**Employment Mentor Intern-Job Code 112**

The DSAGSL is seeking interns to be job mentors for individuals with Down syndrome in the workplace. They will work with the employee with Down syndrome and their family, the employer, and our staff. The job mentor’s primary task is to help the employee be successful, engage the employer, and work towards retention with minimal support. If there is an issue at work, the mentor is the liaison between the family and the employer and is the person the employer or employee will call with concerns/issues.

Responsibilities will include:

- Assist employee and workplace personnel by introducing the employee and mentor to the workplace and workplace personnel.
- Introduce forms and process of job mentoring with involved persons [employee, workplace personnel, family member].
- Be present in the workplace with employee for a designated amount of time as determined by involved persons.
- Follow DSAGSL job mentoring process as described in training.
- Maintain weekly meetings to monitor progress of the employee, address performance strengths and areas for improvement.
- Complete required DSAGSL volunteer forms and reports, including a background check.
- Share reports as instructed with employee, workplace personnel and family member designated as the primary contact.
- Assist involved persons [employee, workplace personnel, family member] with telephone availability for consultation for matters that should not wait for the next weekly meeting.
- Meet weekly by phone or in person with the family member to share progress reports.
- Offer suggestions that the family might implement to help the employee maintain or improve performance.
- Provide supportive communication with all involved persons.
- Determine when a matter should be discussed with the DSAGSL staff person and insure such matters are discussed within a business day with a DSAGSL staff person.
- Other duties as assigned.

Instructions: Send cover letter and resume to abby@dsagsl.org

Qualifications: We welcome students of all majors to apply for our internships. Experience with individuals with disabilities is preferred. This internship is ideal for those studying business, education, social work, occupational therapy, psychology, or rehabilitation services. We require that individuals have a valid driver’s license and their own transportation.

**Job Code 112**