

IVRS Responsibilities for Supported Short-Term Paid Work Experience Services

- Participate in team meeting to develop an approved plan for Supported Short-Term Paid Work Experience for Students and determine payment responsibilities.
- Work with LEA/AEA to get this plan on student's IEP whenever applicable
- Participate in scheduled meetings to assess student's progress towards work goal.
- Collaborate with the CRP by making business contacts to support the CRP in job development.
- Develop relationships with employers and provide leads to CRPs for individual students when appropriate.
- Work with CRP to ensure training needs are identified and addressed with the employer, instructional trainer and student. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodation(s) with the employer.
- Provide disability-awareness and training to the employer if necessary.
- Provide technical assistance to the employer regarding the training progress as identified on the student's IPE.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Supported Short-Term Paid Work Experience Services

- Identify available job openings consistent with the student's disability, interests, preferences, aptitudes, and individual plan for employment.
- Maintain a job search log of employers contacted with student (Supported Short-Term Paid Work Experience for Students Log).
- Contact employers to develop a job specific to the student's IPE.
- Market the student to the employer.
- Accompany the student to interviews (if necessary).
- Assist the student in completing and submitting job applications.
- Advise the student on interviewing, resume revisions, and follow up.
- Recommend work station modifications (if necessary).
- Develop a job for the student with a business or industry that pays commensurate wage at or above minimum wage and offers benefits (whenever possible).
- Complete a job analysis for the specific job that has been developed.

- Negotiate with the employer the essential functions of the job that will serve the business by focusing upon the talents of the student.
- Work with IVRS to ensure training needs are identified and addressed with the employer, instructional trainer and student. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodations with the employer.
- Provide disability awareness and training to the employer when necessary.
- Provide technical assistance to the employer regarding the training progress as identified by job candidate's team.
- Provide **Form for Supported Short-Term Paid Work Experience for Students** to IVRS itemizing the time period billed, hours worked, payment amount, and documentation in achievement of performance measures.

Forms for this service include:

- Supported Short-Term Paid Work Experience for Students Log
- Supported Short-Term Paid Work Experience for Students Form

Job Candidate Responsibilities for Customized Employment Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.