

# Project SEARCH at LVH-Schuylkill 2024-2025



# Introductions



- Interns
- LVH-Schuylkill Staff
- Instructors
- Project SEARCH Partners

# Orientation Weeks 8/26-9/15

- LVH-Schuylkill Policies
- LVH-Schuylkill Emergency Codes
- Sign In/Sign Out Procedure
- 9/16-First day of Intern Rotation. Interns will be staggered. Those who do not start on the 16<sup>th</sup> will be in Instruction Room with Amanda.

**LVH-Schuylkill volunteer training video**-Interns will do this video during orientation week with Amanda.

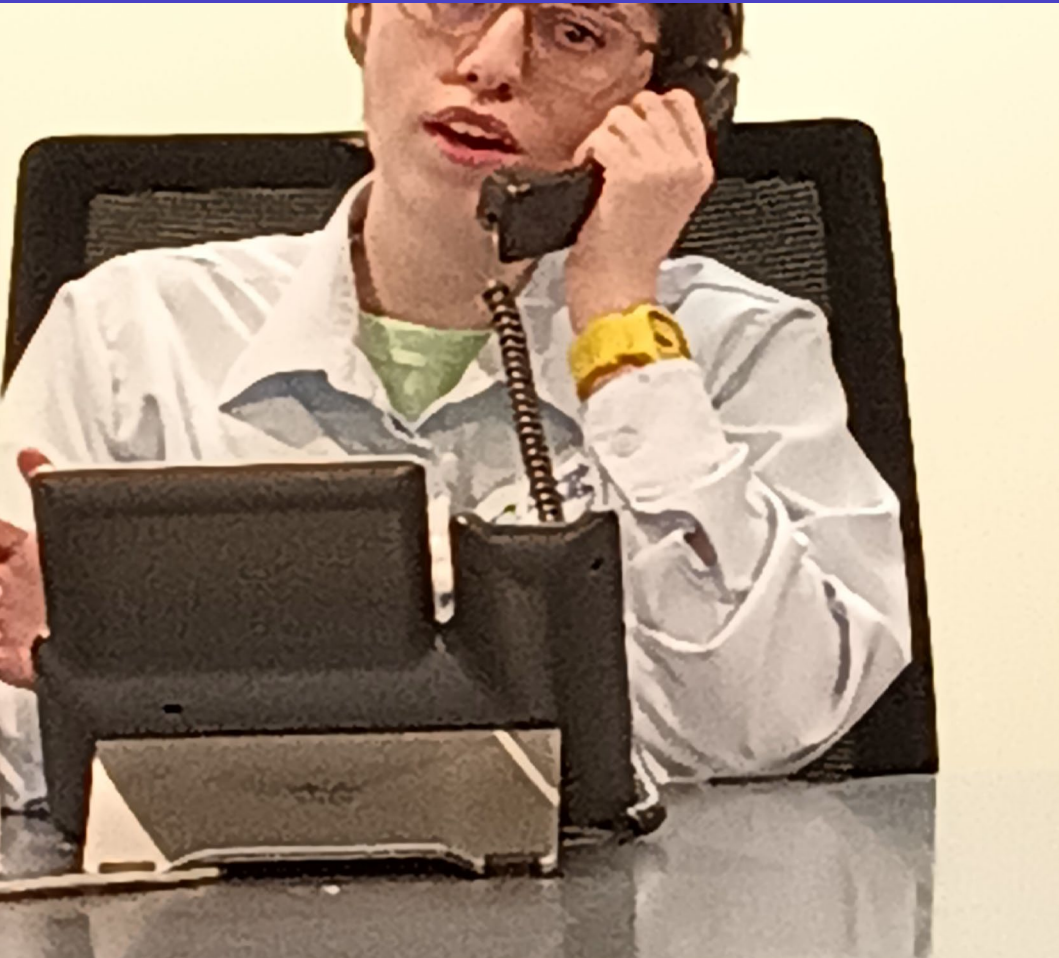
# What is the GOAL to Project SEARCH?

## Employment

Employment that is...

- Competitive
- Integrated
- 16 hours or more per week
- Non-seasonal

# COMMUNICATION



Interns MUST:

- “Call off” to instructor and to designated LVH–Schuylkill Liaisons-Pati
- Jackie and Amanda will provide assistance with call-off scripting
- Plan appointments during internship time accordingly, and then relay to instructor and liaison
- Check emails daily (working emails will be setup during orientation week)
- ATTENDANCE reflects on your performance and makes an impression to your internship manager!

# Daily Schedule



## Bus Schedule/Transportation

- Interns will arrive at main entrance between 7:30am-8:00am
- Jackie will meet you and walk with you to the training room
- This is the time to check emails, use the restroom, look at upcoming or missed assignments, sign-in for the day.

# Daily Schedule



## Training Room

- From 8am-9am you will be in the training room working on resumes, vocational skills, problem solving, budgeting, social skills and other transitional needs.

