

# BRUSH COUNTRY CO-OP

## SHES Profile (Self-Help Employability Skills)

Student: \_\_\_\_\_

School: \_\_\_\_\_

Year Entered High School: \_\_\_\_/\_\_\_\_/\_\_\_\_

Projected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Update Annually & Bring to the ARDC Meeting**

Area	Skills	Sub Skill	Grade	Date Mastered
Daily Living Skills	Manage Personal Finances	1. Count Money and make correct change		
		2. Make responsible purchases		
		3. Keep basic financial records		
		4. Use banking services		
		5. Obtain and use credit responsibly		
		6. Calculate and pay taxes		
		7. Select and file insurance		
	Select and Manage Household	1. Select adequate housing		
		2. Set up household		
		3. Maintain home exterior/Interior		
		4. Maintain home grounds		
		5. Use basic appliances and tools		
	Care for Personal Needs	1. Practice knowledge of physical fitness, nutrition, and weight loss		
		2. Exhibit proper grooming and hygiene		
		3. Dress appropriately		
		4. Identify common illness prevention and treatment		
		5. Practice personal safety		
		6. Identify consequence of substance abuse		
	Raise Children & Enrich Family Living	1. Identify marriage responsibilities		
		2. Demonstrate physical care for raising children		
		3. Know psychological suspects of raising children		
		4. Practices family safety		
	Buy and Prepare Food	1. Purchase food		
		2. Clean food preparation area		
		3. Store food		
		4. Prepare meals		
		5. Demonstrate appropriate eating habits		
		6. Plan/eat balanced meals		
	Buy & Care For Clothing	1. Wash/clean clothing		
		2. Purchase clothing		
		3. Iron, mend and store clothing		
	Exhibit Responsible Citizenship	1. Demonstrate knowledge of civil rights and responsibility		
		2. Know nature of local, state and federal law		
		3. Demonstrate knowledge of the law		
		4. Identify Citizen rights and responsibility		

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Area	Skills	Sub Skill	Grade	Date Mastered
Daily Living Skills Cont.	Utilize Recreational Facilities & Engage in Leisure	1. Demonstrate knowledge of available community resources		
		2. Choose and plan activities		
		3. Demonstrate knowledge of the value of recreation		
		4. Engage in group and individual activities		
	Get Around the community	1. Demonstrate knowledge of traffic rules and safety practices		
		2. Demonstrate knowledge and use of various means of transportation.		
		3. Drive a car		
Personal Social Skills	Achieve Self-Awareness	1. Identify physical and psychological needs		
		2. Identify interest and abilities		
		3. Identify emotions		
		4. Develop a knowledge of physical self		
	Acquire Self Confidence	1. Express feelings of self-worth		
		2. Describe others perception of self		
		3. Accept and give praise		
		4. Accept and give criticism		
		5. Develop confidence in oneself		
	Achieve Socially Responsible Behavior	1. Develop respect for the rights and properties of others		
		2. Recognize authority and follow instructions		
		3. Demonstrate appropriate behaviors in public places		
		4. Know important character traits		
		5. Recognize personal roles		
	Maintain Good Interpersonal Skills	1. Demonstrate listening and responding skills		
		2. Establish and maintain close relationships/friendships		
	Achieve Independence	1. Strive toward individual growth		
		2. Demonstrate self-organization		
		3. Demonstrate awareness of one's behavior affecting others		
	Make Adequate Decisions	1. Locate and utilize sources of assistance		
		2. Anticipate consequences		
		3. Develop and evaluate alternatives		
		4. Recognize nature of problem		
		5. Develop goal-seeking behavior		
	Communicate with Others	1. Recognize and respond to emergency situations		
		2. Communicate with understanding: a. read, b. write, c. speak		
		3. Express feelings appropriately		

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Area	Skills	Sub Skill	Grade	Date Mastered
Occupational Preparation	Know and Explore Occupational Possibilities	1. Identify profitable aspects of work		
		2. Locate sources of occupational and training information		
		3. Identify personal values met through work		
		4. Identify society values met through work		
		5. Classify jobs into occupational categories		
		6. Investigate local occupational and training opportunities		
	Select and Plan Occupational Choices	1. Make realistic occupational choices		
		2. Identify requirements of appropriate or available jobs		
		3. Identify occupational aptitudes		
		4. Identify major occupational interests		
		5. Identify major occupational needs		
	Exhibit Appropriate Work Habits and Behaviors	1. Follow directions and observe regulations		
		2. Recognize importance of attendance and punctuality		
		3. Recognize importance of supervision		
		4. Demonstrate knowledge of occupational safety		
		5. Work with others		
		6. Meet demands for quality work		
		7. Work at a satisfactory rate		
	Seek, Secure & Maintain Employment	1. Search for a job		
		2. Apply for a job		
		3. Interview for a job		
		4. Maintain post school occupational adjustments		
		5. Demonstrate knowledge competitive standards		
		6. How to adjust to changes in employment		
	Exhibit Sufficient Physical-Manual Skills	1. Demonstrate stamina and endurance		
		2. Demonstrate satisfactory balance and coordination		
		3. Demonstrate satisfactory manual dexterity		
		4. Demonstrate sensory discrimination		
	Obtain Specific Occupation Skills	1. Include specific skills based on occupation:		
		2. Include specific skills based on occupation:		
		3. Include specific skills based on occupation:		