

Explanation of Program and Services

*Bold print indicates instructions for the Student Employment Coordinator.

Introduce yourself, and describe your position at school. Use whatever title with which you are comfortable. (student employment coordinator, employment coordinator, job coach, etc.)

Make sure that the initial meeting includes the student along with the parents and other family members that would like to join you. Direct your conversation to the student along with the parents. Try to get as much involvement as you can from the student. Always try to make sure that the student understands the information.

Direct your conversation to the student and explain the following information.

You have been asked to be part of a program that I do for the school and I want to help you get a good job in the community. The name of the Program is The Community Based Work Transition Program. We often call it the CBWTP.

My goal is to find out about your interests, gifts, strengths, skills, and abilities. I would like to find a good job match for you based on what I learn about you. I'd also like to learn what else needs to be figured out for you so that you can be successful with your job. For example how will you get to and from work, and if you will need any special help with anything.

There are two main parts to the program. The first is called Evaluation and the second is called Training.

During Evaluation I will spend time getting to know you. I'll interview you and your family and other people that know you well. I'll also interview people at school that you would like me to talk to about you, like your teachers, aides and peer tutors. I will also spend time with you doing things you like to do and I will look at your school records. Is all this O.K. with you?

During Evaluation, I will also write an Evaluation Report. It will have information in it about what I learned about you and I will share this report with you. I will then conduct what is called a Job Planning Meeting. This is a meeting where people who are important to you, get together to share what I've written. From that meeting we will get a list of businesses and people to contact about good jobs for you. This is called a job development list.

At the end of the Job Planning Meeting you, and your parents and I will meet with your Vocational Rehabilitation Counselor **(tell the student their OVR Counselor's name. It would be even better if you have the counselor's business card to give to the student and family.)** to write your Individualized Plan for Employment, also called an IPE. This will identify your vocational goal, or what kind of job it is that you want, and what services you will need to reach this goal. This ends Evaluation and then I will begin Training with you.

During Training I will contact employers listed on the job development list until I find a good job match for you. I will make sure that you get the support you need on the job until you can do your job by yourself. This is called job coaching. Toward the end of your senior year, I will help you to get support on the job after you graduate by telling you and your parents about supported employment.

Supported Employment is when you get job related services after you graduate or at any time after you leave school. The Supported Employment provider will help you if you need more support with your job after you graduate from high school.

(If there are no supported employment agencies in your community then you would say,)

Toward the end of your senior year, I will help you to get together with a Supported Employment consultant so they can help us figure out how you will get support on the job after high school.

Just so you know, this program is paid for primarily by the Office of Vocational Rehabilitation, with a contribution from our school district.

Do you have any questions?

(If they have a question that you can't answer, tell them that you will get back with them with the answer.)

Make sure that the parents know how to get in contact with you if they have any questions or concerns in the future. Tell the parents that you will be in contact with them throughout both phases of the program to let them know how things are going.

Remember: Parents can be a great source of information and support.

After you Explain the Program and the services that the student will receive then you can either ask to begin the Student / Family Interview or set up a time to meet again to do the Student / Family Interview. Have your planner with you and get it scheduled. Your suggested next step is to do the Student / Family Interview.