

100% Employment Outcome Information
Northeast Georgia Health System, Inc.
Hall County School System
Gainesville, GA

1. **Northeast Georgia Health System, Inc.**, suburban area, in Gainesville, GA
2. High School program
3. Project SEARCH program been in existence 5 years
4. 6-12 students per year; have graduated 27 students in 4 years
5. 7 Internal Hires
 - a. 2 part time and 5 full time jobs
 - b. Traditional entry-level jobs
6. 14 External Hires
 - a. Number of 8 part time and 6 full time jobs
 - b. Traditional jobs
7. Day to Day Staff Breakdown: Instructor, Paraprofessional/Job Coach, and part-time Job Coach
8. **Job Development Process:**
 - a. The Business Liaisons (Educational Service Liaison and Recruiting Liaison), Mentor Group Members, Job Coaches, and the Instructor make initial contact through publicity, personal, and “elevator talk” contacts with a goal to add at least 3 new Rotations per year. If the Instructor or Job Coach makes an informal contact or is approached by a Manager or Director, she checks with the Business Liaisons for approval before proceeding. (Ex. The Ed. Services Liaison would know which departments are already filled with other student trainees, and may make an alternate suggestion).
 - b. The Instructor sends sample Job Descriptions via email and makes an appointment for a short informative meeting with the Director or Manager and a potential Mentor from his/her department. If the team decides that a Rotation would meet the needs of the department and of the Interns, the Instructor makes an appointment for the Job Coach to visit for a Job Analysis.
Note: It is very important to stress the difference between ‘job carves’ (which we do not do unless there is a potential for hire for that job description) and “entry-level training”, using the host business job descriptions. The Job Descriptions are requested through the Recruiting/Workforce Liaison via email.
 - c. The Instructor creates a Rotation Binder and turns the task over to the Job Coach. The Job Coach spends the day with the Mentor, filling out the Job Analysis Form provided by our Job Specialist with VR. If available, the Job Specialist is present during part of this time. The Instructor is involved in the Analysis stage as well. The information is put together in a schedule forma, training matrix, and a task analysis.
 - d. Once the information is collected into two Rotation Binders, the Instructor and Job Coach make an appointment with the Director and Mentor to review the

information to make the necessary changes as suggested from the meeting. One of the Binders is to be left with the Mentor with “Hints for Mentors” included as a cover page. A Schedule Binder is provided and is to be left on-site for the Intern to sign in and out. The Mentor is to sign-off on the time sheets daily and at the end of the week. Evaluation forms and note pages are provided in their binder. The 2nd Rotation Binder is to be used by the Job Coach each time she visits the department and to go over information and evaluations with the Mentor, Intern, and Instructor.

- e. The Job Coach makes an appointment to train with the Mentor for the scheduled time period to finalize all paperwork before training the Intern. Some Departments choose to train the Intern themselves, but it is important that the Job Coach be allowed to participate in at least one day to observe extraneous, soft skills, and scheduled tasks of the day, especially to add “extra tasks” if the Intern has any down-time. By putting herself in the Intern’s role, the Job Coach can help raise the expectations of the department as well as get a feel for coworkers who would be willing to allow the student to join them for breaks and lunch. A video is made of tasks involving multiple steps to give the Intern a visual aid for learning the tasks.
 - f. Each Rotation is viewed at the end of each school year to mark success as a training ground, marketable skills, core skills components, etc., to decide if the Rotation will be used the following school year.
9. **Strategies and events to ensure program and Intern success:**
- a. The Instructor and a Parent who has a Management position in the community initiates the first **Business Advisory Meeting** in September. The parent serves as the Chairperson for the school year and serves in future school years, if available. Representatives from all business sectors are invited to attend (i.e. grocery, restaurant, hotel, medical, banking, industry, etc.) A list of roles and responsibilities will be set up at each meeting and reported on at the meeting following. A secretary will be elected to keep the minutes of each meeting.
 - b. The VR Provider’s Job Coach is responsible for Project SEARCH Intern social activities, to include those hired in the business and graduates in the **Project SEARCH Alumni Club**.
 - c. **A Future’s Planning Session** is held in September as a group. The Parent Mentor and a Consultant from Partnerships for Success facilitate the sessions. The Interns electronically create invitations to their Mentors, Supervisors, parents, coworkers, friends, etc., as well as design thank you notes after the event. The Interns recreate the charts in their journals to record their progress on their goals as the year proceeds. A copy is made to share with parents and Mentors for guidance in completing their goals.
 - d. Interns are involved in the **Selection and Interview Process** for applicants in the February Interviews. Graduates are invited to attend as well.
 - e. The Instructor, two Graduates, and a Consultant from Partnerships for Success conduct **Project SEARCH and Disability Awareness presentations** to businesses in the community for their Managers’ meetings. One or two graduates are

invited to practice their leadership skills by sharing their successes in these meetings.