# Daily Schedule



## Internship begins at 9am

- Be at his/her assigned department at 9am and work until 11:30am (or when your department designates your lunchtime)
- Clock in with LVHN Volunteer portal
- Dressed for that specific work placement
- Complete the 10-week internship in one of the following departments:
  - Transport
  - Dietary
  - Supply/Distribution Services
  - Environmental Services
  - Guest Services



# Daily Schedule



## Lunch Time!!

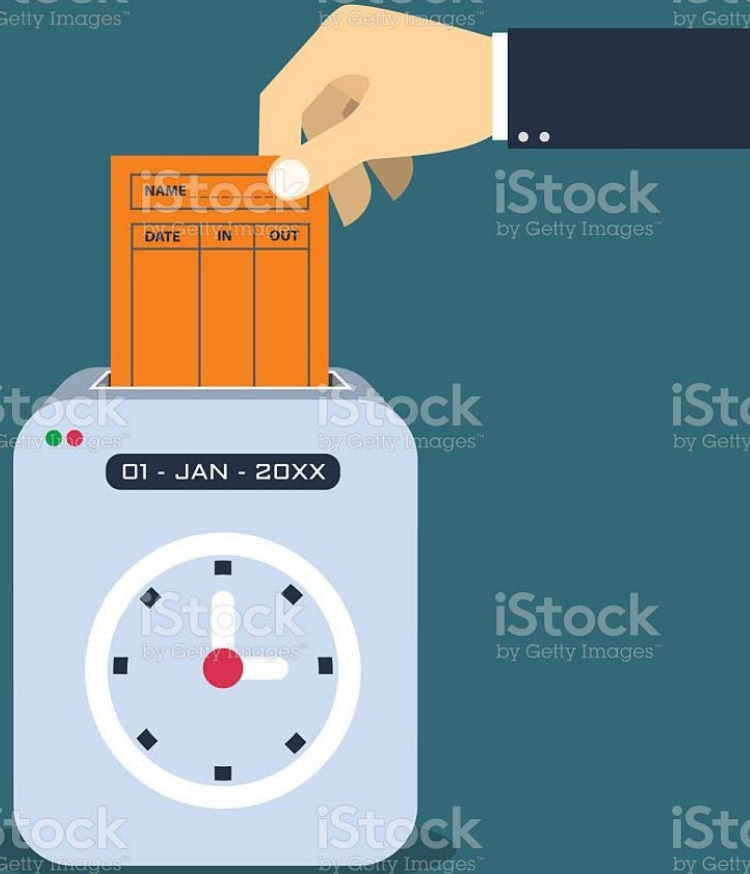
- Interns will have lunch from 11:30am-12pm.
- Interns will be given a card to scan in the cafeteria to purchase lunch (\$8/day is provided).
  - Pati will go over this procedure during orientation the first week.
- The instructors will use this time to work on budgeting, public etiquette, money management and nutrition.

# Daily Schedule



Interns will return to work in his or her assigned work location from 12pm-2pm.

# Daily Schedule



## Training Room

- 2pm-2:30pm
- Clock out for the day
- Discuss the day/"Problem of the Day"
- Complete time sheets
- Review weekly evaluations
- Complete any instructional material from the morning meeting
- Amanda will dismiss interns to his or her bus waiting at the front lobby from 2:30pm-3pm

# Yearly Calendar

- Internship Rotation Start and End Dates
- Employment Planning Meetings
- Holidays/School Cancellations
- IEP



# Yearly Calendar

## Internship Rotations

- There are three 10-Week Internships in the program year
  - September 16-November 22
  - December 9-February 28
  - March 10-May 16
- We are starting with the following departments for internship rotations:
  - Transport
  - Dietary-Food Service
  - Dietary-Food Prep
  - Supply Distribution Services
  - Environmental Services
  - Guest Services
  - Radiology Technician Aid

# Yearly Calendar

## Internship Rotation Breaks/Transition Weeks

November 25-December 6

March 3-March 7

### **What will be done during this time?**

Instructor will provide skills training, prepare intern for his or her next internship, work on resume, update portfolio, complete skills assessments, mock interviews, tours of local businesses, public transportation training, practice applications, job search, and application to jobs.

# Yearly Calendar

Rotation Break/Transition Week becomes.....

