8. Employment

- Career Development Classes
- Career Clubs
- Career and Technical Education
- Career Exploration
- Discovery Process
- Unpaid Work Experience
- Paid Work Experience
- Job Coaching Services
- Summer Employment
- On-the-Job Training
- University Partnerships
- Employer Partnerships
8. Employment

8.1 Career Development Classes
What are career development classes?
...Classes or programs at school to help you plan for school and/or work after high school.

8.2 Career Clubs
What are career clubs?
...School-based extracurricular clubs based upon specific careers or professions to help you plan for work after high school.

8.3 Career and Technical Education
What is career and technical education?
...Education and classes where you are given hands-on learning and skill building for specific trades and careers.

8.4 Career Exploration
What is career exploration?
...Investigating different career options and their requirements to help you identify careers goals.

8.5 Discovery Process
What is the Discovery Process?
...A personalized, long-term approach where a person helps you focus on your strengths to plan for a job that is designed just for you.

8.6 Unpaid Work Experience
What are unpaid work experiences?
...Hands-on, unpaid work, and volunteer experiences on a job where you learn job skills, employer expectations, and personal interests and preferences.

8.7 Paid Work Experience
What are paid work experiences?
...A paid job or internship at a business in your community that allows you to gain work experience and job skills while in school.

8.8 OVR Services
What are OVR services?
...Individual and group services provided by a vocational rehabilitation state agency (OVR) that helps you plan for your future to get and keep a job.

8.9 Job Coaching Services
What are job coaching services?
...Services and support provided by a person from an agency that helps you get and keep a job.

8.10 Summer Employment
What is summer employment?
...A paid job in the summer while you are still in high school.

8.11 On-the-Job Training
What is on-the-job training?
...Programs that provide learning opportunities at job sites to help you best develop the skills needed to succeed at a business.

8.12 Employer Partnerships
What are employer partnerships?
...Partnerships between employers, schools, and agencies that lead to career mentoring, job shadowing and training, work experiences, and employment.

8.13 University Partnerships
What are university partnerships?
...Partnerships between universities, colleges, schools, and agencies to create work experiences.
Employment
8.1 Career Development Classes

- Career Development Classes
- Discovery Process
- Career Clubs
- Career and Technical Education
- Career Exploration
- Unpaid Work Experience
- Paid Work Experience
- OVR Services
- On-the-Job Training
- Employer Partnerships
- Summer Employment
- University Partnerships
What are career development classes?

...Classes or programs at school to help you plan for school and/or work after high school.

Ideally, these classes...

- Include ALL students
- Are offered in middle school and high school
- Help students explore college and career options
- Help you learn about and explore education and employment options after high school
- Are required for graduation
- Follow a curriculum
- Allow you to practice your job readiness skills
- Help you learn about yourself
- Involve guidance counselors

These career development classes result in...

- Learning about yourself through transition and career assessments, where you can explore your interests, values, preferences, skills, and needs
- Becoming aware of careers and how they match your strengths
- Exposure to career pathways, including knowing how to prepare for these jobs
- Exploring STEM careers (Science, Technology, Engineering, and Mathematics)
- Career exploration of different types of jobs to open up your opportunities
- Learning how to use the internet tools to explore careers (such as Career Cruisers, O*Net)
- Understanding the qualifications and demand for workers in certain jobs
- Developing skills and gaining experience and/or training you need to be competitive for careers
- Developing your communication skills to interact with co-workers and supervisors
- Learning how to manage your money (such as using credit/debit cards, bank accounts, saving, and budgeting)
- Learning how to interact with co-workers and supervisors
- Understanding what employers and bosses expect of you

“I’m learning skills for work. I do workshops through the IU to learn about jobs. I really like woodshop. Cutting, sanding, drilling, and digging holes. I’ve been doing that since the beginning of the year. As part of this program, I go to work. I did three days last year. My first one, on Monday, I worked at woodshop. Tuesday, I went to Blue Mountain ski resort last year. Third I went to the IU. And then this year I did two days at the IU workshop learning soft skills and hard skills.”

