

PROJECT SEARCH INTERNSHIP SITES

Project SEARCH teachers and job coaching staff will be on site 100% of the program day to support interns to learn the skills they need to be successful at their internship site and in their future employment. Interns are carefully matched to their internship assignments based upon their skills and interests and ability to complete the task assignments within a department. The following list illustrates a sampling of tasks that have been assigned to Project SEARCH interns in many of the more than 100 successful Project SEARCH replications throughout the United States.

COUNTY OF ALAMEDA INTERNSHIP TASK EXAMPLES:

<ul style="list-style-type: none">• Keep copiers, faxes and printers filled with paper and toner• Sort, deliver and prepare mail• Scan documents for computer storage• Reception or information desk• Updating filing systems or files labels	<ul style="list-style-type: none">• Data entry• Filing of confidential documents in the personnel files• Creating new personnel or other files• General filing• Copying• Document delivery and pick-up between departments or buildings	<ul style="list-style-type: none">• Maintain office supplies• Put together new hire, benefit and other employee packets• Stocking• Inventory• Gathering and filing files for justice offices• General maintenance
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CHILDREN'S HOSPITAL OAKLAND TASK EXAMPLES:

<ul style="list-style-type: none">• Washing and sterilization of laboratory vessels• Washing and sterilization of toys• Stocking of patients rooms• Stocking, inventory and inspection of hospital supplies storage rooms	<ul style="list-style-type: none">• Documentation and removal of expired products from storage rooms• Update data bases and enter new information as it is received• Alphabetical and numerical filing	<ul style="list-style-type: none">• Assemble confidential files• Scan and save files• Assembly of informational packets• Collating• Copying
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