Project SEARCH Roles & Responsibilities

Project | SEARCH

Project SEARCH Student Intern:

- Attends daily classroom instruction.
- Interviews for internships.
- Provides his or her own uniform for job rotations.
- Attends job orientation and training as scheduled with immediate supervisor.
- Works with mentor, supervisor, manager, teacher and job coach to successfully complete job rotation.
- Is expected to go through the same orientation and training as any other new employee.
- Adheres to business "Employee Code of Conduct" including dress code.

Instructor:

- Provides leadership to Project SEARCH.
- Works with VR to make students eligible for services before school year begins
- Works with MRDD/APD to make students eligible for Follow Along early in school year
- Provides daily classroom instruction prior to and immediately after the intern workday.
- Works with managers and supervisors to develop job rotations, write job descriptions and plan for necessary job modifications.
- Train students in interview process (unique to each host business) to assist them in gaining both work sites and competitive positions.
- Participate in monthly Project SEARCH Steering/Advisory Committee meetings.
- Visits student interns during their job rotations on a daily basis.
- Performing job coach duties when needed.
- Recruits new student interns for the program.
- Develops IEP for new students
- Works with interns and parents to arrange transportation.
- Coordinates and/or provides travel training to interns when public transportation is provided.
- Plans daily lesson plans according to the needs of the student interns.
- Meets monthly with parents and Vocational Rehabilitation to discuss intern progress.
- Meets daily with job coaches daily to discuss intern progress.
- Meets regularly with managers and supervisors to discuss intern strengths and challenges.
- Works with business to plan Project SEARCH welcome event, open house and graduation.
- Provides internal and external marketing for business and community such as "Lunch and Learn" events, newsletter articles, website information, tours, etc.
- Assists with job development, especially for sites within the host business. Works with outside job developer to secure competitive employment in the community utilizing the students' skills. Completes necessary evaluations, reports and other documentation.
- Develops portfolio for each student that documents each work site, skills acquired, evaluations, letters of recommendations, etc.
- Assists with internal job development for students who are able to be hired at the host business

Job Coach:

- Participates in basic job coach training and continual staff development.
- Performs Job/Task Analysis of the worksites and competitive jobs.
- Teaches the essential tasks of the job and reinforces employability skills.
- Assists in training students in interview process (unique to each host business) in order for students to gain both work sites and competitive positions.

- Provides support to the intern to understand the job and duties.
- Learns the job and make any modifications (label cabinets, simplifies written instructions, etc.) necessary to the successful completion of the job. Each job coach is assigned 3-4 students and will spend approximately 1-1.5 hours per day with individual interns while on the work site. Because the goal is independence, the job coach reduces the amount of time spent with each student as skills are developed.
- Attends job orientation with the intern and clarifies information with the intern as necessary. Meets with the supervisor and manager regularly to discuss issues and concerns.
- Completes necessary evaluations, reports and other documentation.
- Assists with travel training when utilizing public transportation.

Administrator (School):

- Provides overall support for HS Transition Program: discipline with students, field trips, curriculum, supplies, etc.
- Provides administrative support for: attendance, grades (if applicable), lesson plans, staff development for instructors, etc.
- Develops marketing materials for program
- Assist with recruitment
- Support for IEP development and compliance with IDEA 2004

VR Counselor

- Provides input to the team toward the definition of a work goal and other services
- Develops IPE's for each student intern
- Provides guidance on the selection of the worksites/internships
- Sponsors job coaching services for each student
- Coordinates other supports as necessary
- Participates on the selection committee for new students

Parent

- Participates in the monthly meeting to discuss students' issues, progress, etc.
- Assists in defining and refining job goals
- Addresses any issues and concerns regarding student progress in the Project SEARCH by working with student at home
- Follows through on eligibility with appropriate agencies
- Communicates with instructor, job coaches and/or VR Counselor only regarding any concerns – do not communicate directly with any host business personnel

Business Liaison:

- Works with instructor and job coach to develop job rotations, job descriptions and job modifications.
- *Arranges for detailed job orientation and training to the intern.*
- Provides a mentor to the intern who will be available during the same work shift.
- Assist with interview process for student interns before their job rotations.
- When possible, provides educational talks regarding their areas of business to interns before and *between job rotations.*

Co-Worker / Mentor:

- A co-worker who works the same shift as the intern and provides on-the-job support (answer questions, *introduce them to co workers, provide friendship).*
- Provide natural supports to the student intern and orientation to the work environment.
- Notifies the immediate supervisor and job coach of any concerns that arise.

Department Supervisor:

- Provides detailed job orientation and training to the intern.
- Provides immediate supervision to the intern.
- Completes intern evaluations.
- Works with the job coach and teacher to address areas of development.
- Works with the manager, teacher and job coach to develop appropriate job descriptions for interns.

Employee (once student become hired!):

- Follow the typical employee guidelines of employer
- Is held to quality and quantity department standards
- See manager for all concerns including job accommodation or additional work support that can include Follow Along/Retention Services

Job Developer (may be Instructor or Service Provider)

- Works with student and team at end of year to explore competitive employment based on individual strengths and skills
- Explores jobs at locations other than host business site when students are not employed at host site
- Keeps all team members informed of potential jobs
- Performs job analysis and job match
- Coordinates travel training to job site if appropriate
- Coordinates job coaching if necessary

Follow Along (MRDD or APD or Service Provider)

- Provide retention services to employee once hired
- Communicate with manager at business and other team members for issues and problem solving
- Documents progress and issues
- Monitor work performance
- Facilitate job changes and career advancement
- Offer crisis intervention
- Monitor socialization and overall integration
- Support training for employee, manager/co-worker
- Provide retraining of previously learned skills
- Assess job participation
- Provide training for new job tasks or skills
- Provide support to families
- Assess employee satisfaction
- Link employee to other support service agencies or supports as necessary

The goal of Project SEARCH is to simulate a true work environment as much a possible. This includes going through initial job orientation and training, shadowing other employees (if this is how new employees are generally trained), taking normal breaks, eating lunch with peers, clocking in and out, providing and wearing the correct uniform, dealing with a supervisor and being evaluated on performance. The role of

the instructor is to provide classroom training on these job skills. The role of the job coach is to assist the employee in being successful in these tasks with as much independence as possible.

In general, workers with disabilities do best when instructions are clear and precise. Detailed training along with written instructions and mentoring will be large factors in a successful experience. The roles of all members of the team are "cogs in the wheel" of a successful placement.