



Obtain, maintain, and improve **employment**

Division of Vocational Rehabilitation (DVR) is a state program designed to obtain, maintain, and improve employment for people with disabilities, ages 16+, by working with clients, employers, and other partners. As a Services Provider for DVR, we provide services in the following areas:

- Job Prep and Development
- Internship/Temporary Work Experience
- Skills to Pay the Bills
- Job Coaching/Systematic Instruction
- Job Shadows
- Job Hire and Retention

Summer Pre-ETS Work Experience Program

Additionally, a Summer Work Experience Program is offered to eligible DVR clients to assist them maximize their employment opportunities through workplace readiness training earning \$10.00 per hour!

Eligibility

- must be between ages 16 - 21
- enrolled in DVR Services
- must be available to start a work experience in June through August (flexibility is on a case-by-case basis)
- must attend and complete an orientation and training sessions
- must be willing to work a minimum of 10 hours a week up to 240 hours or 90 days, whichever comes first

Benefits

- Our Employer Relations Unit will actively consult with businesses throughout Waukesha County or surrounding counties, as needed, to secure paid work experiences that match your interests and abilities!
- Job coaching will be provided on an as needed basis, as well as worksite monitoring by Business Solutions Rep to ensure a successful work experience!

SERVICE LOCATIONS

📍 **Ozaukee County Workforce Center**
5555 W Highland Rd
Mequon, WI 53092

📍 **Washington County Workforce Center**
2200 Green Tree Rd
West Bend, WI 53090

📍 **Waukesha County Workforce Center**
892 Main Street
Pewaukee, WI 53072

CONTACTS

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WI Relay #711

JOB PREPARATION & DEVELOPMENT

The purpose of the Job Preparation and Development service is to help DVR consumers be prepared for the job search process by working on basic job preparation skills, information and documentation such as a resume, cover letter and job applications. The service will also help DVR consumers understand what the job search process involves.

INTERNSHIP/TEMPORARY WORK

The purpose of the Internship/Temporary Work service is to provide a paid learning experience that relates to the job goal of a DVR Consumer and assist in acquiring in depth knowledge of day to day work requirements. There is no expectation that the participant will be hired permanently at the worksite. An internship/temporary work is typically developed to last from 2 weeks up to 90 calendar days.

SKILLS TO PAY THE BILLS

A group based learning program that covers the soft skills that are required for workplace success. Skills are taught using a variety of activities that are engaging and targeted to the youth or adult learner.

JOB COACHING

Job coaching is a service provided by paid service provider staff to assist DVR consumers on the job site and may also include assistance with logistics of getting to the job site. This service may be included as part of an on-the-job assessment, temporary work, internship or for job retention. This service may be provided from a few days to several months, depending on the needs of the individual. It is distinguished from supported employment by the fact that this service is used for individuals who do not need long term support following DVR file closure.

JOB SHADOW

Job shadowing is a career exploration activity, designed to increase an individual's awareness. It takes place in an integrated, community-based work environment. The individual is allowed to walk through the work day, within the actual environment; witnessing firsthand the work they may be interested in. The individual is able to see the work environment, occupational skills of practice, value of training, potential career options and the culture of the organization.

JOB DEVELOPMENT HIRE

This service begins immediately following the completion of the Job Preparation and Development Plan and is ongoing until a job is obtained. The DVR Service Provider/Job Developer and DVR consumer are working together on a regular basis to seek out and apply for jobs. This involves both the DVR consumer and DVR service provider/job developer making contacts with potential employers as appropriate based on consumer's needs. This involves assistance with completion of job applications, modifications to resume as needed, and interview preparation. There should be at least weekly contact in the form of phone calls, email exchanges and in person meetings.

JOB RETENTION

The service of Job Retention is a part of Job Preparation, Development and Placement Services. Job Retention helps a DVR consumer to maintain employment once hired. The goal of job retention is to provide the DVR consumer with the supports necessary and appropriate according to policy to keep the job. This support will last for at least 90 days.