

**Faith Regional Health Services
Norfolk Public Senior High School
Norfolk, Nebraska**

1. **Faith Regional Health Services** (FRHS) in Norfolk, NE.
2. High School program
3. Project SEARCH program has been in existence 2 yr. We are going into our 3rd year. Besides VR, other agencies that are involved include; FRHS, Norfolk Senior High School, Commission for the Blind, Employment Works and Nebraska Assistive Technology Project.
4. 3-5 students per year; we have graduated 8 students to date.
5. Class of 2010-11: Three of the five students were hired by FRHS, one in nutrition (FT), one in escort services (PT) and 1 in housekeeping (FT). One student is working in retail and the other in day care services. Class of 2011-12: One student hired FT at FRHS housekeeping services and the other two students from our class of 2011-12 are actively looking.
6. We have a part time teacher 8 a.m. until 11:00 a.m. and a job coach from 8:00 a.m. to 2:45 p.m. Transportation costs and uniforms are paid for by VR. The teacher is provided through the high school. VR pays for the job coach through a letter contract.
7. Hospital Rotations:
 - a. The Education Director through FRHS contacted all the department supervisors and asked if they wanted to participate in the *Project Search* training. The first year, first rotation found seven departments interested to include pharmacy, nutrition, materials management, housekeeping, human resources, nursing and plant services. The staff person from each department or 'mentor' was well versed in *Project Search* procedures and expectations. Upon approval to have a student train under them, a job analysis was completed by VR, High School teacher and Education Director.
 - b. Each student would complete 3-4 rotations. This would allow them to gain work experience in a variety of areas, work with many different people and personalities. Prior to choosing a rotation they go through FRHS orientation classes and receive all the necessary immunizations. They have to interview with the mentor and treat all aspects of this process like a real job interview. They then are contacted and if accepted, report to that mentor at the start of the rotation. Norfolk High School's calendar is used for the 9-month period. Rotations are 10-11 wks long.
 - c. Each day beginning at 8:00 the teacher goes through work expectations, and what concerns each of the students may have. They also start talking about 'soft skills' and employer expectations for one hour.

- d. Each student goes to their rotation site and the job coach rotates from one student to the next and handles any issues or concerns that may come up.
 - e. Each day for the last 30 minutes the student's journal their day and talk with the job coach about any highlights of the day or concerns.
 - f. At the conclusion of the rotation the mentor writes an evaluation and it is reviewed with the student, teacher and job coach. It is then placed in each student's folder.
8. Job Development/Intern Success:

They start during 2nd rotation students create a 30-second resume where they have to talk about skills and personal attributes to a group. They also compose a personal resume and learn about Workforce Development Center and private employment agencies. They also have to arrange transportation in preparation for future job options. VR placement staff begin job development activities second semester. Staff provide Job Seeking Skills training on-site for students. On-line apps are completed during last rotation. If the students are in need of any accommodations or assistive devices to further job search, ATP is brought in to explain their services and wide array of equipment suggestions.
 9. Strategies and events to ensure program and intern success:

Throughout the nine -month program, the teacher and job coach sponsor activities to prepare the student for working and achieving independent living. They sponsor a meal, sending out invitations, grocery shopping, cooking, serving and cleaning up when finished. They put together an apartment setting requiring them to pick out furniture, budget and learn how to take care of themselves on their own. At the conclusion of the rotations, in May, a graduation ceremony is conducted at the high school and a congratulatory luncheon is given by the Hospital for all mentors, students/family and contributing Agencies.
 10. Family involvement has been limited but this is a focus for the site 2011-2012 year.
 11. Marketing strategies:

A flyer is sent to students and parents to explain the program. A press release is created for the open house where entire community is invited. An internal flyer is sent to hospital staff to introduce the students each year, with another sent out as they move to new rotations. Students present in front of the hospital's foundation board. A second open house is held at the hospital in April where the current participants take prospective students/parents on a tour of the hospital and talk about the program. This goes over very well.