Transition-age youth
Employment

8.2 Career Clubs

- Career Development Classes
- Discovery Process
- Job Coaching Services
- University Partnerships
- Career Clubs
- Unpaid Work Experience
- Summer Employment
- Career and Technical Education
- Paid Work Experience
- On-the-Job Training
- OVR Services
- Employer Partnerships
- Career Exploration
- COUNSELOR
- Knowledge useful A+ PSAT
Employment
8.2 Career Clubs

What are career clubs?

...School-based extracurricular clubs based upon specific careers or professions to help you plan for work after high school.

Ideally, career clubs involve...

• ALL students interested in specific careers
• A teacher, adult in the community, and/or a business professional with experience in various careers
• Having students run the club, focused on careers
• Students grouped with similar interests
• Meeting on a regular basis
• Opportunities to learn through hands-on experience
• Employers engaged in the specific profession to talk about careers, expectations, hiring processes, etc.
• Career mentors and job shadowing opportunities for students
• Community engagement

Career clubs result in...

• In-depth and hands-on learning about careers through fun activities and events
• Opportunities for you to engage socially and learn about each other
• Youth leadership skills
• Learning about career opportunities and requirements
• Developing your career goals
• Job readiness skills, such as preparing applications, resumes, cover letters, interviews, and follow-up
• A plan for you to prepare for a career

“The Career Link, at West Central Job Partnership, comes into the classroom for a Career Club. Once the students reach high school, the clubs include OVR and they have Career Link. And the students get incentives for participating in that class and they come in and get information. Utilizing the already existing resources out there, like Career Link, it hooks students to the jobs and sort of leading the way for the school, but also with what other people would use to get jobs at some point.”

Transition professional
Employment
8.3 Career and Technical Education

Career Development Classes
Career Clubs
Unpaid Work Experience
Paid Work Experience
Summer Employment
On-the-Job Training
University Partnerships
Career Exploration
OVR Services
Employer Partnerships

Career and Technical Education
CLUB
Discovery Process
Job Coaching Services
Unpaid Work Experience
Paid Work Experience
Summer Employment
On-the-Job Training
University Partnerships
Career Exploration
OVR Services
Employer Partnerships
What is career and technical education?

...Education and classes where you are given hands-on learning and skill building for specific trades and careers.

Ideally, career and technical education...

- Builds in assessments to help you learn about yourself
- Is geared toward preparing you for a career
- Matches you with specific education programs that align with your interests, abilities, and goals
- Provides hands-on, experiential learning
- Includes opportunities to explore job sites and see what is a good match for you
- Introduces you to specialized trades and technology

Career and technical education addresses...

- School-community partnerships
- Skill development to qualify for careers
- Aligning your skill building with employers’ needs

“Another thing I enjoyed about high school was I went to Vo Tech for half the day. I learned a lot of things about computers there and like designing websites and learning Microsoft Office, which got me prepared for college a little bit.”

Transition-age youth
Employment
8.4 Career Exploration

- Career Development Classes
- Career Clubs
- Career and Technical Education
- Unpaid Work Experience
- Paid Work Experience
- Summer Employment
- On-the-Job Training
- OVR Services
- Employer Partnerships
- Discovery Process
- Job Coaching Services
- University Partnerships
What is career exploration?

...Investigating different career options and their requirements to help you identify career goals.

Ideally, career exploration...

• Helps you continually learn about your interests, skills, and preferences
• Uses assessments to help you learn and grow professionally
• Uses this information to help you identify possible careers
• Gives you a chance to go out to businesses and talk with others who do certain jobs
• Includes a chance to use information on the web to gather information about careers
• Includes career fairs, and job site tours and trials
• Provides many opportunities for hands-on experience through job shadowing, mentorships, and internships

Career exploration results in...

