

# **Oregon Project SEARCH - Roles and Responsibilities**

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## **I. Contact Information for Participating Parties:**

1. **Name of Host Business:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_
2. **Name of Oregon Project SEARCH Provider Agency:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_
3. **Name of School District (if applicable):** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_
4. **Oregon Vocational Rehabilitation Services ("VR")**
5. **Oregon Office of Developmental Disabilities Services ("ODDS")**

## **II. Purpose:**

The Parties will collaborate and cooperate to create a Project SEARCH Training program at the Host Business for interns with intellectual and developmental disabilities, and to foster and facilitate the acquisition of jobs by people with disabilities when possible. This document outlines the roles and responsibilities of the Parties as they work in partnership to increase opportunities for persons with disabilities. The program will be modeled after Project SEARCH at Cincinnati Children's Hospital Medical Center in Ohio.

**III. Roles and Responsibilities:** The Parties agree to the following roles and responsibilities.

### **A. The Host Business will:**

- 1) Provide classroom space (ideally with white board, small tables to be used as intern work areas, chairs, locked cabinet for intern files, and computer connections).
- 2) Provide work space, telephone, fax, photocopy equipment, supplies, computer and email access to Project SEARCH Instructor.
- 3) Designate an on-site business liaison who is available to assist with employment and/or internship site development, introduce Project SEARCH

- staff to the business staff, market the program internally, attend Steering Committee meetings to discuss, evaluate program progress, and work with the Instructor to reinforce workplace rules.
- 4) Develop a minimum of 10 intern work rotation opportunities and a point of contact at each site for the purpose of teaching competitive, marketable skills to the program participants. Facilitate job analysis of those sites for the Project SEARCH staff.
  - 5) Ensure access to recruitment process and hiring opportunities if a Project SEARCH participant meets qualifications.
  - 6) Provide badges and parking access (if needed) for Project SEARCH staff and interns.
  - 7) Encourage managers or designee of departments that are being used as work sites to give direction, feedback and evaluation to interns during their work site rotations.
  - 8) Provide access to conference space for occasional Open Houses and other program events.
  - 9) Provide assistance to the Project SEARCH staff through the marketing department, including marketing materials and public relations expertise.
  - 10) Establish intern eligibility guidelines and select interns for program as a participating partner of the Steering Committee.

**B. The Project SEARCH Provider Agency will:**

- 1) Provide an experienced employment service expert to coordinate/teach the program.
- 2) Use Project Search curriculum and instructional materials that encompass employment skills, functional academics, transition to employment, and job development other employment skills. Project SEARCH Curriculum.
- 3) Assist with classroom set-up and work site rotation planning.
- 4) Assist with developing intern work sites, and coordinate and monitor intern activities.
- 5) Work with participating departments to identify intern work site opportunities for individuals with disabilities and perform task analyses.

- 6) Provide staff to assist with training during each internship.
- 7) Facilitate intern recruitment and selection activities.
- 8) Establish intern eligibility guidelines and select interns for program as a participating partner of the Steering Committee.
- 9) Coordinate travel training for interns as necessary before program begins.
- 10) Provide expertise in adaptations and accommodations, and implement as necessary, and work with VR to assist in obtaining and funding these adaptations and accommodations for any interns hired by the Host Business or other employers.
- 11) Coordinate a minimum of two employment planning meetings per internship rotation for each intern.
- 12) Secure relationship with VR for each intern to allow for partial funding of Skills Trainers and job development.
- 13) Examine existing open positions and determine their applicability for people with disabilities; and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis, and screen and recommend possible applicants.
- 14) In partnership with Host Business, provide education and training to employees regarding supporting people with disabilities in the workplace as necessary.
- 15) Attend regular Steering Committee meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- 16) Assist with public relation activities to promote the Project SEARCH program.
- 17) Liaison with Cincinnati Project SEARCH for technical assistance, data collection and other issues related to model integrity.
- 18) Provide a Certificate of Insurance as requested by the General Community Employer.
- 19) Follow requirements in the Oregon Project SEARCH Policies and Procedures as well as other requirements related to VR and ODDS services.

**C. The Case Management Entities will:**

- 1) Provide information regarding Project SEARCH to individuals served by County and refer interested individuals to the program.
- 2) Assist with the selection of interns for the program as a participating partner of the Steering Committee.
- 3) Participate in the Steering Committee meetings, planning sessions, and program evaluation.
- 4) Participate in interns' employment planning meetings.
- 5) Approve state funding for each intern to participate in the program, which will be used for the program expenses.
- 6) Follow through with referral to VR for each intern at any time during the program year.
- 7) Facilitate support for eligible interns completing Project SEARCH and entering into employment and needing long-term employment supports.
- 8) Assist with public relation activities to promote the Project SEARCH program.
- 9) Assist with education and training to employees of the Host Employer regarding supporting people with disabilities in the workplace as necessary.

**D. VR will:**

- 1) Provide funding support for eligible individuals to participate in Project SEARCH.
- 2) Provide expertise and assistance in adaptations and job accommodations.
- 3) Establish intern eligibility guidelines for Project SEARCH.
- 4) Assist with the selection of interns for program as a participating partner of the Steering Committee.
- 5) Attend Steering Committee meetings to discuss and evaluate program progress.
- 6) Participate in interns' employment planning meetings.
- 7) Assist with public relation activities to promote Project SEARCH.

- 8) Assist with Job Coaching support for participants once they are working post program until the point of Job Stabilization.

#### **IV. Measurable Objectives:**

All Parties will work collaboratively to:

- 1) Provide intern opportunities for 8 participants (per program year) with intellectual and developmental disabilities, and to provide employment opportunities *when available* to interns with disabilities whenever possible.
- 2) Provide support necessary to maximize success of the program participants.
- 3) Develop a minimum of 10 intern work sites during the first year of the program, and continue to develop new work sites as the program progresses.
- 4) Publicize the collaboration and program activities with a minimum of two written materials and two public presentations.
- 5) Assist each intern to obtain integrated employment with a goal of 20 hours per week at minimum wage or higher.

#### **V. Period of Agreement:**

The effective date of these assigned roles and responsibilities will be the date that all signatures have been obtained and until the agreement would be ended by any party. A notice of intent to end the Project SEARCH site should be provided to each party by July 1 of the current program year.

#### **VI. Limitation of Agreement:**

It is understood among the parties that this is not a contract and is not binding.

#### **VII. Relationship of Parties:**

No agent or employee of any party shall be deemed an agent or employee of the other party. Each party will be solely and entirely responsible for the acts of its agents, subcontractors, or employees.

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**The partners agree to perform the above described services.**