

**COMPREHENSIVE EMPLOYMENT SUPPORTS (CES)**  
**Weekly Vocational Activities Log**

Patient ID: \_\_\_\_\_ Voc Counselor: \_\_\_\_\_ Period: from \_\_\_\_\_ to \_\_\_\_\_

Vocational Status: Active \_\_\_\_\_ Deferred \_\_\_\_\_ until: \_\_\_\_/\_\_\_\_/\_\_\_\_

	# Sessions/Contacts Scheduled	# Sessions /Contacts Attended	# Sessions/Contacts Excused	# Contacts
Individual Sessions				
Group Sessions (type):				
1. _____				
2. _____				
3. _____				
4. _____				
Off-Site Contacts				
Telephone Contacts				

Collateral Contacts: Primary Counselor \_\_\_\_\_ Physician \_\_\_\_\_ Nurse \_\_\_\_\_ Other (specify) \_\_\_\_\_

Job Search Activities:

Resume Completed: Y N # of Resumes: Mailed/e-mailed/faxed: \_\_\_\_\_ Submitted in person: \_\_\_\_\_

Telephone calls made: # \_\_\_\_\_ In-person job-related contacts made: \_\_\_\_\_

Job Applications # Acquired \_\_\_\_\_ # Submitted \_\_\_\_\_

Job Interviews # Scheduled \_\_\_\_\_ # Completed \_\_\_\_\_

Interview Outcomes: Offered Employment Provisional/Call Back Offer Networking No Offers

Job Training/Educational:

Training/Education Appointments # Acquired \_\_\_\_\_ # Submitted \_\_\_\_\_

Training/Education Interviews # Scheduled \_\_\_\_\_ # Completed \_\_\_\_\_

Training/Education Outcomes: Offered Training/Ed Conditional No Offers

Employment Status: Full Time Part Time Temporary Self-employed Lost Job Off the Books Not Employed

Job Training/Ed Placement: Full time Part Time Not Enrolled Lost Placement

# Paid Work Hours this week: \_\_\_\_\_ \$ Earned this Week: \_\_\_\_\_ WEP: Yes No Hrs per week: \_\_\_\_\_

Other vocational progress during week (include unpaid productive activity):

Barriers/obstacles to vocational progress encountered during week:

Other comments:

<b>Check all that apply</b>	<b>On-site, Individual Session</b>	<b>On-site, Group Session</b>	<b>Off-site Contact</b>
<b>A- Introduction to vocational counseling</b>			
1A- Developing trust and exploring client's interest in vocational services.			
2A- Exploring self-concept in relation to independent functioning at home and at work.			
3A- Exploring client's attitudes towards work and personal value system.			
4A- Exploring client's attitudes towards the study.			
5A- Examine the relationship between substance use and other life issues.			
6A- Exploring hobbies and leisure activities and acknowledging talents.			
<b>B- Activities of daily living</b>			
1B- Engaging in activities of daily living.			
2B- Learn effective socialization skills and how to interact with sober people.			
3B- Learn appropriate dress, hygiene, walk, talk and eye contact.			
4B- Improve communication and reduce use of profanity.			
5B- Check for any outstanding warrants on the client's record and follow up for results.			
6B- Teach client how to obtain a copy of his/her rap sheet and clean up record.			
7B- Organize documents - e.g., social security card, birth certificate, military discharge.			
8B- Learning time management skills, using calendars and appointments.			
9B- Learn how to: open and maintain a bank account, budget and save money.			
10B- Exploring attitudes towards spirituality and how to incorporate them as source of support.			
<b>C- Vocational Exploration</b>			
1C- Assisting client in identifying areas of vocational interest.			
2C- Assessing vocational strengths and limitations.			
3C- Identifying transferable and marketable skills.			
4C- Exploring school performance and areas of vocational interest.			
5C- Talking about and learning how to set short- and long-term goals.			
6C- Identifying resources for vocational exploration - e.g., library, internet.			

7C- Self-assessment and goals evaluation.			
8C- Discussing benefits: SSI/SSDI, DAS, PA How will work affect them?			
9C- Discussing entry level vs. career employment options			
<b>D- Job- Seeking Skills</b>			
1D- Identifying obstacles to or fears about employment.			
2D- Defining clear job goals and a short-term plan.			
3D- Developing appropriate self-presentation.			
4D- Resume preparation and writing.			
5D- Cover and thank you letters.			
6D-Practicing interviewing skills ( role-playing).			
7D- Discussing difficult questions on the job interview - e.g., criminal record, lack of work experience.			
8D- Job applications: where and how to fill them out.			
9D- Practicing phone skills/ cold calls.			
10D- Exploring the job market (advertised and unadvertised positions).			
11D- Making direct contact with potential employers.			
12D- How to deal with rejection and focus on the positive.			
13D- Accepting a job offer and negotiating salary.			
14D- Dealing with frustrations of a long job search			
<b>E- Job retention skills</b>			
1E- Adjusting to the job and managing time for treatment schedule.			
2E- How to deal with stigma and paranoia at the workplace.			
3E- Dealing with stressful situations - e.g., difficult supervisors and co-workers.			
4E- Identifying sources of sober support - e.g., 12-step programs, friends and relatives.			
5E- How to cope with anger, frustration and insecurities.			
6E- Healthy work habits - e.g., attendance, punctuality and ability to follow directions.			
7E- Using effective communication at work and learning how to be assertive.			
8E- How to take criticism at work.			
9E-Developing worker identity and increasing confidence and self-esteem.			
10E- Dealing with changes in family dynamics - e.g., childcare and family responsibilities.			