• School, agency, community, and business partnerships
• Knowing yourself as a worker
• Understanding the requirements of careers
• Identifying your career goals
• A plan to help you prepare for your career (such as continuing your education)

“The job coach goes over with us which jobs you want to try out. Then she’ll take you. If you like it, then you might want to go do that job after high school. I got to do some fun things on the computer to learn about myself and about jobs. I liked horses and to milk cows so the job coach talked to me about a farm that included all of those things. And it’s like three jobs in one, a horse farm, a dairy farm and a food bank. When I graduate I’m going to work on the horse farm. I will walk the horses.”

Transition-age youth

Employment

8.4 Career Exploration
Employment

8.5 Discovery Process

Career Development Classes
Career Clubs
Career and Technical Education
Career Exploration
Unpaid Work Experience
Paid Work Experience
On-the-Job Training
Summer Employment
OVR Services
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University Partnerships
Job Coaching Services
Discovery Process

Employment

8.5 Discovery Process

Career Development Classes
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Unpaid Work Experience
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Job Coaching Services
Discovery Process
What is the Discovery Process?

...A personalized, long-term approach where a person helps you focus on your strengths to plan for a job that is designed just for you.

Ideally, the Discovery Process...

- Connects you with a person who is trained in the Discovery Process that meets you where you are and gets to know you well
- Focuses on you and your strengths
- Is positive about your abilities
- Involves others who know you well to help you learn about all possible career options
- Is individualized

The Discovery Process results in...

- School-business partnerships
- Learning and growing through a better understanding of yourself
- Career options
- A job that is a perfect fit for you
- Supports from your school and agencies to promote your success
- Real work for real pay

“In Discovery we’re focusing on six steps right now to find his strengths, what he likes, who’s involved, who can point out different things that he can do. You know, listening to his siblings tell things that they can get him to do. Pulling together everyone that’s in his life and listening to what they’ve noticed that mom didn’t notice. And it goes on into finding that perfect fit in the community for a job. If he likes to organize things, he knows his letters and numbers, the library is very precise, so could he do something like that? Stocking shelves.”

Family of transition-age youth
Employment
8.6 Unpaid Work Experience

Career Development Classes
Career Clubs
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Paid Work Experience
Job Coaching Services
OVR Services
Unpaid Work Experience
Summer Employment
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University Partnerships
Employer Partnerships
Training
What are unpaid work experiences?

...Hands-on, unpaid work, and volunteer experiences on a job where you learn job skills, employer expectations, and personal interests and preferences.

Ideally, unpaid work experiences...

• Help you to learn about yourself
• Help you to explore jobs to see if they are a good fit
• Are in school or in the community
• Provide job shadowing, volunteer work, internship, and apprenticeship opportunities
• Identify work environments that meet your strengths, needs, and goals
• Collect information that can be used by your teacher in the classroom to help you learn work skills
• Prepare you for daily work responsibilities on the job
• Provide you with supports on the job, such as a job coach and technology
• Are written into your IEP goals

Unpaid work experiences result in...

• School, community, agency, and business partnership
• Matching your strengths, interests, and needs to career goals
• Real-life job experiences
• Skills to work, such as specific job skills, how to be responsible on the job, and how to get along with others

“I think it’s important to see the students’ capabilities rather than first looking at that disability because we’ve had experiences where students have gone into internships, and they end up doing really well. And they end up hiring them. They’re, like can we please put this student on our payroll? Just the whole idea of presumed competence. Businesses need to get that, students need to get that, families need to get that, we need to get that.”

Transition professional
What are paid work experiences?

...A paid job or internship at a business in your community that allows you to gain work experience and job skills while in school.

Ideally, paid work experiences...

- Match you with jobs that align with your interests, work skills, and goals
- Are supported by school districts, OVR or Career Link
- Are paid minimum wage or above
- Are in the community where you live
- Provide you with supports such as job coaches and technology
- Have assigned mentors or supervisors who can provide support when needed
- Provide valuable experience for you to get future jobs

Paid work experiences result in...