## **COMPLETION WEEK**

- May 19-May 23
- Graduation



# Yearly Calendar

## Employment Planning Meeting

- Held every 4<sup>th</sup> and 9<sup>th</sup> week of internship rotation
- **Who will be in attendance?** Student, Instructor, Skills Instructor, Parent, OVR, Local Agency Representative, Internship Mentor, LVHN Liaison
  - A zoom link will be sent out to attend virtually
- **What will be discussed?** Student performance, strengths, weaknesses, skills assessments, current internship, and career goals



# Yearly Calendar

## Holiday Breaks\*\*\*\*No Project SEARCH\*\*\*\*

- August 30 Inservice
- September 2 Labor Day
- October 14 Inservice
- November 28-December 2 Fall Break
- December 23-January 1 Winter Break
- January 20 Inservice
- February 17<sup>th</sup> President's Day
- April 17-April 21 Spring Break
- May 26<sup>th</sup> Memorial Day

# Yearly Calendar

## Emergency Weather Make-Up Schedule

1<sup>st</sup> Day

Friday, March 21

2<sup>nd</sup> Day

Monday, March 24

Amanda will communicate with parents if these make-up days need to be added.

*Additional weather emergency days will be made up by extending the school calendar to the required number of days in June of 2025. Project SEARCH programming follows IU29 delays and cancellations.*

# Yearly Calendar

## **How do I know if there is an Emergency Day/Cancellation Day?**

Project SEARCH programming will follow ***IU29 Maple Avenue Campus*** cancellations.

There is a Project SEARCH 2024-2025 Calendar in your folder.

*\*We are coming from many different parts of Schuylkill County so please use your best judgement if you feel transportation to LVH-Schuylkill is not appropriate. SAFETY FIRST!*

# Department Rotation



## Transport

Manager: Amy Dower Radiology Dpt. Mgr.,  
Maria Eisenhart

Tasks: Use of safe patient handling techniques and equipment usage, Ensures patients are transported safely and comfortably

# Department Rotation



## Dietary

Manager: **Gail Blasko**

Tasks: Build patient trays, Wash dishes,  
Serve food in cafeteria, Wash pots,  
Food preparation, Build Salad Bar

# Department Rotation



## Environmental Services

Manager: [Steve Prutzman](#) Dpt. Mgr.

Tasks: Performs cleaning and sanitation tasks at LVH-Schuylkill to maintain clean and sanitary environments for workers and visitors. Interns will handle duties such as mopping, sweeping, and disinfecting surfaces to ensure a safe and hygienic workplace.

# Department Rotation



Supply/Distribution Services

Manager: **Harold "Bucky"**

Tasks/Overview: Picking and filling orders from different departments, Delivering the filled orders to the floors/departments

# Department Rotation



## Guest Services

Manager: **Patricia Socko**

Tasks/Overview:

Greet hospital guests

Help people get to location

Sanitize wheelchairs and vacuum front entrance



# Dress Code

- All interns are expected to arrive groomed and clean
  - Showered
  - Hair brushed and depending on your rotation, pulled back and off your shoulders
  - Clean nails
  - Clean and appropriate clothing
    - During orientation week uniforms will be distributed
    - During orientation week and transition weeks, Interns may wear business casual
    - **What does business casual NOT look like?** No holes, no graphic t-shirts, no tank tops, no flip flops, no shorty shorts
    - Uniforms are expected to be worn starting 1<sup>st</sup> rotation: 9/16
    - Uniforms need to be washed regularly. Some departments launder the uniforms.
    - Appearance is a **reflection** on you and will make an impression on your manager! These are the same managers you may be asking to use for a reference.
  - Closed toed, closed heel non-skid shoes
  - LVH-Schuylkill badges are part of your uniform. They **MUST** be worn.

Watch:

<https://youtu.be/iKauvvottDI>

# Project SEARCH Video

# Cell Phone Policy

- Interns will be instructed on cell phone use during orientation.
- Cell phones can be helpful for time management but can also become a distraction
- If student has a personal cell, please provide that number to Amanda or Doreen tonight if you had not previously provided it.
- I encourage you to wear a digital watch to manage your time
  - Jackie and Amanda will be going over time management and clock locations in each department.

# Onboarding Paperwork



If you have not completed REQUIRED paperwork, it must be done to start the Project SEARCH program.

1. Reference 1 and 2
2. Acknowledgement of confidentiality form
3. TB Results
4. Criminal background clearances
5. Covid vaccine proof or signed declination
6. Signed medical form
7. Volunteer agreement

Contact: Pati

# Responsibilities

## Parental Responsibility

- Attend meetings
- Assist with forms
- Assist with meeting host business requirements – vaccinations, clearances, etc.
- Agree that the intern will get an integrated, competitive job
- Promote the independence that will be taught and expected
- Communication
- Foster good habits–sleep, nutrition, attendance


## Instructor Responsibility

- Facilitate and attend meetings
- Assist with forms and applications
- Agree that the intern will towards an integrated, competitive job
- Promote the independence that will be taught and expected
- Open communication

# QUESTIONS



[This Photo](#) by Unknown author is licensed under [CC BY](#).

A glowing yellow tent is pitched on a rocky mountain peak at night. The tent is illuminated from within, casting a warm yellow light. The background shows dark, rugged mountain ranges under a deep blue night sky with a few stars and a bright moon in the upper right corner.

**The way to get  
started is to quit talking  
and begin doing.**

**Walt Disney**