

SUMMER 2024

BESTSTEP SKILLSTRAINERS (BSST)

DESCRIPTION

STEP (Summer Transition Employment Program) is an (up to) 4-week paid summer internship experience program for high school students with disabilities, ages 16-21 where they can work up to 25 hours per week. To make the experience meaningful, participants will receive periodic job support by a Skills Trainer as they navigate the world of work.

Skills Trainer applicants must have experience in working with students with disabilities in transition activities. Applicants are interviewed and hired by the University of Oklahoma (OU) as occasional workers, with no benefits. The hourly position is estimated at 20-25 hours a week, for up to 6 weeks in June and July. Job development, student interviews and/or team meeting hours are available in April and May, up to 8 hours a week. The hourly rate is \$19 to \$22 per hour depending on certification. Mileage reimbursement is available. Applicants will support up to 10 students, at different businesses. Applicants must participate in BEST before the STEP work experience begins. The goal is to implement BEST and STEP through the months of June and July 2024.

SUMMARY OF OBLIGATIONS

- Collaboration and communication with all team members.
- Participate in student interviews to determine student support needs, skill level and job interests.
- Participate in job development to identify community job placements for student paid work experiences.
- After the first week of employment, visit student worksite at least one-hour, one-time per week, during the remaining 3-week program period.
- Provide technical assistance and/or guidance to employers, co-workers and/or students as needed to increase learning and to maintain employment success.
- Facilitate assistance to employers, co-workers and/or students to complete timesheets and progress reports on a weekly basis.
- Must have a reliable vehicle and required vehicle insurance. Staff will not transport students.
- Must successfully complete the University's background screening requirements, Working with Minors training, and eligible to work in the U.S.
- Must turn in a Direct Service Verification form filled out and signed by the student and turned into the team lead.
- Must turn in Business forms that are filled out and signed by the employer and turned into the team lead.
- Must communicate with camp lead.
- Determine student support needs, skill level and job interests to enhance your job development efforts.
- Develop a task list of responsibilities for the student with the employer.
- Will communicate with all 'Lead' program partners, that includes Pre-ETS and DRS. Lead program partners contact information will be provided to you based upon area of service.

BEST and STEP are sponsored by the **Oklahoma Department of Rehabilitation Services (DRS)** and the **University of Oklahoma, Outreach (OU)**.

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