

St. Johns County
School District

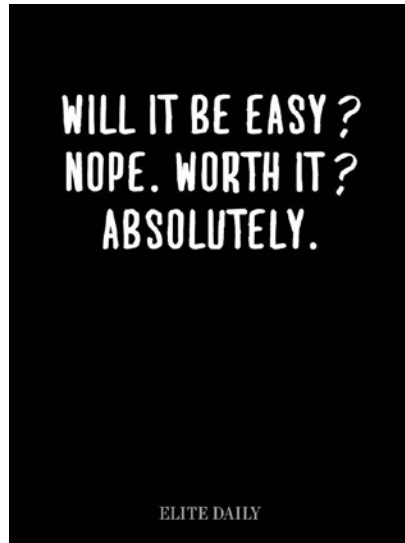


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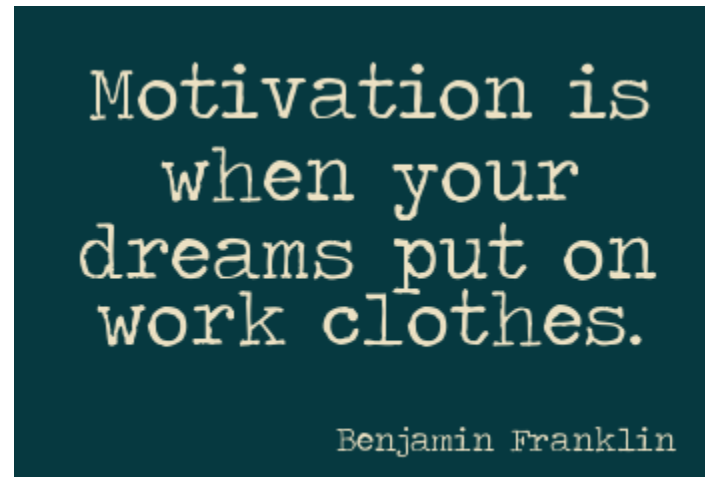
St. Johns County School District Project SEARCH

A collage of logos for Project SEARCH partners and sponsors. At the top center is a large blue letter 'R' above the text "RENAISSANCE® WORLD GOLF VILLAGE RESORT ST AUGUSTINE". Below this are several logos: the St. Johns County School District logo (a lighthouse in a shield with a red banner), the Project | SEARCH logo (a stylized figure with a star), the Vocational Rehabilitation logo (a blue 'VR' monogram), The Arc of the St. Johns logo (a yellow and orange wave), the apd logo (agency for persons with disabilities, State of Florida), and the project10 transition education network logo (the word "project10" in green and yellow).



Project SEARCH Philosophy

People with disabilities have the right to choose a path toward education and employment. However, while the freedom of choice is given, the right to work is earned. Earning the right to work is dependent upon the student's preparation. Stephen Simon, ADA Quarterly, Fall 1998



QuotePixel.com





Agenda

1. Introductions
2. Roles and Responsibilities
3. Internship Structure and Typical Day
4. Transportation and times
5. Calendar and important dates
6. Curriculum and VocFit Assessment
7. Documents to be filled out



TEAM ST. JOHNS

- Project SEARCH Co-Founder- Suzie Rutkowski
 - Program Director- Leigh Ann Hale
 - Human Resources Director/Business Liaison- Brandi Broadway
 - Renaissance General Manager- Steve Boudreau
 - Renaissance Assistant General Manager- Graham Parker
 - Program Instructor- Byron Pennington
 - Skills Trainers- Ashley Maynard and Jake Thornton
 - Vocational Rehabilitation- James Hughey
 - Community Resource Provider- Lynne Funcheon, ARC of the St. Johns
 - Agency for Persons with Disabilities- Renee Cooke
 - Project 10/State Support- Carly Detlefsen
 - FDLRS/NEFEC- Jennifer Middleswart
- And our FABULOUS INTERNS!!!

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Roles and Responsibilities



Intern Roles and Responsibilities

- Become a client of Vocational Rehabilitation- student must qualify for supported employment
- Participate in travel training, as necessary and available
- Participate in career exploration through three different unpaid internships at the hotel
- Follows rules and regulations at host business, including employee code of conduct
- Interview for internships in professional attire
- Attends internship department orientation and training as scheduled with department manager/mentor
- Attend daily classroom instruction and strives for perfect attendance
- Call in if absent or late to instructor or skills trainer; fill out appropriate leave forms
- Clock in and out each day
- Dresses appropriate- wears correct uniform for each department



Intern Roles and Responsibilities

- Maintain proper hygiene and grooming
- Work with mentor, manager, instructor, and skills trainer to successfully complete internship
- Be a self-advocate; learn key contact people, resources, and use learned information for self-advocacy and problem solving when issues arise
- Take an active role in leading Employment Planning Meetings
- Communicate with all team members any work-related issues
- Actively participates in job search towards paid employment during 3rd internship
- Be open to getting out of your comfort zone with supports from your team
- Communicate with family regarding progress in Project SEARCH program
- Always do your best to make progress, work with your team, be professional, and work up to the high expectations set by you and your team!



