

Employment: Part I

Postsecondary Education and Individuals with
Intellectual Disabilities
2010 State of the Art Conference
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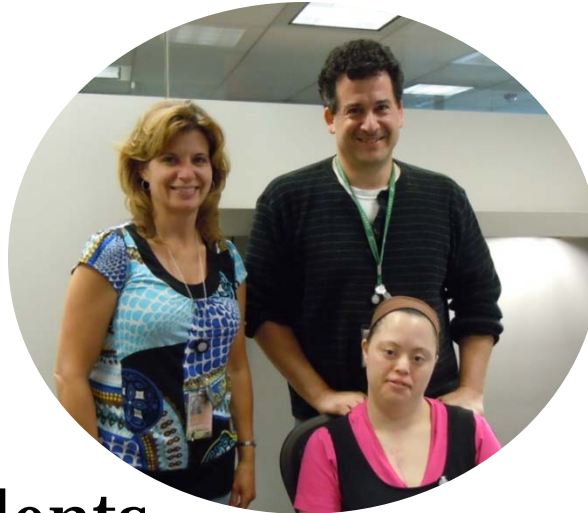
Presentation Overview

- **Creating the foundation for successful competitive employment for students with ID**
- **Mason LIFE Internship Program 411**
- **Employment experiences for LIFE students on Mason's campus**
- **Off-campus internships and occupational opportunities for LIFE students and interns**

The Job



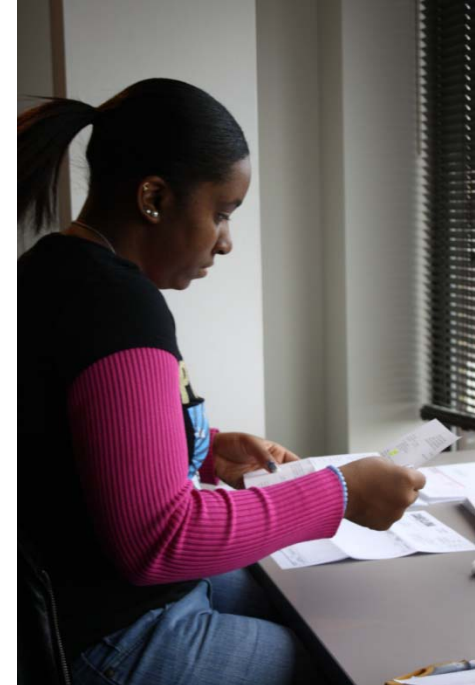
- Meet with prospective employer and others who may work directly with the individual with ID.
- Discuss tasks.
- Learn the tasks.
- Think about students.



The Student

- Consider locale and structure of worksite
 - How will student get to work?
 - How are student's directional skills?

- Evaluate student's skill sets
 - Does the student's present skill sets align with tasks for which the student will be responsible?



The Coach

- Student's learning style

- Auditory
- Visual
- Kinesthetic
- Tactile

- Coach's teaching style

- Ensuring support of student's learning style

- Personality styles






The Match

- **Set Goals for Student**
 - Example: Meet 1-2 new co-workers
 - Learn workplace expectations
- **Navigation**
 - In and around workplace
 - To and from workplace
- **Supports when needed**
 - Check/step lists
 - Schedules
 - Auditory prompts

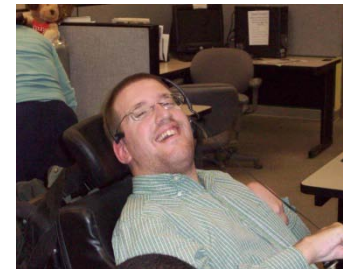


Success!

Objectives	Working Towards	Independent
Natural supports develop		
Navigation		
Job tasks		

Internship Program

- 1-3 year internship
- Piloted in 2008-2009 academic year
 - 3 Interns
 - 1 Job Coach
- 2009-2010
 - 4 Interns
 - 1 Employment Coordinator, 3 Employment Assistants
- 2010-2011
 - 5 Interns (5 students participating in internships)
 - 1 Employment Coordinator, 9 Employment Assistants



Building up to Off-Campus Employment in Mason LIFE

- **First year students**
 - **In-Class Employment**
- **Second, Third, Fourth year students**
 - **Hands-on Work Experiences**
 - On campus
 - Non-payroll
 - One-to-one support
 - **Work Responsibility and Accountability**
 - Interview
 - Request for time off
 - Notify when late or sick





Professional Portfolio

- **5 Sections**
 - **Resume/References/Recommendations**
 - **Interests/Activities/Organizations**
 - **Skills**
 - Interpersonal
 - Communication
 - Computer
 - Organizational
 - Administrative
 - **Work Evidence**
 - **Helpful Supports**



