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Statement of Work – School to Work Transition

Goodwill Southern Alleghenies (GSA), a 501 C (3), was incorporated in 1962 with a mission to develop the productive capabilities in every person, and to help people overcome barriers to employment and become full participants in the life of the community. Goodwill's mission is to empower individuals and their families to achieve their fullest potential in the community through work services.

GSA offers a service delivery system, which enables individuals with and without disabilities to achieve their fullest vocational potential, obtain and retain employment and to function as contributing members of the community through the provision of a wide range of opportunities. GSA's services are driven by participant needs, participant choice, and customer satisfaction. Principles of self-determination and choice are incorporated into all services.

Menu of School to Work Transition Services (STWT)

Upon receiving a referral from your school district, GSA staff will schedule an initial meeting with the student to explain the services and complete an initial intake. The student is then assigned to a transition/employment specialist who will begin the process.

A. Community Based Work Assessments (CBWA) evaluate a student's vocational abilities, behaviors, and preferences for community employment through observation of the student working at various worksites at Goodwill or in the community.

- Hands-on, real world experience of trying a job, which allows the student to experience all aspects of the job
- Work experience sites are established according to the interests of the student
- Two to three worksites are used with 2 to 4 hours at each worksite for a total of approximately 12 hours

When the assessment begins the staff observes the student and captures detailed information on the student's performance, behavior, interests, and supports needed.

The following information is gathered into a report:

- Worker traits
- Physical stamina
- Initiation to work
- Learning style
- Degree of supervision needed
- Ability to follow instructions
- Dexterity, Math, Reading, Writing (when appropriate)
- Ability to problem solve/judgment skills
- Emotional/Social job readiness displayed

- Grooming and hygiene

Cost per student: \$50.00 per hour/ \$12.50 per fifteen minutes

- B. Job Shadowing** provides students with disabilities a one to five-day job shadowing experience in an occupation of interest within a community integrated setting. Students will be provided an opportunity to shadow employees and obtain an overview of the knowledge, tasks, and abilities needed to work in this field. Students will be supervised by GSA staff.

A descriptive report of the student's experience will be submitted including; the area of employment where the job shadowing occurred, hours spent at the job shadowing experience, and an overall assessment of the job shadowing experience.

Cost per student: \$50.00 per hour/ \$12.50 per fifteen minutes

- C. Paid Work Experience (PWE)** is paid on-the-job training which gives the student the opportunity to learn a skill, obtain a work history, and to earn wages. These worksites may be within or outside of GSA. Worksites could include retail, clerical, food service, day care, mechanical, etc. Students are paid minimum wage and are covered under GSA worker's compensation.

Each student's performance at the PWE work site is evaluated periodically by the Work Site Supervisor and shared with the appropriate GSA staff, who assists each person in dealing with any barriers or issues to succeeding. Job coaches are provided either short or long-term based on the level of support needed.

Cost per student:

- 1 : 1 Intensive Job Coaching: \$60.00 per hour/\$15.00 per fifteen minutes
- 1 : 2 Line of sight supervision: \$50.00 per hour/\$12.50 per fifteen minutes (per student)
- Enclave (1:3 or more) Students may work in the same building, same or different departments, minimal supervision: \$40.00 per hour/ \$10.00 per fifteen minutes (per student)

- D. Job Finding Services** assist students in obtaining competitive employment of their choice. Preparation and obtainment of competitive employment are based upon individual choice

- State of the art job seeking techniques
- Individual job developing
- All activities customized to meet the levels and needs of the individuals
- Assistance with resume/applications, interviewing skills, etc.

Cost per student: \$50.00 per hour/\$12.50 per fifteen minutes

- E. Job Support Services** assist the new employee during the initial period of employment to become a valued, involved member of the work force. GSA provides one on one specialized

services to the employed individual assisting him/her to learn the job, adjust to the workplace culture and obtain natural supports.

