



*Maximizing Employment Opportunities*

## **School to Work Transition Programs** *Preparing students with special needs for the world of work with Vocational Skill Development and Job Placement*

### **Who We Are**

New Horizons Rehabilitation Services is an accredited, not-for-profit organization founded in 1964 that helps people with disabilities achieve their goals and lead more fulfilling lives through employment programs and other activities.

#### **The School to Work Program Offers:**

- Flexible program schedule & content
- In-classroom services teaching
  - » Job seeking skills
  - » Transition topics
- Resume preparation
- Job Shadowing experiences
- Job Placement
- Workplace Readiness Trainers
- On-the-Job Assessments
- Follow Along Services

### **Why School to Work**

Why school to work? Students with special needs have unique challenges they face when entering the job market. The New Horizons school to work program works with students in transition and helps them:

- Examine their interests, goals and talent
- See how school subjects relate to the world of work
- Learn self-advocacy and independence
- Feel supported and encouraged
- Develop social and vocational soft skills
- Understand how their Educational Development Plan (EDP) correlates to their career pathway
- Find and retain employment
- Investigate and pursue post-secondary educational and vocational options

### **Teaching job seeking skills and transition topics**

We have staff members that travel to schools and present topics in the classroom. These topics include, but are not limited to:

- Employer expectations
- Resume preparation, application and references
- Career exploration
- Workplace Readiness Trainers
- Actual On-the-Job Assessments
- Follow Along after a job is secured

### **Job Placement**

In job placement, our goal is to help find students the right job.

We can arrange for Community and Work Based Learning Experiences, as well as, Job Placement opportunities. We can help students find after-school, summer and permanent positions. To support and assist students, we have Workplace Readiness Training services available and Follow-up Services to ensure that their transition is successful.

#### **Receiving Services**

Please contact one of our locations listed on the back of this brochure if you are interested in referring someone to or receiving services from New Horizons.

We look forward to helping you!



## MISSION

Investing in our communities by providing employment opportunities for individuals facing barriers to employment.

## PURPOSE

Breaking employment barriers for individuals.

## VALUES

- We believe in the worth of all individuals.
- We believe that the people we serve are our most important customers.
- We believe in the dedication to individual growth, employment, and self-sufficiency.
- We believe in managing public and private funds efficiently and responsibly.
- We believe our staff is professional, committed, and caring.
- We believe in quality service; as measured by outcomes, is paramount.

***New Horizons has been accredited since 1966***  
and is associated with many reputable organizations

## Accreditation

New Horizons is proud to be a CARF-accredited agency, CARF, The Commission on Accreditation of Rehabilitation Facilities, has established national standards of quality for rehabilitation organizations. CARF accreditation means you can be confident that New Horizons has made a commitment to continually enhance the quality of its programs and services and has a focus on consumer satisfaction.



## Locations

### MADISON HEIGHTS

32021 Howard Avenue  
Madison Hts., MI 48071-1430  
Tel: (248) 585-9593  
Fax: (248) 585-6648

### NOVI

41108 Vincenti Court  
Novi, MI 48375-1922  
Tel: (248) 476-6910  
Fax: (248) 476-1380

### AUBURN HILLS AND ADMINISTRATIVE OFFICES

1814 Pond Run  
Auburn Hills, MI 48326-2768  
Tel: (248) 340-0559  
Fax: (248) 340-0694



## EEO Policy

New Horizons provides equal employment opportunities to all employees and applicants for employment without regards to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, illness, weight, height, or veteran status in accordance with applicable laws. Auxiliary aids and services are available upon request.

