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***Missouri Division of Developmental Disabilities***

***Employment Services Toolkit***

### Tool #6: *Job Development -* Action Plan

### Job Search Actions for the Next 30 Days

### INDIVIDUAL:

### DMH ID:

### EMPLOYMENT SUPPORT STAFF:

### AGENCY:

### ACTION PLAN START DATE:

### ACTION PLAN END DATE:

### Identified employment themes (from *Personal Employment Profile*):

### Overall job goal:

### Possible positions to explore:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Development Task | Person responsible (individual, staff, family member, etc.) | Due date | Next Steps |
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Plan to be reviewed and updated on (not later than 30 days from when the plan was created):

Form completed by:

Amount of time spent providing this service (including preparation, coordination, meetings, service delivery, and documentation):

Hours: Minutes: