



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#16-18

March 30, 2018

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 2018

The Division of Human Resource Management (DHRM) is requesting your support for the Summer Youth Internship Program being implemented by the Department of Employment, Training and Rehabilitation (DETR), Bureau of Vocational Rehabilitation (BVR). This program was introduced last year and with your support 43 students successfully completed internships. Two of those students were encouraged to apply for open state positions and were hired after the program ended. This program is designed to work with students with disabilities, ages 18-22, with the goal that through internship work experience, they will have the opportunity to gain skill 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 about 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 5-6 weeks, from June 25, 2018 - August 3, 2018.

Through this program, BVR 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

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, BVR 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 the 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 Gina Mick at 775-684-0107 or GEMick@admin.nv.gov.

PL:bg/cl

Attachment



COULD YOU USE **FREE** HELP THIS SUMMER?

The State of Nevada Bureau of Vocational Rehabilitation (BVR) is sponsoring an innovative Summer Youth Internship Program for high school students who have a disability.

With your help, they will be able to work in state agencies throughout Nevada. They will work 4-8 hours per day, 20-40 hours per week for 5-6 weeks from June 25-August 3, 2018.

WHAT WE PROVIDE:

- 1) All necessary job supports/accommodations for the students
- 2) A wage of \$8.25 per hour for each student
- 3) Workers' compensation insurance
- 4) Service coordination
- 5) Workplace readiness training

HOW TO GET STARTED:

- Provide a worksite
- Provide a supervisor/trainer who will:
 - o Introduce work tasks to student
 - o Provide a weekly progress report via a checklist
 - o Sign-off on a weekly timesheet

GET IN TOUCH

Southern NV BVR
DeAnn Stout 702-486-0391
Northern NV BVR
Rachel Blinn 775-823-8107

PURPOSE

To provide these students a chance to gain real work experience, knowledge and skills about different careers. Students will explore and expand their employment interests. This is accomplished through state partnerships in the following areas:

- Customer service
- Office-clerical & reception
- Media relations
- Building & grounds maintenance
- Warehouse-shipping & receiving
- Logistics