



VRBS Internship Program Model

The VRBS Internship Program has several goals within the VRBS service delivery process. The first goal is to provide meaningful work experience for individuals with disabilities. Secondly, internships are also a service to businesses that allow employers the option to work with a potential employee without an obligation to hire. Internships also provide the VRBS counseling staff with a connection to business, valuable labor market information and work options for clients.

The Approach

Option 1: starting with the client.

1. Identify the client who is interested in and can benefit from the services of an internship work based training program.
2. Identify the position which will be sought and the length of the internship.
3. Coordinate soft skills training for the client
4. Contact potential employers for the training program and review internship agreement process.

Option 2: starting with the business.

1. Identify a business that is interested in hosting an internship work-based training program.
2. Identify the position(s) that will be involved and the length of the internship.
3. Conduct a Job Analyses of position identified
4. Contact VRBS counseling staff regarding the internship opportunity for potential participants.

The Method

1. Meet with the employer and complete an on-site review of the position to assure it will fit for the client or can be modified to accommodate any needs.
2. Assist the client with the completion of employment skills.
3. Obtain employment agreement with client, employer, VRBS and Westaff concerning payment, hours of employment training, training goals and assessment of training and client successful participation evaluation.
4. Complete and submit the Westaff forms
5. Contact Community Rehabilitation Program if job coaching or other supports will be needed.
6. Complete IPE for client and authorize services.
7. Begin internship and maintain periodic contact with business and intern.

The Result and Follow-Up

8. Follow-up with all parties to obtain evaluation and input for future endeavors
9. Client follow-up to assist with job placement post training.