and desire to learn new approaches as well as to expand core skill sets. Keith is a self-directed and highly-organized person who can effectively prioritize and follow through on projects.

WORK EXPERIENCE

- Prepare and out-process paperwork concerning radio station license changes
- Prepare division decisions for public release
- Distribute incoming mail to co-workers
- Compile information/paperwork for co-workers
- Update database entries as needed

MY STRENGTHS

- Winning attitude and outcome driven
- Good written and oral communication
- Type 40WPM
- Excellent computer skills and use of Microsoft Office products
- Skilled in Excel spreadsheets
- Highly productive and efficient





Administrative Assistant
State of Maryland, DDA



Volunteer
M-NCPPC & Heartland
Senior Living Center

YOU CAN GET INVOLVED!

PARTIAL LIST OF EMPLOYMENT PARTNERS

Joint Base Andrews –
The Commissary
BK Miller
Bowie State University
Chick-Fil-A
Collington Retirement
Community
Federal Communication
Commission (FCC)
Giant
Home Depot

Old Line Bank
Prince George’s Economic
Development Corporation
Regal Cinema
Resource Connections
TJ Maxx
Uniform Services University
Health Services
University of Maryland
Wegmans

CONTACT INFORMATION

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Founded by families of people with developmental disabilities in 1952, The Arc is the largest Developmental Disabilities Administration (DDA) provider in Prince George’s County. Families of individuals with differing abilities have been, and continue to be, the driving force behind the services and success of The Arc. The Employment Services Program provides a range of supports that enable individuals to obtain and maintain good jobs. Supports include job evaluation, placement, initial training, job coaching, career planning, and transportation.