- School, agency, and business partnership
- Identifying what work is meaningful to you
- Learning skills to manage yourself on the job and get along with bosses and co-workers
- Developing job skills while still in school
- Educating businesses about the value of hiring and investing in youth
- Helping business build an inclusive work environment

“I’m in an internship program. My school helped me set it up when I was a sophomore. I got to pick an internship in the field I’m trying to get into. I want to be a nursing assistant. I got an internship at the hospital and now I’m working in the surgical lounge. I take the patient there when they’re done with surgery. You get real life experience and a paycheck. Once you start, if you decide your internship isn’t right for you, you can move into a different position.”

Transition-age youth
Employment
8.8 OVR Services

- Career Development Classes
- Career Clubs
- Career and Technical Education
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- Unpaid Work Experience
- Paid Work Experience
- University Partnerships
- Summer Employment
- On-the-Job Training
- Employer Partnerships
- Discovery Process
- Job Coaching Services
What are OVR services?

...Individual and group services provided by a vocational rehabilitation state agency (OVR) that helps you plan for your future to get and keep a job.

Ideally, OVR services include...

• An introduction to you and your family by your transition team
• School teams that help to personally connect you to and apply for services
• You and your family signing a form so the school can share information about you with the VR counselor
• Determining whether you qualify for services
• Helping you learn about your strengths and needs to establish your career goals
• Developing a plan for employment
• Connecting you with services to help you prepare for a career
• Learning and developing your employment skills (including interview skills) through career exploration, job shadowing, job coaching, and work-based learning experiences.
• Developing your independent living skills, including money management, transportation skills, etc.
• Building partnerships with business to help you explore careers, learn about work, and get a paid job

OVR services result in...

• Ongoing assessments of your dreams, strengths, skills, needs, and goals
• Becoming aware of careers, exploring them, and preparing to be successful at work
• Getting more education and services to help you get and keep a job

“OVR talks to you about what you want to do after high school. They work with me and my teachers to help me set goals. If you want to go to college to help you get ready for a job, they might be able to help. If you want to get a job right after high school, they’ll help you with that. They’re talking about your needs and what you want to do.”

Transition-age youth

Transition Discoveries was funded by a grant from the PA Developmental Disabilities Council.
Employment

8.9 Job Coaching Services

- Career Development Classes
- Career Clubs
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- Career and Technical Education
- OVR Services
- Paid Work Experience
- Employer Partnerships
- Unpaid Work Experience
- Summer Employment
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- University Partnerships
- Job Coaching Services
- Discovery Process
What are job coaching services?

...Services and support provided by a person from an agency that helps you get and keep a job.

Ideally, job coaching services include...

- A transition team to give you options for job coaching services
- The team connecting you with services
- Connection with a trained person that focuses on your strengths, needs, and goals
- Opportunities to learn about jobs by visiting businesses
- Developing skills to succeed at work, such as managing your time, setting priorities, and getting along with your boss and co-workers
- Building partnerships with businesses to create job opportunities
- Teaching you how to do new jobs through example
- On-the-job support until you can do it on your own

Job coaching services result in...

- Identifying your career goals
- Collaboration between businesses to create job opportunities
- Helping you get and keep a job with the support of a job coach

“Giant Eagle is awesome to hire youth with disabilities. He’s at an independent store, but at the corporate level, they have so much support for people with disabilities. And they have hired a job coach. Giant Eagle has a job coach on staff to assist people with disabilities. But our Giant Eagle, I think they just learn from corporate, because it is an independent store. And they have always had natural supports in place for him. He works 25 hours and gets there by Access Paratransit.”

Family of transition-age youth
Employment
8.10 Summer Employment
What is summer employment?
...A paid job in the summer while you are still in high school.

