



The Arc[®]

Los Angeles & Orange Counties

PARTICIPANT PROGRAM GUIDE

CAREER DEVELOPMENT

The Career Development Program is a career-minded syllabus of activities designed to empower individuals with IDD to meet their self-determined employment goals. The Arc LAOC supports participants in workplace settings and in the community with an eye toward maximizing their independence and self-sufficiency. Participants accomplish this in real job environments by familiarizing themselves with and adjusting to the atmosphere and demands of regular employment. CDev supports participants in areas such as:

- **Résumé writing and interview skills**
- **Transportation training**
- **Job searching**
- **Communication and social skills for career advancement**

The program readies individuals with IDD for gainful employment in the community where they might otherwise lack work opportunities. Participants learn and develop important skills as they volunteer in a variety of environments such as offices,

warehouses, stores, churches, salons, etc., and learn how to package and sort, take inventory, provide customer service, greet customers, handle cash, move/organize equipment or goods, make sales, file, and so much more. The end result of the program is securing a job and transitioning to the Supported Employment program, where participants will be paired with Job Coaches for support in the workplace.



CATERING SERVICES *by* CULINARY ARTS

Our Catering service has been a component of the Culinary Arts Program since 2017. The program is designed to give participants hands-on experience with preparing and serving meals on a larger scale and in more diverse situations.

Participants study and work under an Executive Chef, serving quality catering to parties ranging from 20 to 150 onsite at our banquet and conference facility, as well as offsite for delivery or pickup. Our Executive Chef has developed catering menus offering a variety of meal options to suit any occasion:

- **Breakfast, Lunch, and Dinner**
- **Appetizers and Charcuterie Platters**
- **Seasonal Holiday Menus**
- **Baked Goods**

Participants engage in all aspects of catering including food preparation and service, facility maintenance, and customer service, with safety and sanitation always in mind.



CULINARY ARTS



The Culinary Arts Program engages individuals with IDD interested in learning the skills necessary for a career in the culinary arts field, including cooking, food service, banquet service, catering, and general maintenance. The program, led by an Executive Chef and a Sous Chef, combines theory and practical application of skills and abilities in a large, 2000 sq. ft., state-of-the-art commercial kitchen, and a fully operational banquet hall seating 150. Instructional strategies include:

- **Cooking**
- **Food and customer service**
- **Banquet service and catering**
- **General maintenance of workspaces**
- **Teamwork and communication**

The program readies individuals with IDD for gainful employment in the food service industry. With guidance from our Executive Chefs, participants determine their own specific, culinary-oriented goals and/or objectives. All practices are engaged at each individual's pace and learning style to maximize their full potential.

REAGAN CENTER & **BANQUET HALL RENTAL**

Our beautifully renovated and updated Reagan Center and Banquet Hall is now open for reservations! Are you in need of a venue to celebrate a wedding, birthday, quinceañera, baby shower, celebration of life, or any other special milestone or occasion? Or do you need a space for a conference, meeting, or other business gathering? Celebrate your event or hold your conference at The Arc LAOC, while supporting programs that benefit individuals with IDD. With a seating capacity of up to 150, our hall and our conference room are available to rent any day of the week. Combine your rental with our Catering services and you can enjoy the party while leaving the work to us — plus, you'll maximize your impact on our participants and programs. For menus, more information or to book your event, please email admin@thearclaoc.org.



CREATIVE ARTS

The Creative Arts Program's purpose is to support individuals with IDD interested in self-expression and creativity. Theory and practical application combine with education and exploration for an immersive arts experience. Participants experiment with a variety of media and genres in the classroom with guidance from Arc LAOC staff.

The program focuses on art awareness, education, and skill development. Within the scope of activity, skill areas are addressed which increase self-sufficiency and interaction with others while engaging in the following artistic formats:

- **Visual arts**
- **Three-dimensional art**
- **Abstract art**
- **Craft art**
- **Electronic media art**
- **Performing arts, using a variety of tools, techniques, and styles**
- **Field Trips to a variety of art specific locations**

Each participant is provided with the means to explore their talents and passions, identify their goals, and decide what they want to achieve in the world of The Arts.



COMMUNITY INTEGRATION PROGRAM

The importance to one's well-being of feeling welcomed and included in the community cannot be overstated. Often, adults with IDD struggle to find opportunities for community inclusion and integration. The Arc LAOC designed the Community Integration Program (CIP) to offer participants an array of social and community activities of their choosing in the most integrated way possible. This is a very active program that engages participants in community activities daily.