Student Resume - Section 1

Name
Address. Phone.
Objective: To describe work experience, skills, and interests
Experience: On Campus Work Experience Paul VI Catholic High School 10675 Fairfax Blvd. Fairfax, VA 22030
<ul style="list-style-type: none">•Attendance Office- Collected Slips for attendance and filed in the facility mailroom.•Shredding Documents for Guidance & Business Office•Post Signs For School Organizations•Options Copy Center-Collated, Folded and stuffed Envelopes For Customers•Student LIFE Office
Off Campus Work Experience Weber's Pet Supermarket 11021 Lee Hwy Fairfax, VA September 2006-May 2007
<ul style="list-style-type: none">•Stock Shelves with products•Scan, count and restock merchandise•Shelf Facing or pet foodcans•Price Items

Target
<ul style="list-style-type: none">•Fitting Room•Handing out numbers•Cleaning up clearance area Mason Bookstore <ul style="list-style-type: none">•Help•Put books on the shelves Aquatic and Fitness Center Volunteer <ul style="list-style-type: none">•Greet People•Swipe the peoples cards•Answer the phone
•Education: August 2007-May 2011 George Mason LIFE program
September 2003- June 2007 Paul VI Catholic High School 10675 Fairfax Blvd. Fairfax, VA 22030
Interest: Computer-Facebook, Iming, <ul style="list-style-type: none">•Music –Video Ipod•Enjoy watching TV•Traveling to different places•Love typing for people on the computer

Interests, Activities, Organizations, Volunteer Experience - Section 2

Interest

- Washington Redskins
- Beach Boys
- Backstreet Boys
- Werewolf
- Read books
- Disney world

Activities

- Golf
- Dance like Michael Jackson
- Play with my nephews
- Play basketball
- Playstation2

Volunteer Experiences

- Save the Governor

Organizations

- Best Buddies
- Mason LIFE Program
- Special Olympics

Skills - Section 3



Interpersonal skills

- Works well independently to complete assignments.
- I'm good at listening directions.
- Works best within a routine.
- Adjusts easily to changes in a schedule.
- I am responsible for getting my work done.



Organizational skills

- Good at organizing journals and files.
- Sorting journals by numbers and letters.
- I'm good at putting books in stacks.

Communication skills

- Listen-I listen well to others.
- Express-I'm good at expressing myself.
- Discuss with groups about important issues.
- I'm good at reaching others through phoning computers.
- I'm very good at writing emails to others.



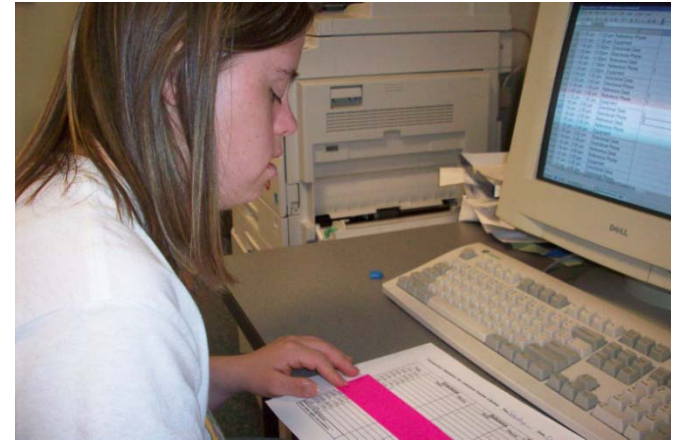
Computer skills

- Microsoft Office
- Typing Up Documents
- I'm good at computer researching.
- Internet-Using
- Email Scan



Evidence - Section 4

- 1) Microsoft Word document
- 2) Microsoft PowerPoint presentation
- 3) Microsoft Excel
- 4) Pictures



Helpful Supports - Section 5

Visual Aids

- Using glasses to read
- Using checklists
- A planner
- Written steps to do something



Auditory Supports

- Speak clearly
- Speak loudly



Technology

- Calculator
- Timer



Congressional Office Internship

- **Pilot, Spring 2010**
 - 6 Offices, 3 Students
- **Summer 2010**
 - 1 Office, 1 Student
- **Fall 2010**
 - 16 Offices, 8 Students
- **Future?**
 - Students outside Mason LIFE
 - Caucus?



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Audi

Professional Experiences

Voluntary Internships:

- *Congressional Office*
 - Office Interns
 - Capitol Hill
- *Pitney Bowes*
 - Mail Services Assistant
 - Capitol Hill, Inova Fairfax Hospital
- *Inova Fair Oaks Hospital*
 - Volunteer Services
 - Fairfax, VA
- *Our Daily Bread*
 - Office Assistant (Data Entry)
 - Fairfax, VA
- *Northern Virginia Family Services*
 - Office Assistant (Filing, shredding, preparing mailers)



THE WORLD BANK

Internship to Paid:

- *T.J. Maxx*
 - Store Associate
 - Fairfax, VA
- *Audi of America*
 - Administrative Assistant
 - Herndon, VA



Paid

- *The World Bank*
 - Office Assistant (Data Entry)
 - Washington, DC
- *Kellar Annex*
 - Reception Attendant
 - George Mason University, Fairfax, VA
- *Imagex*
 - Office Assistant
 - Reston, VA



Northern Virginia Family Service



Guiding Our Neighbors Toward Self-Sufficiency

GOAL:
**Independence in
permanent
paid
employment**

Contact Information

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Mason LIFE Program

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