

Leon County BOCC

Project | SEARCH

"We Choose to Include"

Manager's Informational Packet



Program Overview

Project SEARCH provides training and education leading to employment for individuals with disabilities. Project SEARCH is a 10 month, unpaid, high school transition program that was developed in 1996. Project SEARCH serves as a workforce alternative for students in their last year of high school. The cornerstone of Project SEARCH is total immersion into a large business. Each day, the student reports to the host employer, learns employability skills in the classroom and job skills while participating in three to four rotating internships/experiences during the year, approximately 10 months. Students also participate in monthly progress meetings to define their career goal and plan necessary steps to achieve their goals.

Project SEARCH is a national employment model to help the most vulnerable individuals with disabilities gain work experience, be competitive, and transition into full-time work. Project SEARCH is based on a partnership that includes the Florida Agency for Persons with Disabilities, the identified and selected local business, the school board and other designated agencies. All partners are vital to success of the program and must all be on board and in agreement with their role and responsibilities in order for the program to work.



Benefits for Leon County BOCC:

- ☆ Relieves you and your staff from having to complete tasks that can be delegated.
- ☆ Access to a new, diverse talent stream with skills that match departmental needs.
- ☆ Gain interns with disabilities who serve as role models for customers and employees, giving them a sense of hope.
- ☆ A job coach will be present to assist you and the intern with daily responsibilities.
- ☆ Serve as a positive example to other departments, agencies and vendors.

Awards and Testimonies

- ☆ Project SEARCH was named National Best Practices Employer of Individuals with Developmental Disabilities from Arizona Governor's Council on Developmental Disabilities in 2008.
- ☆ In 2007 Project SEARCH received the DCDT National Employer of the Year Award.
- ☆ In 2004 Project SEARCH was awarded The Secretary of Labor's 'New Freedom

"It's been invaluable both to us and the interns," Davis said. "We are so proud of each of them." Blanton, the intern working in Davis' department, has endeared himself to the staff. "When we go out for lunch, Robert goes with us," Davis said. "He's part of our team."

Bill Davis
Shands Jacksonville
Human Resources Manager

"I feel more successful and I can get my job done here. Done on time," said Sariah. Lorie Borgmann, the head of the sterile processing department at Good Sam, said, "Her catch phrase is 'What to do with Sariah now?' She likes to complete things. She likes to get things done. She's very organized."

Sariah Fugua
Project Search intern at Good
Samaritan Hospital in Nebraska



Basic Roles & Responsibilities

Project SEARCH Interns:

- Attends daily classroom instruction.
- Interviews for internships.
- Attends job orientation and training as scheduled with immediate supervisor.
- Learn and practice employability skills.
- Works with mentor, supervisor, manager, teacher and job coach to successfully complete job rotation.
- Communicates with all team members regarding any work related issues.
- Attend new employee orientation and departmental training.
- Adheres to business "Leon County Policies and Procedures" including dress code.

Job Coaches:

- Works with managers and employees to educate on disability awareness.
- Attends job orientation with the intern and clarifies information with the intern.
- Learns the internship duties and makes any modifications (label cabinets, simplify written instructions).
- Teaches the essential tasks/duties/core skills of the job to the intern.
- Meets with the manager/peer mentor/Project SEARCH Coordinator to discuss issues and solve problems.
- Completes necessary evaluations, reports, and other documentation.

Project SEARCH Coordinator:

- Will make sure the program is a smooth transition for students and department managers.
- Place interns at worksites where they will be most beneficial.
- Reinforce workplace procedures and guidelines.
- Address any problems that may arise during the program.
- Serve as the Project SEARCH partnership liaison.
- Arranges and assist with detailed worksite orientation and training for the intern.
- Assist with the evaluation/feedback instrument for the interns.