- Direct intervention with the employer
- Mobility training
- Assisting and providing support for learning or re-learning job tasks and adjusting to job changes
- Monitoring and providing employment related personal skills instructions that may be affecting the employment such as hygiene, grooming, ADL skills, self-advocacy, along with time, behavior and medication management
- Job performance, employee and employer satisfaction

Cost per student: \$50.00 per hour/ \$12.50 per fifteen minutes

E. Workplace Readiness Skills Teaching – GSA staff provides interactive instruction, group facilitation, and individual counseling on a variety of topics related to: personal qualities and people skills, professional knowledge and skills, and technology knowledge and skills. Topics covered may include:

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| € Positive work ethic | € Organizations, systems and climates |
| € Integrity | € Lifelong learning |
| € Teamwork | € Job acquisition and advancement |
| € Self-representation | € Time, task, and resource management |
| € Diversity awareness | € Mathematics at work |
| € Conflict resolution | € Customer service |
| € Creativity and resourcefulness | € Job-specific technologies |
| € Speaking and listening | € Information technology |
| € Reading and writing at work | € Internet use and security |
| € Critical thinking and problem solving | € Telecommunications |
| € Health and safety | € Money Smarts |

Individual and group sessions: \$50 per hour/\$12.50 per fifteen minutes

Finally, GSA's School to Work Transition services continues to utilize the **Discovery** process when working with students. **Discovery** is a person-centered approach to gathering information about a student prior to discussing potential jobs, employers, or job tasks. As we conduct Discovery, we are able to answer key questions regarding each student: Who is this student? What contributions can this student make? Where and when is the student at his/her best? We rely on and value any and all information students, teachers, staff, and parents can provide to assist the employment counselor and student in creating a successful school-to-work transition.

****Virtual Learning Options due to COVID-19 Mitigation** – where appropriate, above services may be offered via secure virtual platform at the request of the school districts, during times of covid-19 mitigation.**

School to Work Transition services assist students to achieve Pennsylvania’s Career Education and Work Standards. **STWT** addresses the four CEW standards: Career Awareness and Preparation, Career Acquisition, Career Retention and Advancement, and Entrepreneurship. GSA will work with individual students to develop a “Student Success Plan” which will guide them through the CEW Standards and prepare students to be “Ready to Work” and “Ready to Lead.”

Students will participate in universally-designed learning activities in both a classroom and real-world environment.

CEW/STWT Crosswalk

Academic Standards to be addressed:	STWT activities:
13.1 Career Awareness and Preparation	
A. Abilities and Aptitudes	● Career Exploration (live) ● Virtual Career Exploration ● Job Shadowing ● Community Based Work Assessments ● Paid Work Experience ● PDE Career Clusters – Focusing Education on the Future ● PA CareerLink Resources
B. Personal Interests	
C. Non-Traditional Workplace Roles	
D. Local Career Preparation Opportunities	
E. Career Selection Influences	
F. Preparation for Careers	
G. Career Plan Components	
H. Relationship between Education and Career	
13.2 Career Acquisition (Getting a Job)	
A. Interviewing Skills	● Job Development/Finding ● Skills to Pay the Bills (EQ) ● Job Club ● Mock Interviews ● Individualized Career Portfolio
B. Resources	
C. Career Acquisition Documents	
D. Career Planning Portfolios	
E. Career Acquisition Process	
13.3 Career Retention and Advancement	
A. Work Habits	● Paid Work Experience ● Job Supports/Coaching ● Personal Leadership Skills ● Community Leadership Skills ● Character Development ● Service Learning ● Good Guides (Mentoring)
B. Cooperation and Teamwork	
C. Group Interaction	
D. Budgeting	
E. Time Management	
F. Workplace Changes	
G. Lifelong Learning	
13.4 Entrepreneurship	
A. Risks and Rewards	● Business Leader Mentoring ● St. Francis – Small Business Development
B. Character Traits	
C. Business Plan	