



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR# 16-22

April 19, 2022

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: Department of Employment, Training and Rehabilitation – Summer Youth Internship Program 2022

The Division of Human Resource Management (DHRM) is excited to request your support for the Summer Youth Internship program sponsored by the Department of Employment, Training and Rehabilitation (DETR), Bureau of Vocational Rehabilitation (BVR). This program is designed to work with students with disabilities, ages 17-22, with the goal that through internship work experience, they will have the opportunity to gain confidence and develop skills in various areas such as maintenance, receiving, clerical, reception, customer service, and media relations. This experience will provide these students a chance to gain real work experience, knowledge and skills about different careers in a diverse and inclusive work environment. Students will be able to explore and expand their employment interests that will assist them in making decisions with their careers. Due to the COVID-19 pandemic the program was put on hold in 2020; however, with your support 53 students successfully completed internships in 2021. Student held internships in Carson City, Reno, Las Vegas, Dayton, Elko, Fernley, Lovelock, Winnemucca and Yerington. Although the program is not focused on job placements for the students, several were encouraged to apply for open state/government positions and were hired after the program ended. Interns will be able to work for 5 weeks, 4-8 hours per day, 20-40 hours a week from July 11, 2022 - August 5, 2022.

Through this program, BVR will:

- Pay interns (there will be no charge to agencies)
- Pay for Workers' Compensation Insurance
- Provide Job Coaching if needed

- Provide workplace readiness training to interns
- Provide reasonable accommodation if needed
- Pay for/coordinate background checks and/or drug screening if required-
(for those agencies requiring these, sign ups should occur as soon as possible to allow time for completion)

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 some of 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 life changing work opportunity to students, please use the available link on the attached flyer or contact Mike Malone at mmmalone@detr.nv.gov. 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.

FS:bg/dj



SYIP-VR Youth
Internship Employer F