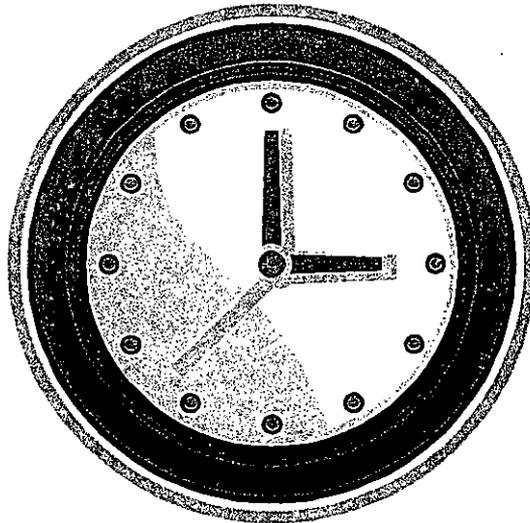
Department Managers:

- Volunteers as host internship site
- Identifies tasks and core skills for internship: works with team to develop job description for intern
- Serves as or assigns peer mentor for student/intern.
- Provides supervision to the intern (possibly shared with peer mentor).
- Write letters of recommendation for interns when appropriate.
- Meets with the manager/peer mentor/Project SEARCH Coordinator to discuss issues and solve problems.



Intern's Daily Schedule

This schedule is provisional and can be altered to fit YOUR business needs



- **8a-9a:** Report to classroom
- **9:30a-11:30a:** Report to designated worksite
- **11:30a-12:00n:** Lunch
- **12:00n-1:00p:** Return to designated worksite
- **1:00p-2:00p:** Report back to classroom.



Department Participation Process



Complete Worksite Request Form

☆ To be Completed and returned to LaKendra Cunningham, Project SEARCH Coordinator



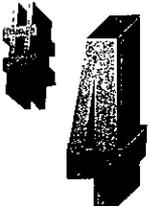
Develop Job Description

☆ Work with Project SEARCH Coordinator, Human Resources, and Opportunity Services.



Attend Supervisor Orientation

☆ Sensitivity Training
☆ Review Supervisor Orientation



Attend Open House

☆ Meet Parents, Students, and other Project Search Personnel



Potential Job Titles and Duties

The following jobs titles for Project SEARCH interns require: modest qualifications (h.s. diploma or its equivalent), minimal independent judgment, and limited use of equipment.

1. Administrative Associate Assistant
 - a. Shredding paper
 - b. Filing Documents
 - c. Greet, announce, and/or route visitors
 - d. Sort and distribute mail
 - e. Make photocopies of documents
 - f. Distribute and/or fax documents
2. Citizen Service Liaison
 - a. Greet customers
 - b. Answer phones
 - c. Make photocopies of documents
 - d. Distribute and/or fax documents
 - e. Sort and distribute mail
3. Materials Management Specialist
 - a. Issue supplies
 - b. Place items in proper stock location
 - c. Assist in sorting and distributing incoming mail
 - d. Perform general warehouse duties



4. Courier

- e. Pick-up and deliver interdepartmental mail
- f. Make routine runs between Courthouse and BOA building.
- g. Attach all labels in appropriate areas

5. Customer Service Technician

- a. Sort and distribute incoming work orders
- b. File work orders
- c. Deliver work orders to supervisor

6. Library Assistant

- a. Retrieves discharged library materials from designated areas
- b. Straightens and shifts library materials as needed
- c. Refers patrons to desk for assistance
- d. Deliver mail to the mail room
- e. Bring newly processed books from Technical Services
- f. Transport book drop materials to circulation

7. Office Assistant (same as Administrative Associate)

8. File Clerk

- a. Arrange letters, memoranda, invoices, and other documents
- b. Perform general office work
- c. Sort and distribute mail



WORK SITE REQUEST FORM 2010-2011
LEON COUNTY PROJECT SEARCH PROGRAM
Use a separate sheet for each different type of job.

Work Site
Location/Address: _____
Work Site Phone
Number: _____ Fax Number: _____

County Staff Person Who Will Supervise
Intern: _____

Peer/Mentor: _____

List below anticipated duties interns will perform. Please be specific.