10. **Family involvement in Employment Planning Meetings:** Individual Mandatory **Monthly Meetings** are scheduled at the beginning of the year and held with the following participants. The meetings are scheduled for each 3rd Wednesday and Thursday of each month at a time convenient to the parents.

Intern, Parent(s), guardians

Project SEARCH Instructor and Job Coaches

Rotation Mentor and/or Supervisor, Manager, Director, etc.

Vocational Rehabilitation Counselors

Workforce Investment Case Manager

NGHS Mentor Group Member (if available)

Business Liaisons (if available)

Transition Coordinator (if available)

11. **Family Involvement:** A Project SEARCH Parent Committee is formed at the beginning of the school year. The **Parent Committee** Chairperson, and Job Coach Paraprofessional will work together to keep all parents involved throughout the school year (AND after Graduation) to keep them informed of program needs and Intern progress. They will plan for special events such as Open Houses, Future's Planning, and Graduation. Interns design and send out invitations and reminders to the meetings, thank you letters, etc. Graduates are invited to assist with planning and implementing these events. A list of roles and responsibilities will be set up at the first meeting.

12. **Marketing strategy overall for program selection and awareness**

- a. Graduates and Interns are involved in speaking to groups, departments, and High Schools for **recruitment and publicity**
- b. The Ed. Services Liaison is responsible for articles for the **Friday Flyer** to spread awareness of the program and other special interest stories, such as Graduation, to the employees in the host business.
- c. Jennifer Schmid, **Intranet Coordinator**, is contacted with news articles, announcements; Open Houses, etc., to publish throughout the business. Interns create the articles during classroom technology and writing lessons. Public Relations are contacted with the same information upon approval from the Ed. Services Liaison.
- d. **Tours** for High School students, teachers, and parents are held each Friday during October, November, and December. Graduates, Interns, and students who were hired by the host business present a PowerPoint titled, "What is Project SEARCH" and conduct the tours. They also conduct visits on site at the High Schools. Tours are provided for community business leaders in the same format to spread awareness of the unique program and great potential for future well-trained and work-ready employees.
- e. **Mentor Group:** Lewis Likens in Ed. Services assists the Instructor with assigning a Mentor to each Intern for the year. Mentors from many departments are utilized to aid in marketing the program. The Mentor Group meets at the beginning of the year as a group with their Interns, whereas the Interns

interview them. Mentors will meet with his/her Intern at least once per month to keep in touch, find out their needs, etc. Guidelines are provided by Ed. Services and the Instructor to each Mentor at the introductory meeting. Sample items: what IS allowed; What IS NOT allowed, such as teaching the student to drive. The Mentors are invited via email by the Interns to their Monthly Meetings and Future's Planning Sessions.

- f. Lewis Likens invites various leaders throughout the business to participate in a **Business Panel** during the Orientation period to share the differences between High School and the world of work. One of the members sets a 'bad example' by coming in late, listening to his IPOD, smacking his gum, and looking disheveled, and Lewis has a phone call in the middle of the event to help open discussion with the students. This event helps to bring awareness to departments throughout the business of the program's purpose as well as help to immerse the Interns quickly into the business culture.
- g. October is **Disability Awareness Month**. A table is set up for a day from 11 a.m. – 2 p.m. in the hallway outside of the business' cafeteria with flyers for the Interns (on a rotating basis) to share about Project SEARCH. A drawing is held for a grand prize as well as smaller prizes. People First Language and Etiquette activities and conducted by the Interns. Graduates who have been hired by the business are invited to spend their lunch breaks at the table in their work uniforms. A business liaison and staff member is in attendance to answer questions and provide contact information for interested departments.