



## **Vocational Rehabilitation CLIENT REFERRAL FORM**

Client : \_\_\_\_\_

Counselor: \_\_\_\_\_

VR Office \_\_\_\_\_

Direct Phone #: \_\_\_\_\_

Direct Email: \_\_\_\_\_

Services Applying for - Please check in the box for the Services selected:

### **Employment Skills Training:**

The **Employment Skills Training Program** is for VR clients that have little or no knowledge of horses or how to work with our other clients and need more instruction and assistance learning work environment skills.

**\* All programs can be tailored for the client's time constraint needs. If they can only participate 2 or 3 days per week, we will adjust their hours and schedule.**

#### **Therapeutic Horsemanship Assistant :**

4 weeks, 10:30 am – 5:30 pm Monday-Friday for first 2 weeks, then add 2 Saturdays 9:00 am- 3:00 pm.

##### Horse Care

Learn and demonstrate basic knowledge of a horse and it's needs.

How the barn works and why a structured schedule is necessary for the horses well being as well as for operations to run smoothly. (Barn etiquette)

Confidence and positive self regard/self esteem.

How to work with others to provide essential care for the animals.

Be able to teach others basic care, grooming and functions of the equine care providers in a barn.

Learn to anticipate the needs of horses and others.

Mindfulness of self and surroundings.

##### Client Services

Learn and follow the grounds and barn rules and teach to clients and new volunteers.

How to assist therapeutic riding instructors in preparing a horse for a lesson with the clients. (This includes how to help a client get the horse, groom, and tack in the correct order with correct items.)

Learn PATH standards for safety and functionality of the lesson.

How to be a safe, effective and kind side walker or horse leader in a therapeutic session.

What the benefits of being on the trails are and how to maintain them for a safe ride for the clients.

How to watch for and safely adapt to the different things outdoors that effect a horse and clients in a lesson.

#### **Facility Maintenance**

4 weeks, 9:00 am-2:00pm Mon, Tues, Thurs, Fri

Learn how to and the importance of a clean facility for optimal performance and health.  
Learn and perform general maintenance duties.  
How to create a routine and why it's important.  
How to safely and regularly use equipment necessary to do all groundskeeping/landscaping on the facility.  
How to do small facility repairs and use appropriate tools.

### **Office Assistant**

4 weeks, Mon-Fri 9:00am- 1:00pm = 80 hours

Be proficient at basic and general office skills. (Answering phone, making copies, etc)  
How to create a filing system and maintain it.  
Demonstrate basic computer skills. (How to create a document, where to save it, print it and/or email it)  
Demonstrate knowledge of appropriate forms to provide clients and volunteers, assist in filling them out correctly and file them.

### **Personal/Social Adjustment Training :**

This program is for VR clients who need individual or very small group personal instruction in overcoming various basic personal or social barriers to be able to work effectively.

4 weeks, Mon-Fri 9:00am- 12:00pm = 60 hours

Learn and demonstrate daily appropriate dress and hygiene  
Learn the importance and show the desire to follow directions, stay on task and ask for assistance.  
Learn and be able to communicate about how their work here effects their lives outside the facility.  
Demonstrate the capacity to understand how self respect leads to respect of the animals and others.  
Accept responsibility and take the initiative to change thinking and behavior that impedes working effectively with the horses and others.

### **Work Adjustment Training :**

Work Adjustment Training is for VR clients who have minimal impairment or are ready to to enter the work force but need some "polishing" on their work ethic or skills before entering the work force full time. In this program the VR client receives minimum wage for their work here.

### **Office Administrator-**

4 weeks. Mon-Fri 9:00am - 5:00 pm

After having graduated Employment Skills Training here or are assessed as being familiar enough with office skills, clients will:

Be proficient in daily use of Microsoft Word, Excel & Quickbooks  
Have the ability to create filing systems, organize & maintain a smoothly running office.  
Know how to schedule appointments, give correct information to clients or the public, send emails, draft letters & correspond appropriately with consumers.  
Be able to do simple monthly bookkeeping requirements- billing of clients, payroll, pay bills.



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## **Residential Services –**

For clients enrolled in of our Services that need to stay on premises due to distance or need a sober living environment, we have accommodations in a shared 2 bedroom apartment. Must pass a drug/alcohol screen and agree to being substance free while staying with us. No narcotic or addictive psychiatric medications allowed.