The intent of the program is to offer adults with IDD an array of community options to meet their social, vocational, educational, psychological, and physical needs. Skill areas are addressed which increase independence,

interaction with others, and satisfaction in life. Individuals plan their activities and a trained facilitator accompanies them to provide any needed support, assistance, or guidance. Options and choices are created and tailored based on individual preferences and include:

- **Hikes**
- **Beach days**
- **Field trips to museums, places of historical interest, farmers markets, piers, etc.**
- **So much more!**

Participants practice decision making as they choose activities and excursions, and The Arc LAOC staff supports them with an emphasis on making friends and enriching natural supports.



EXCELS

Experiencing the Community through Educational Learning Skills (ExCELS) is The Arc LAOC's exceptional, age-appropriate program assisting individuals with IDD as they develop basic daily living skills, personal independence, and self-determination, with a focus on successful integration into the community. Instruction includes verbal and nonverbal communication skills, basic computer training to hone thinking and dexterity, as well as community outings including shopping and visits to public places of interest and culture.

The Arc LAOC aims for community integration, participation in making choices, taking care of oneself, maintaining good health and well-being, and participation in the activities of daily living while

ensuring participants are treated with dignity and respect. Skill areas addressed include:

- **Daily living skills**
- **Education**
- **Community integration and awareness**
- **Communication**
- **Interpersonal social skills and self-advocacy**
- **Leisure, recreation, and self-care**

ExCELS staff help to educate and engage individuals with IDD to advocate for themselves, seeking their input and discussing their preferences in activities and staff services at other locations. Facilitators also offer individuals opportunities to change their services, express their concerns, or ask questions regarding the services they receive.



SENIORS

The Arc LAOC is committed to supporting our older participants so they may retire naturally with their peers, successfully and with dignity. Our inclusive Seniors Program enables individuals with IDD to function as independently as possible for as long as possible by keeping active in the community, nurturing friendships, and compensating for any age-related decline. To help meet the social, vocational, psychological, and physical needs of our participants aged 50 and up, The Arc LAOC facilitates access to an array of social and community outings such as:

- **Historical museums**
- **Attending movies and bowling**
- **Enjoying farmers markets, nature centers, etc.**
- **Visiting peers at local senior centers**

Individual schedules are determined based on each individual's goals and the activities available in the community. We strive to maintain consistency and compatibility with facilitators and participants. Facilitators provide support for many types of schedules, including those wishing to continue working part-time.



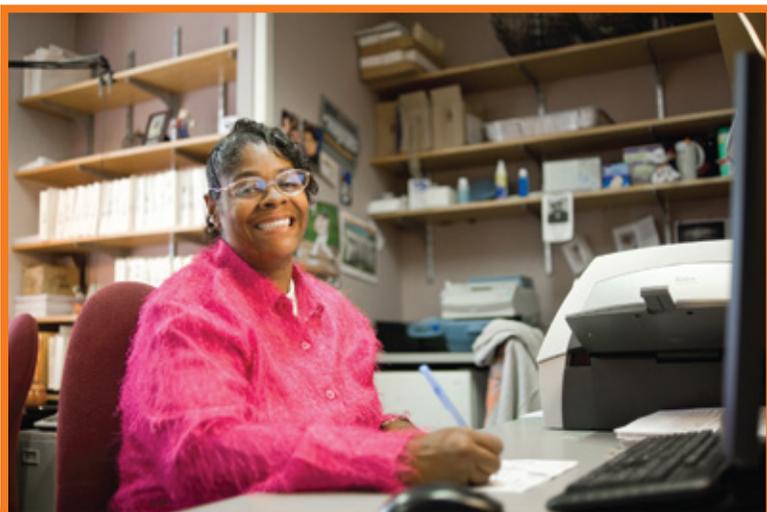
SUPPORTED EMPLOYMENT

Supported Employment provides people with IDD the means to form, work toward, and achieve goals through training and education based on their unique abilities and interests, thereby maximizing their functioning in the work setting and in the community while increasing independence and self-sufficiency. This is done in three phases:

- **Counseling:** The Arc of LAOC's Job Development Team provides counseling and case management tailored to each individual, assisting with the development of an employment plan designed specifically for the individual.
- **Job Development:** We coordinate with each individual to determine a job-procurement strategy based on the individual's specifications.

- **Job Coaching:** Participants work with a designated Job Coach guiding them. The initial stages of the job involve close and frequent coaching, support, and guidance.

Participants become familiar with and adjust to the atmosphere and demands of employment in real work settings with a whole Arc team behind them. Our qualified Job Coaches assist participants as they learn new skills, develop healthy work relationships, and work professionally with their management team, as well as with non-workplace issues that may hinder an employee's ability to perform successfully on the job. Beyond finding work opportunities for participants in the community, The Arc supports providing employment opportunities directly to individuals with IDD. We currently employ several of our participants in various positions across the organization.



Achieve with us.[®]



CONTACT US

- 562-803-4606
- www.thearcaoc.org
- 12049 Woodruff Avenue
Downey, CA 90241