Family Roles and Responsibilities

- Promote intern growth and personal development
- Be supportive of intern's goal of working competitively in the community after SEARCH internships
- Be supportive of intern using public transportation when available; assist with travel training
- Assist the intern with perfect attendance and other appropriate employability skills- accountability, calling in for missing work, communicating with others, etc...
- Participate in employment planning meetings to discuss student issues, progress, etc.
- Assist in defining and working towards the Career Plan/Job Goal
- Address any issues and concerns regarding student progress by working with intern at home
- Follow through with eligibility requirements with appropriate community and adult services agencies (VR, APD, etc...)
- Communicate with instructor, skills trainers, and/or VR counselor regarding any concerns- *parents do not communicate directly with any host business personnel*
- Assists with transportation to program and job if necessary
- Collaborate with other team members for overall intern transition process
- Become educated on how paid employment can impact benefits- fill out proper documentation and get connected with a CWIC (with guidance from team)



Other Roles and Responsibilities

- **Host Business** provides a Liaison, an on-site classroom and a variety of internships that teach core skills related to that business or industry.
- **Educational organization** or Consortium provides an instructor, employability skills curriculum and student interns
- **Vocational Rehabilitation** provides individual career guidance, job coaching and supports for each intern to gain employment.
- **Supported Employment Agency** provides job coaching and job development for interns at the host business and in their initial job.
- **Families** bring a new perspective, give valuable feedback to the team, add an additional voice for student selection, and facilitate the Family Involvement Program
- **Intellectual/Developmental Disabilities Agency** provide long term retention and support for eligible interns once they secure a job.

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10

THINGS TO KNOW TO
SUCCESSFULLY

SUPPORT A PROJECT SEARCH INTERN

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1.

Don't loose sleep over the small things. Trust the teacher and coaches at Project SEARCH. They will be in touch immediately if there's a real problem and they will follow through on their promises.

- Uniform issues
- Intern to intern conflicts
- Lunch procedures



2.

Make sure the Project SEARCH team knows you are willing to help your intern practice their skills on the outside. Your young adult will better generalize the skills learned in Project SEARCH with multiple practice opportunities.

- Speaking to people they don't know
- Gaining more responsibilities at home
- Increase in independence with their hygiene routine and other activities of daily living (food preparation, dressing themselves, time management, etc...)



3.

If you feel your intern needs more practice opportunities to be successful, have them participate in volunteer activities (volunteermatch.org).

...and get out in your community more!!!

YOUR SEARCH

Keywords



[Advanced Search](#)
(Search by Country, Skills and more!)

LOCAL OR VIRTUAL

Local (you'll go to a physical location)

Virtual (you can do it from a computer, your home or anywhere!)

CAUSE AREAS

Advocacy & Human... (8)

Animals (25)

Children & Youth (16)

Community (32)

Health & Medicine (34)

Seniors (38)

near **St. Augustine, FL**

DISPLAYING 1 - 10 OF 25

SORT BY

Pet Visitors

with Haven Hospice ★★★★★ 2 REVIEWS

Do you have a special pet that is friendly to everyone? Ever considered volunteering with your beloved pet? If so, this opportunity is...

2497 US Highway 1 South
St. Augustine, FL 32086

It's Flexible! We'll work with your schedule

[Learn More](#)

Pet Peace of Mind Volunteers

with Haven Hospice ★★★★★ 2 REVIEWS

Assist Haven in keeping pets and owners together by providing care for animals. This program is made possible by a grant from Banfield...

2497 US Highway 1 South
St. Augustine, FL 32086

It's Flexible! We'll work with your schedule



4.

Every young adult who really wants to be employed after Project SEARCH will find a job as long as they aren't too picky about where they are placed and the schedule they must work.

Who get's their dream job right out of the gate?!

Project SEARCH job coaches work throughout the summer to find every participant job placement. If your young adult gets employed full-time and has SSI and Medicaid Benefits, the government will work with you. They won't reduce or take those benefits away before making certain your intern can really maintain full-time employment.

Vocational Rehabilitation can assist families with benefits planning.

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5.

Support teams may have to provide transportation even if you live on a bus line. If you want your young adult to have a job, you may have to get very creative about how transportation is provided.

Travel training is a must (Uber, Lyft, Sunshine Bus, etc...)!

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6.

You have one year to help your intern make the transition to adult life with the help of Project SEARCH. Do the hard work now so at the end of the school year, the transition will actually go quite smoothly.

Safely pushing interns out of their comfort zones is key- wearing different types of clothing, increasing quality of hygiene and personal care, ability to be flexible, self-advocating, etc...

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7.

Absences and tardiness are deal breakers in this program. If you're on time, you're late! These internships are extended job interviews. Help your intern make the best impression possible.

Learning good habits from the beginning, especially with breaks, lunch time, and going between work locations/classroom throughout the day.

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8.

The ability to stay on task and pace oneself is key to obtaining employment. The job coach cannot be with your intern every second of the internship. Think about how you can help your young adult achieve this goal (ex: smart phone, watch, visuals).

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9.

