

## Requirements:

1. *Student must attend a Chisago County school.*
2. *The Student is on an IEP or 504 Plan.*
3. *The student is 16 years of age at the time of referral.*
4. *A referral form must be completed by their case manager.*

*(Must meet all requirements)*

### *Schools In Service Area:*

*Chisago Lakes High School*

*Life Works Center*

*North Branch Area High School*

*Pathways to Change*

*Rush City High School*

*Trio wolf Creek*

## Contact Information:

**Industries, Inc. A Division  
of PHASE**

Cambridge Office:  
601 South Cleveland,  
Cambridge, MN 55008  
Job Developer:

Amelia Romo  
Work Cell: 320-591-0094  
Office Phone: 651-674-1661

### **Related Opportunities:**

The Job Developer can speak to class rooms on specific topics related to employment skills.

Example: How to create a Resume, completing applications, or Tips for successful employment.

# C.C.T.I.C Employment Opportunity Grant



**Industries, Inc.**  
*A division of PHASE*

# C.C.T.I.C Employment Opportunity Grant

Chisago County Interagency Transitions Committee (C.C.T.I.C.) created a grant called: The Employment Opportunity Grant.

This grant was created for the purpose of providing employment skills and services to the schools while also helping the students find employment in their communities. With the goal of helping students gain necessary work skills and experience before leaving High School.

Industries, Inc. A division of Phase was awarded this grant. This will allow Job Developer, Amelia Romo to work with students to improve their work skills and obtain a job in their community through June 2019

Industries Inc. A division of PHASE, has a mission that together empowers Program Participants to:

**Live. Work. & Thrive.**

## EMPLOYMENT SKILLS

**This grant will allow students to develop crucial skills needed throughout their lives.**

### Employment Skills

- Assistance with finding job leads.
- How to fill out a job application.
- How to make a resume.

### Interview preparation:

- How to dress appropriately.
- How to answer questions correctly.
- Correct body language during an interview.
- How to appropriately follow up after an interview.

### Job Retention Services:

- Ensures effective communication with supervisor and coworkers.
- Appropriate behavior is maintained.
- Assistance with any challenges on the job.
- Staff Support for 90 days after hire date.

## Referral Process:

A Referral form can be found on the SCRED web page.

Under the tab Services and “Secondary Transition”.

The students case manager needs to fill out the referral form. Once completed it will be sent to the Job Developer. The Student will then be contacted to set up an Intake meeting.

\*If the student is under 18 a parent/guardian signature is required on the intake paperwork to begin services.