



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#26-19

April 25, 2019

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION –
SUMMER YOUTH INTERNSHIP PROGRAM 2019

The Division of Human Resource Management (DHRM) is requesting your support for the Summer Youth Internship Program implemented by the Department of Employment, Training and Rehabilitation (DETR), Bureau of Vocational Rehabilitation (VR). This program is in its third year and has been very successful. With your support, the number of successfully completed student internships increased from 43 students in 2017 to 71 in 2018. Several of those students were encouraged to apply for open state/government positions and were hired after the program ended. This program is designed to work with students with disabilities, ages 18-21, with the goal that through internship work experience, they will have the opportunity to gain skills in various areas such as maintenance, receiving, clerical, reception, customer service, or media relations. This experience will provide these students a chance to gain real work experience, knowledge and skills regarding different careers. Students will be able to explore and expand their employment interests. Interns will be able to work 4-8 hours per day, 20-40 hours a week for 5 weeks from July 1, 2019 - August 2, 2019.

Through this program, VR will:

- Pay interns (there will be no charge to agencies)
- Pay for Workers' Compensation Insurance
- Have Transition Coordinators available for support
- Provide workplace readiness training to interns
- Provide any support or accommodation, as needed
- Pay for background checks, if required

DHRM will coordinate receipt of the applications and their distribution to the agencies that have expressed interest in the program. Participating agencies will be contacted by a DETR Transition Coordinator to work out details, answer questions or concerns about the internship, and set up interviews.

At this time, VR needs your assistance by committing to offer internships to the participants so that planning and training of potential interns may begin. Please let us know if you are able to offer an internship(s) to these students. This is a great opportunity to get assistance with duties such as scanning, filing, inventory, data entry, customer service, clerical and/or reception support, building & grounds maintenance and assisting at State parks. Unlike the 700 Hour program, there is no anticipation these positions will become full-time. For further information, please see the attached flyer.

If you can assist in providing a wonderful work opportunity to students, please contact Darrell Morlan at 775-684-0126 or Darrell.Morlan@admin.nv.gov.

Attachment

PL:bg/ks

Nevada's Summer **YOUTH INTERNSHIP** Program **JULY 1 – AUGUST 2, 2019**

The State of Nevada – Bureau of Vocational Rehabilitation (VR) sponsors an *innovative* summer internship program for students (18-21) with disabilities.

In partnership with VR, you will be able to offer students the opportunity to put what they have learned into action by providing real-work experience in a diverse and inclusive work environment.

EMPLOYER

- ✓ Worksite
- ✓ Supervisor/Trainers
 - Introduce work tasks to intern
 - Sign a weekly timecard and evaluation and send it to VR
 - Assist the onsite Job Coach (provided by VR)



VR

- Reasonable Accommodations
- Wages – \$8.25/hour
- Workers' Compensation Insurance
- Background checks (if required)
- Work Cards (if required)
- Workplace Readiness Training
- Safety Training

When:

**July 1 – August 2
2019**

20-40
hours per week

Where:

**Your Place of
Business**

How: *Email and include*

Email: nvpre-ets@detr.nv.gov

Name of Business:

Address:

Phone:

Email:

Name of Contact Person:

Brief Description of the Job:

**TAKE THE
PLEDGE:**

Governor's Office of Workforce Innovation asks we support students by pledging to provide them opportunities for meaningful work experiences. This internship helps Nevada by supporting young adult's futures.

<http://owinn.nv.gov/About/WorkBasedLearning/>

For VR Press Releases and VR brochures and/or print materials:

Funding from US Dept. of Education - For Nevada Vocational Rehabilitation (VR): Federal VR grant paid 78.7% of costs. In FFY2018, Nevada VR received \$18,531,753 in Federal VR funds. Non-Federal funds paid 21.3% of costs (\$5,015,583). For Supported Employment (SE): Federal grant paid 95% of costs. In FFY2018, Nevada VR received \$181,159 in Federal SE funds. Non-Federal funds paid 5% (\$3,505) of costs.