A positive attitude really matters! What your intern is doing isn't always fun. That's why they call it work! Be sure to tell them what they're doing at work may be disgusting and that's why they need to pay someone to do it. Ask them, "How about you, would you like to be the one paid to do this?"

This can be one of the hardest lessons for interns to learn- down time, cleaning duties, other duties as assigned...

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10.

You may be the best advocate in the world for your young adult, but you can't go out and find them a job (well... you could, but its not recommended 😊). Project SEARCH can and will if you work with them as part of the team.

Allow our job coaches and teacher to do the hard work!

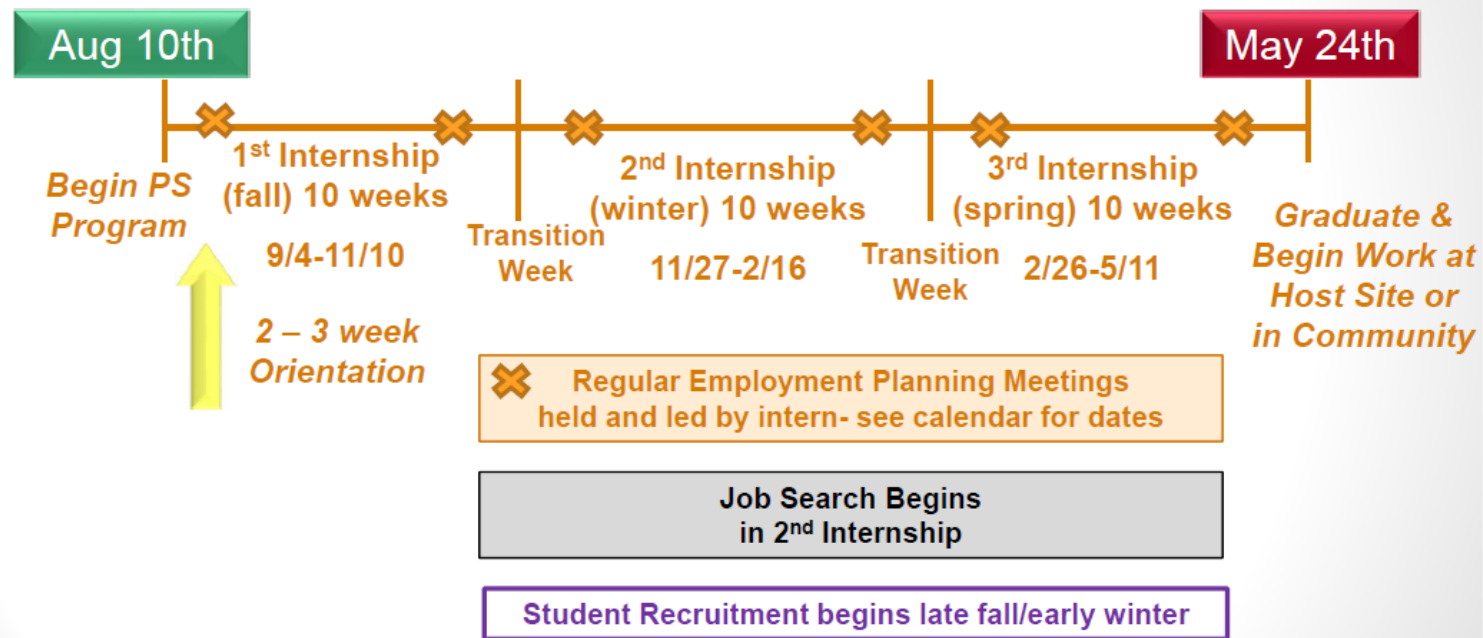


A Typical Project | SEARCH[®] *Day*

8:00	Intern arrival
8:00-9:00	Employability Skills Class
9:00-12:00	Internship in departments
12:00-12:30	Lunch
12:30-2:00	Internship in departments
2:00-2:30	Classroom- reflection, planning, communication skills/problem solving



Annual Project SEARCH Calendar





Transportation

- Interns will begin the program being transported directly from their homes to the Renaissance World Golf Resort- ARC vans will be utilized.
- Intern pick up and drop off times will be worked out before the school year begins and communicated to interns/families ASAP.
- All interns must participate in travel training- finding transportation to their job site independently (but with assistance!).
- Examples of alternative transportation include: Council on Aging Bus/ParaTransit, Uber, taxi, driving themselves, family/friends/co-workers.
- VR will be able to assist families with transportation- some families will have a financial obligation. Consult with your VR counselor for individual situations and information.



Uniforms

- Each department will require specific uniform items.
- Intern uniforms will depend on the department they are in during each rotation.
- Vocational Rehabilitation assistance will be available for some interns, while financial obligation will be required for some.
- Non-slip shoes are required for all interns.



Curriculum Themes

August and September- Team Building

October- Workplace Safety

November and December- Technology

January- Self-advocacy

February- Maintaining Employment

March- Financial Literacy

April- Health and Wellness

May- Preparing for Employment



Thank you for coming and please note these important dates...

- Friday, March 1st- Applications due
- Friday, April 5th- Skills Assessment Day at the hotel, 10:00-12:30pm, Legends III
- Intern acceptance decisions made by April 20th, 2019