



**DEPARTMENT OF HUMAN SERVICES OFFICE
OF REHABILITATION SERVICES**
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“Helping individuals with disabilities to choose, find and keep employment”

PRE-EMPLOYMENT TRANSITION SERVICES: JOB EXPLORATION SERVICES

I. PURPOSE OF SERVICE:

The Job Exploration Service provides an opportunity to explore careers and formulate a vocational interest profile. The service consists of a cluster of activities and/or services, provided individually, intended to introduce students to career options post high school. This information about careers will assist the student in understanding the relevance of education or technical training to a purposeful future. Job Exploration Counseling services will utilize an array of tools/methods/services: career awareness, discovery, interest inventories, workplace experience, and information about careers and businesses for exposure to labor market information. The Job Exploration process serves to enhance the student’s ability to make informed choices about work. The Job Exploration Service will also include a twenty-hour career exploration experience.

II. PROGRAM ELEMENTS:

ORS funds vocational services that must include: review of any previous vocational assessments, work experiences, and recommendations. It is expected that vocational services will help students connect to work activities and expose them to future career opportunities. This experience offers the student an opportunity to interact in a real work environment to explore and support a vocational goal. The Job Exploration Counseling is authorized and funded at \$ 1,600.00. If a student does not complete the service for any reason the Prorated fee is calculated at \$40.90 for every hour the student participated. At the conclusion of the service, the provider is responsible to submit a report based on service findings, observations and student feedback; and to schedule a meeting with ORS, the student, and others, as appropriate, to review the job exploration services, and plan next steps.

III. EXPECTED OUTCOMES:

The program assists students with disabilities to increase knowledge about specific industries and associated careers:

1. To be exposed to a variety of potential occupations and work settings
2. To learn how to interact and talk with employers
3. To begin considering training and educational options

IV. STEPS FOR IMPLEMENTATION:

1. The local education authority identifies students with disabilities for participation
2. CRP gathers participant information
3. Participants attend program.
4. Team review of findings

V. PRE-EMPLOYMENT TRANSITION SERVICES:

1. Category of Required PRE-ETS service: Job Exploration Counseling Services
2. Service Code: PRE-ETS JOB EXPLORATION
3. Fee: \$1,600.00/student

PRE-EMPLOYMENT TRANSITION: JOB EXPLORATION SERVICES REPORT

STUDENT NAME: _____ AUTHORIZATION # _____
ORS COUNSELOR: _____ DATE OF REPORT: _____

I. **BACKGROUND AND REFERRAL:** Summary of student's school of record, grade level, expressed interests, disability and obstacles. Identify his/her strength, challenges.

II. **DATA COLLECTION:** Summary of results of career exploration activities, interest testing and goals, etc.

III. **WORKPLACE EXPERIENCE (20 hours):** Based on identified interests and results of testing administered, the following community employment sites were developed:

Work site: _____

Job Title/Tasks Performed: _____

O*NET/DOT: _____

Duration at Site: _____

Hours/day: _____ (may need to add in how this was determined, scheduling conflict)

Interest: _____

Comments: _____

IV. JOB EXPLORATION SUMMARY: *Summarize vocational implications of interviews, testing & situational assessment results.*

V. RECOMMENDATIONS:

Signature, Title

Signature, Title

Date

Date