



*Maximizing Employment Opportunities*

## **Employment Placement Services** *Helping people obtain and retain jobs*

### **Who We Are**

New Horizons Rehabilitation Services is an accredited, not-for-profit organization founded in 1964 that helps people with disabilities achieve their goals and lead more fulfilling lives through employment programs and other activities.

#### **Employment Specialists help job seekers:**

- Assess skills & abilities
- Target an appropriate career path
- Prepare for a job
- Find a job
- Keep a job



### **Employment Placement Services**

Finding a job and keeping a job is not always an easy thing to do, especially if someone has a barrier to employment.

An Employment Specialist works with job seekers to:

- Review and evaluate the adequacy of their resume or portfolio
- Assist with revising and updating resumes or portfolios to highlight the individuals qualifications
- Develop adequate interview skills
- Advise as to the best geographic area for securing specific types of jobs

The employment specialist may recommend an assessment at a local business or suggest a job shadowing experience. These options allow the job seeker to spend time at a business learning the functions of a specific job which helps the job seeker, decide if that type of job is a good fit for them.

Individuals are often referred to New Horizons by sponsoring agencies, both from the public and private sectors.

#### **Types of Jobs**

New Horizons helps place hundreds of people into jobs every year such as:

- Courtesy Clerks
- Data Entry Clerks
- Retail & Sales Associates
- Restaurant Staff
- Assembly Workers
- Custodial & Maintenance Workers

### **Finding a Job**

New Horizons staff assists in the job search at whatever level is appropriate to the needs of the job seeker. We provide assistance with:

- Job placement and job development
- Employer contact
- Potential job site visits
- Interview scheduling and attendance
- Locating employers that are looking for good employees

#### **Receiving Services**

Please contact one of our locations listed on the back of this brochure if you are interested in referring someone to or receiving services from New Horizons.

We look forward to helping you!

### **Keeping a Job**

New Horizons offers job coaching and follow-up services when needed. Job coaches are available to help with the transition period or provide specific training. Follow-up services are available as necessary to make sure everything is going well on the job.

## MISSION

Investing in our communities by providing employment opportunities for individuals facing barriers to employment.

## PURPOSE

Breaking employment barriers for individuals.

## VALUES

- We believe in the worth of all individuals.
- We believe that the people we serve are our most important customers.
- We believe in the dedication to individual growth, employment, and self-sufficiency.
- We believe in managing public and private funds efficiently and responsibly.
- We believe our staff is professional, committed, and caring.
- We believe in quality service; as measured by outcomes, is paramount.

***New Horizons has been accredited since 1966***  
and is associated with many reputable organizations

### ***Accreditation***

New Horizons is proud to be a CARF-accredited agency, CARF, The Commission on Accreditation of Rehabilitation Facilities, has established national standards of quality for rehabilitation organizations. CARF accreditation means you can be confident that New Horizons has made a commitment to continually enhance the quality of its programs and services and has a focus on consumer satisfaction.



## ***Locations***

### **AUBURN HILLS AND ADMINISTRATIVE OFFICES**

1814 Pond Run  
Auburn Hills, MI 48326-2768  
Tel: (248) 340-0559  
Fax: (248) 340-0694

### **CLINTON TOWNSHIP**

43630 Hayes Road, Suite 110  
Clinton Township, MI 48038-3536  
Tel: (586) 226-1189  
Fax: (586) 226-0129

### **DAVISBURG**

10445 Dixie Highway  
Davisburg, MI 48350-1308  
Tel: (248) 625-0808  
Fax: (248) 625-1827

### **TROY**

5505 Corporate Drive, Suite 404  
Troy, MI 48098-2614  
Tel: (248) 340-0549  
Fax: (248) 340-0694

### **MADISON HEIGHTS**

32021 Howard Avenue  
Madison Hts., MI 48071-1430  
Tel: (248) 585-9593  
Fax: (248) 585-6648

### **NOVI**

41108 Vincenti Court  
Novi, MI 48375-1922  
Tel: (248) 476-6910  
Fax: (248) 476-1380

### ***EEO Policy***

New Horizons provides equal employment opportunities to all employees and applicants for employment without regards to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, illness, weight, height, or veteran status in accordance with applicable laws. Auxiliary aids and services are available upon request.

