

**Jewish Family Service/Easter Seals Greater Houston  
Summer Transition Supported Employment Program  
Internship – Paid  
Summer 2016**

**Internship Organization:** Jewish Family Service/Easter Seals Summer Transition Program  
**Internship Type:** Teens and Young Adults  
**Intern Title:** Paid Mentor/Shadow  
**Supervisor:** Laura Alter, Employment Services Manager  
**Supervisor contact information:** [lalter@jfshouston.org](mailto:lalter@jfshouston.org); 713-667-9336 extension 207  
**Internship Dates:** June 6, 2016 – July 29, 2016  
**Internship Hours:** 9:00 am – 4:30 pm; Lunch: 12:00 Noon – 1:30

**Program Overview**

The summer program provides competitive volunteer or work experience with training and shadows for teens and young adults with Autism Spectrum Disorder and mental illness. Participants will be matched to a mentor/shadow that will accompany them to their workplace and assist with job tasks and workplace etiquette.

The program will increase the participant's future employment opportunities through empowerment and inclusiveness. The Mentor/Shadow will gain one-on-one experience working with an individual with a disability and an understanding of the challenges this participant faces in daily life.

**Job Description**

- Assist participant in understanding job duties by breaking down job tasks into workable tasks for the participant modeling or showing the participant how to complete a task
- Develop strong communication and understanding with participants and families by establishing a nurturing and respectful relationship with participant and family
- Assist participant in maintaining appropriate workplace etiquette
- Communicate any problems or issues with participant to supervisor

**Requirements**

- Sophomore level or above college level student
- Major in social work, education, psychology, pre-medicine or human services
- Prior experience working with teens with Autism or disabilities helpful
- Prior one on one experience tutoring helpful
- Prior camp counselor experience helpful
- Ability to work independently at employer's worksite
- Ability to follow written and verbal directions
- Ability to communicate with participants and employer in a professional manner
- Ability to keep organized notes as necessary
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