



# SUPPORTED TRAINING & EMPLOYMENT PROGRAM (STEP)

## What is the STEP Program?

The County of San Mateo STEP program is an internship program, managed collectively by the Human Resources Department and Human Services Agency (HSA), and designed to prepare and train current or former foster youth ages 18-27, transition into the workforce. The purpose of the program is to introduce these young adults who are at risk of underemployment to "the world of professional work."

## Additional Program Benefits

### On-the-Job and County Training

Interns receive specific job training from their coach and have access to all county and consortium courses.

### Monthly STEP Intern Meetings

Interns come together every month for a "refresh" meeting with their peers. In addition to team building, interns receive program updates and hear from guest speakers.

### Peer Coaching

Each intern checks-in regularly with the designated STEP Coordinator, a former foster youth who supports the youth through their personal challenges.

## What Type of Work Do STEP Interns Perform?

We are committed to providing our STEP Interns with the tools, support, and resources they need to succeed in their internship. STEP Interns can:

- Perform general office duties and errands
- Provide excellent customer service
- Create flyers and marketing materials
- Manage filing systems
- Collaborate on special projects
- Update paperwork and maintain documents
- Help organize and maintain office common areas
- Create, maintain, and enter information into various databases

## For More Information Contact Iris Tan At:

✉ [itan@smcgov.org](mailto:itan@smcgov.org)

### or Visit:

🌐 <https://hr.smcgov.org/STEP>

# TESTIMONIALS



**Marlene Salinas**  
**Former STEP Intern**

STEP has been a great program and it meant a lot that the program coordinator and staff were there for me throughout my journey as a STEP Intern. The best thing about being a STEP Intern is making connections with different people and learning from staff. Thank you so much STEP.



**Minori Ueyama**  
**Former STEP Intern**

I am where I am today because of my involvement in the STEP program. STEP advocated for education, provided flexibility, and acted as a liaison between internships. This program has taken people from difficult backgrounds and built them into productive, professional members of society that work diligently to enrich the community.



**Iris Tan**  
**STEP Coordinator**



As a former STEP intern, I'm driven to improve the lives of my community and hope to inspire foster youth like myself, a community I currently support as the STEP Coordinator. The program has provided me with the tools and trainings to grow professionally. I have received the support from my coach and the program to continue with my journey and to pursue higher education. I want to thank the program for supporting me, guiding me, and providing resources to achieve self-sufficiency.