Ideally, summer employment programs...
• Are planned by your school, agencies, and businesses
• Help you learn about your dreams, interests, and goals
• Connect you with jobs that are usually available to youth during the summer

Summer employment results in...
• Partnerships with businesses to hire youth
• Connecting with services and supports, especially OVR
• Learning about yourself
• Identifying your career goals
• Paid work experience while still in high school
• Learning about how businesses work

“I work at the Johnny Rocket. I was there to get trained and everything and then I was there every day and I worked all throughout the summer and I'm still working down there. It is kind of...it's a very hard job to do because it's so far away from my house so if I work an 8-hour shift I'm also taking a 2-hour bus ride there and a 2-hour bus ride home. It was money and I was trying. I made a lot of friends working there and we still hang out occasionally. I enjoyed it and it was fun and I'd be more than happy to go back there.”

Transition-age youth
Employment
8.11 On-the-Job Training

Career Development Classes
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Paid Work Experience
Paid Work Experience
OVR Services
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On-the-Job Training
What is on-the-job training?
...Programs that provide learning opportunities at job sites to help you best develop the skills needed to succeed at a business.

Ideally, on-the-job training includes...
- A partnership with your vocational rehabilitation counselor and businesses
- Learning about your strengths, needs, supports, and goals
- Matching you to jobs that are accessible to you based upon your transportation
- Funding provided by OVR to the job sites to ensure you receive proper training
- Hands-on, real-world training on a job site
- A job where you learn job skills from your supervisor or co-workers

On-the-job training results in...
- Business partnerships to create job opportunities
- Educating businesses about the benefits of hiring youth
- Job training through a supervisor or co-worker

“I met with my OVR counselor when I was getting ready to graduate. I wanted to work in Butler since I could get there every day for a job. I really knew I wanted to learn how to work in an office. My counselor set up a job interview and I got the job! Since I didn’t know how to do the job, OVR paid my new boss to give me training. It was great!”

Transition-age youth
Employment
8.12 Employer Partnerships

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Employer Partnerships
University Partnerships
What are employer partnerships?

Partnerships between employers, schools, and agencies that lead to career mentoring, job shadowing and training, work experiences, and employment.

Ideally, employer partnerships include...

- Schools, agencies, and businesses working together to create career opportunities for you
- Benefits to you and the business
- Helping businesses see the value of supporting youth employment

Employer partnerships result in...

- Collaboration and communication between employers, agencies, and schools
- Creating many kinds of opportunities for you to learn about work and how to get a job
- Educating employers on the benefits of hiring youth with disabilities

“Project SEARCH is international. It’s typically through the hospital. But sometimes it’s the banks, it’s the schools, it can be through other places too. There are steps to the whole process—you have to go to an orientation, take a tour of the hospital. They do get instruction in the day. It is a one year... his last year in school. In Project SEARCH, you will accept your diploma at the end. It’s a collaboration between OVR, Goodwill, UPMC, and the school district. So UPMC’s like the corporate sponsor. The OVR counselor was there—there was job coaching that was there. The kids go through three rotations throughout the hospital. He was in ER, which he loved. And it wasn’t like people being loaded in and he was like giving them paddles or anything. He would take the carts that are in every ER room and fill them, and make sure they were filled. And he even came up with a new way of doing it, and now they implement that way in the hospital, so he was proud of that.”

Family of transition-age youth
What are university partnerships?
Partnerships between universities, colleges, schools, and agencies to create work experiences.

Ideally, university partnerships include...
- Partnerships with colleges, universities, schools, and agencies
- Programs you attend on a college campus to help you prepare for work

University partnerships result in...
- Staying overnight in college dorms
- Learning to use transportation
- Learning work skills
- Connecting with agencies like OVR to help you get and keep a job
- Learning about your dreams, strengths, and interests
- Setting your career goals and the steps you need to reach those goals
- Learning about the supports you need to succeed

“Penn State has a local program where the students might come for a week in the summer or for a couple of weekends during the year to learn about work. Students go to classes and also work in different jobs on campus. It helps them know what kind of work they want to do when they graduate.”

Family of transition-age youth