

Employer Benefits

Guaranteed Coverage

Summit Center guarantees coverage of the position, either by the employee, or the staff. The staff, at no additional cost to the employer, covers employee absences. When the placement ends, the position is filled expeditiously.

Employer Satisfaction

Employer determines when the staff and employee are trained satisfactorily on the job. If the employer is unhappy with the employee, staff can provide extra training, or replace the employee.

Cost Effective

The position is guaranteed to be filled every time, reducing the need to advertise and conduct a lengthy hiring process. Training is provided for new employee by the staff, reducing the employer's training costs.

Positions are part-time and temporary. Most positions are 15-20 hours a week and last between 6-9 months. Salary increases and benefit packages are not required. Federal Tax Credits may be available.

Continued and On-Going Support

Employer can contact staff for any additional support. Staff can be contacted to learn any changes or new duties, and then train hired members until employer is satisfied.

Staff maintains a good working relationship with the employer, ensuring needs of the employer are met with each placement.



If you would like to participate in the **Transitional Employment Program** or would like more information, please feel free to contact us.

Summit Center

3810 Pierce Street
Wheat Ridge, CO 80033
Phone: (303) 432-5800
Fax: (303) 432-5898

Summit Center serves individuals with mental illness in Jefferson, Clear Creek, and Gilpin Counties.



Jefferson Center
for mental health

44851 Independence St.
Wheat Ridge, CO 80033
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TRANSITIONAL EMPLOYMENT PROGRAM



summit center

Transitional Employment

How it works

Job Development

Summit Center staff identify and work with businesses in the community that have entry level jobs and a desire to support and work with individuals with mental illness.

Staff members are trained until the employer feels that the staff member is proficient and knowledgeable about all job duties and functions of the position.

Screening Selection

Staff identifies members who have a desire to work in the community. All interested members are taken on a “tour” of the job, and explained the job duties and requirements.

Staff will conduct interviews with interested members. Selection is based on the member’s desire, ability, and appropriateness for the job. Staff informs employer of selection and helps member fill out any necessary paper work.

Job Coaching

Staff provide new employee with on-the-job training. The staff will continue to train employee until everyone feels confident in the employee’s ability to perform the job.

On-Going Support

Staff will continue to offer support to employer and employee by conducting on-site job checks at regular intervals.

Staff is available for any needed support, additional training, or issue resolution.

The process can be customized to meet the needs of the Employer or Member.

Recovery Through Work

Summit Center Clubhouse, a program of Jefferson Center for Mental Health, supports the recovery of adults with mental illness. At Summit Center, we offer a number of opportunities for the members to develop skills they will need to transition back into society.

By volunteering side by side with staff in the Clubhouse, members gain work skills and habits, confidence in themselves, and a desire to become more self sufficient by returning to work in the community. Work skills gained within the Clubhouse include: telephone courtesy, cashiering, food preparation, data entry, clerical, record keeping, event planning, building and ground maintenance, computer skills, and many more.

After volunteering in the Clubhouse and showing a desire to gain employment in the community, members are encouraged and supported by staff to choose a vocational program best suited for their needs and circumstances. Our Clubhouse, along with hundreds nationwide, offers 3 types of employment opportunities:

- 1. Transitional Employment**
Temporary (usually 6-9 months), part-time positions in the community that offer the members on-going support and training from Clubhouse staff.
- 2. Supported Employment**
Job searching, development, and coaching from Employment Specialists in obtaining gainful employment in the community.
- 3. Independent Employment**
Support from Clubhouse staff to gain or maintain employment.

Responsibilities of Employer

- Provide part time positions, at current wages, Monday – Friday, from 8-4 pm.
- Allow Summit Center staff to learn the new position. Keep staff informed of any changes to duties or placement.
- Allow Summit Center staff to select member to fill position or select applicants for employer to choose from.
- Place selected member on the company payroll.
- Allow Summit Center staff to train new employee.
- Maintain communication with Summit Center staff about placement.
- Allow Summit Center staff to perform regular job checks and provide additional training as needed.

Responsibilities of Summit Center

- Work with employer to learn all aspects, duties, and details of the position until employer is satisfied.
- Select members who would be appropriate for the job.
- Train new employee on the job until everyone is confident in employee’s ability to perform job.
- Guarantee absence coverage of the position at no additional cost to employer.
- Maintain communication with the employer.
- Support employee and provide additional training if needed.
- Replace employee if employer is not satisfied. Keep employer’s needs and satisfaction a priority.
- Select and train a new employee once the transitional employment has ended.