

*Lifeworks*

A nonprofit serving  
people with disabilities

Lifeworks Employment Solutions

**Innovations in Employment**

## Lifeworks Employment Solutions

# Connecting employers and reliable workers

Lifeworks consults with employers to identify their specific production and business needs and then matches personnel who are right for the job. Because every business is unique, we work with you to develop solutions that meet your needs.

We analyze your current jobs and workflow and train our personnel to meet your standard of quality. Our employment model utilizes a job coach who works on-site to ensure maximum efficiency for the employer partner and the success of the employee.

## [ The Lifeworks difference ]

*Employers of Lifeworks personnel save money, fill high-turnover positions with long-term dedicated workers, and enhance diversity in the workplace. The return on investment is immediate and measurable. Instead of having to continually recruit, train, and place new hires, employers can count on the strong work ethic and accountability of Lifeworks personnel. The time-savings and increased productivity have a direct and positive impact on the bottom line.*

*Since our founding in 1965, Lifeworks has been a pioneer among organizations that support people with disabilities. We continue to provide strong leadership in this field, developing and delivering programs and services that help people with disabilities make the most of their talents, interests, and abilities.*

Dan Gockowski has held positions at Empi, The Holiday Inn, and Cub Foods. Dan could do the jobs, but was shy, lacked confidence, and didn't talk much to other employees. With the help of a Lifeworks employment consultant, Dan found a job at Valspar collecting recycling, managing the conference room scheduling system, delivering lunches within the office, and providing back-up for lab duties when his co-workers are out. He went from a very shy person to someone who asks for challenges, seeks new tasks to help with, and greets his co-workers by name and with a smile.

Dan Gockowski,  
employed at Valspar



“Lifeworks job coaches are phenomenal—they are the backbone of the Ameriprise Financial–Lifeworks relationship. Our coaches provide all manner of support, from training to transportation to performance management. They constantly come up with innovative ways to alter processes to ensure that our Lifeworks personnel meet or exceed our expectations. At the same time, they help the individual grow both personally and professionally.”

Kate Hanson, service manager  
New Business and Transactions Services  
Ameriprise Financial



## How it works for businesses

### **Start with a free consultation**

Lifeworks employment consultants get to know your business and your processes. We identify repetitive, routine tasks that can be grouped into one job and then create a solution that increases efficiency. We train Lifeworks personnel and maintain communication with supervisors and managers. In addition, we offer disability awareness training to help your staff understand and work effectively with individuals with disabilities.

In a recent survey, 93 percent of current co-workers, supervisors, managers, and human resources staff reported they are satisfied or very satisfied with Lifeworks. In addition, 97 percent of respondents said they would recommend Lifeworks to another business.

### **Work closely with a job coach**

The Lifeworks job coach is a free resource who works on your company's behalf to ensure that Lifeworks personnel are meeting your needs. The job coach tailors the support to the needs of the business and the individual, providing training, regular evaluation, and on-going support.

### **Supporting the business in a way that meets your need**

The companies we work with pay according to productivity. Lifeworks conducts time studies and monitors productivity levels, and bases the hourly wage on the wage earned by an average experienced worker performing the same task.

Companies may hire our personnel directly and may be eligible for tax credits, or they can contract with Lifeworks as employer of record. As employer of record, Lifeworks is responsible for salary, tax withholding, benefits, and workers compensation.

# Meeting your business needs

Lifeworks personnel can assist with a wide variety of tasks\*

 OFFICE			
Pick-up, delivery, opening, and sorting mail	Collating, stuffing, and assembling materials	Scanning and indexing documents	Maintaining break and training rooms
Stamping dates	Photocopying, faxing, and shredding documents	Data entry	Hospitality needs (making coffee, delivering lunches)
Candling envelopes	Stapling and stamping	Filing	Cleaning
Preparing mailings	Preparing documents for scanning or microfilming	Stocking and delivering office supplies and equipment	
 RETAIL AND HOSPITALITY			
Product processing	Attending carts	Trash removal	Cleaning guest rooms
Facing and sizing	Unloading trucks	Food preparation	Laundry
Attending dressing rooms	Cleaning entry, break, and training areas	Dishwashing and bussing	
Greeting	Grounds keeping	Hostessing	
 MANUFACTURING AND DISTRIBUTION CENTERS			
Assembly	Making boxes	Stitching	Removing contaminants
Packaging	Picking and packing	Sealing and metering cartons	Compacting cardboard
Disassembly	Heat sealing	Sorting paper	Recycling and refurbishing
Sub-assembly	Labeling		

\* Partial list of responsibilities that Lifeworks personnel can fulfill

Lifeworks personnel work for companies of all sizes, from small, family-run businesses to large corporations\*



**EMPLOYERS OF LIFEWORCS PERSONNEL**

ABM Janitorial Services

Allegra Print & Imaging

Alltel Wireless

Ameriprise Financial

Best Buy Corporation

Best Western Hotels

Blue Cross and Blue  
Shield of Minnesota

Bremer Financial Services

Burnsville Chamber of Commerce

Capella University

Cargill

Carlson Companies

City of Hastings

City of Mankato Parks Department

City of Minneapolis

City of Saint Paul

Coughlan Companies

Creative Carton and  
Rapid Packaging

Cub Foods

Deloitte and Touche LLP

Ecolab

Feldmann Imports

General Mills

Hempel Properties

Home Depot

Jerry's Foods

Lakeville Theatres

Leonard, Street and Deinard

Lifetime Fitness

Lunds and Byerly's

Mackall, Crouse & Moore, PLC

Meridian Manor

Midwest Electric Products, Inc.

Motorwerks BMW

NuAire

Oce Business Services

Paragon Printing & Mailing

Partners in Pediatrics

Pearson Assessments

REI

Red Lobster

Renewal by Andersen

Schwegman, Lundberg,  
Woessner & Kluth

Securian Financial Group, Inc.

Slumberland Furniture

Sodexo

St. Peter & Paul's Catholic Church

Stanton Group

Starkey Laboratories

SUPERVALU, Inc.

Target

Tecmark Services, Inc.

Thomson West

Travelers

UCare Minnesota

Valspar Corporation

Wells Fargo & Co.

\* Partial list of businesses that employ Lifeworks personnel



**Lifeworks Services, Inc.**

[www.lifeworks.org](http://www.lifeworks.org)

**Program Locations**

Bloomington  
Brooklyn Park  
Burnsville  
Eagan  
Hastings  
Mankato  
Minneapolis  
St. Paul

**Administrative Office**

2965 Lone Oak Drive, Suite 160  
Eagan, MN 55121  
651-454-2732

This information can be made available  
in an alternate format upon request.  
Our TTY phone number is 651-365-3736.  
Equal Opportunity Employer

**About Lifeworks**

Lifeworks is a nonprofit organization that helps people with disabilities live fuller lives that are integrated into the flow of community experience. Through employment at area businesses, social enrichment opportunities, and customized support services, Lifeworks provides the tools clients need to build the lives they want to live. For more than 40 years, we have collaborated with employers, volunteers, and government agencies to create expanded opportunities for people with disabilities. To learn more or make a contribution, visit [www.lifeworks.org](http://www.lifeworks.org).

**For every individual who wants to learn more, do more, and contribute more, Lifeworks strives to provide the best possible support.**