1		5	
2		6	
3		7	
4		8	

Comments or Special Requirements:

Person completing this form:
(please print) _____

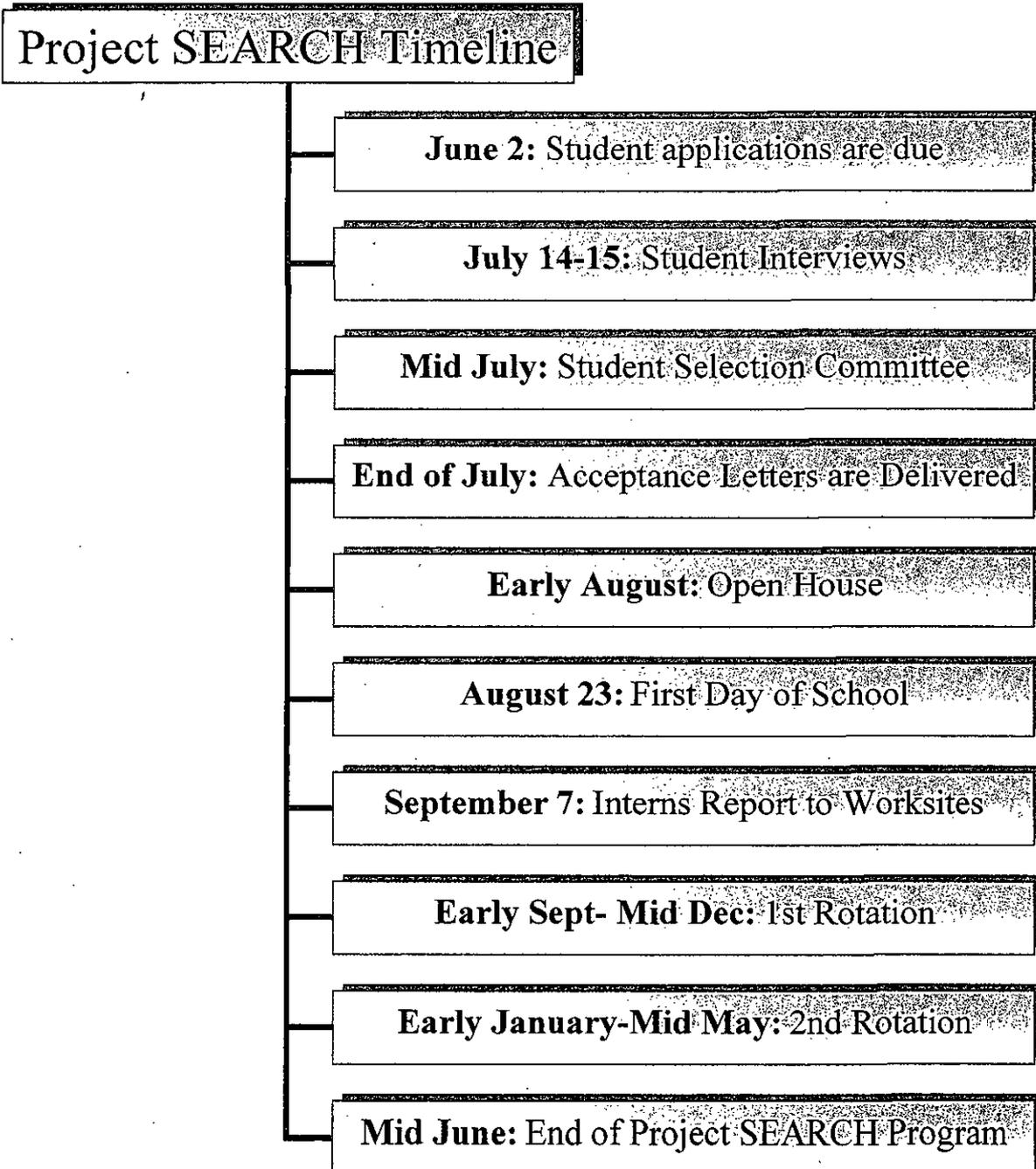
PLEASE RETURN COMPLETED FORM TO:

LaKendra Cunningham, Project SEARCH Coordinator
LCBCC Human Resources, Suite 502, 315 South Calhoun Street
PH: 606-2416 FAX: 606-2401
E-mail: CunninghamLa@leoncountyfl.gov
CC: DanielsC@leoncountyfl.gov



2010 Project SEARCH Timeline

The following is a concise outline of upcoming target dates put in place to ensure a successful start of the Project SEARCH Program.





Project SEARCH Partnerships



agency for persons with disabilities
State of Florida

