



Department of Health and Human Services  
Adult Mental Health Services  
32 Blossom Lane, Marquardt Building, 2nd Floor  
11 State House Station  
Augusta, Maine 04333-0011  
Tel. (207) 287-4243  
Fax (207) 287-1022; TTY (800) 606-0215

**Employment Policy Practice Guidelines for Departmental Staff and Contracted Agency Staff of the  
Office of Adult Mental Health Services  
(Approved April 26, 2011)**

These guidelines explain how the DHHS *Employment Policy for Individuals Served*, (Policy #DHHS-CS-01-10 approved November 15, 2010) impact the practice of the Office of Adult Mental Health Services and its contracted agencies.

The DHHS *Employment Policy for Individuals Served* states:

*“The Department of Health and Human Services shall support career development and meaningful employment for all working age individuals receiving services through the Department. Employment is part of the natural course of adult life and provides opportunities for economic gain, personal growth and contributing to one’s community. The development of a skilled and motivated workforce is essential to meeting the needs of Maine businesses.”*

**In keeping with this Departmental policy, the staff of OAMHS and the staff of agencies providing services under a contract with OAMHS will:**

1. Recognize that employees with disabilities are capable workers who bring value to an employer.
2. Review and revise existing policies and procedures as needed to support the implementation of these practice guidelines.
3. Share information through printed materials, websites and other media that employment is a desired outcome.
4. Ensure outreach to schools includes information promoting employment for students with disabilities.
5. Have frequent discussions with the individuals we serve regarding career exploration and opportunities to go to work, return to work, or advance one’s career.
6. Share information about, and facilitate access to, resources available through Career Centers, the Bureau of Rehabilitation Services, Certified Rehabilitation Providers and various job seeker support groups.
7. Support individuals in thinking creatively to develop support networks that can assist them in getting and maintaining employment.
8. Support individuals in identifying personal strategies, and job accommodations as needed, to successfully perform their job duties and maintain employment.
9. Identify and utilize tools and strategies that facilitate the reduction of paid, professional supports over time.
10. Support the pursuit of employment opportunities in fully integrated settings.

11. Support employment that is based on individual preferences, skills, supports and abilities, including self-employment.
12. Promote individualized competitive employment opportunities.
13. Require the prevailing (at least minimum) wage for all individuals.
14. Ensure benefit counseling from a Community Work Incentives Coordinator (CWIC) is offered as part of employment planning.
15. Ensure information about the requirements for the reporting of wages is provided to individuals.
16. Ensure ongoing career planning is offered for advancement and increase of skills.
17. Ensure effective, understandable and respectful services that are provided in a manner that is compatible with cultural beliefs, practices and preferred language.
18. Encourage collaborative activities, efforts and partnerships among entities that could create and enhance employment opportunities in the Maine workforce.

[April 26, 2011]