



Montgomery County Customized Employment Public Intern Project Description Q&A

What is the Customized Employment Public Intern Project?

The Customized Employment Public Intern Project was created based on the County's knowledge that people with significant disabilities often have difficulty accessing County government positions. As an employer, Montgomery County recognizes that there are many job candidates with significant disabilities who have much to offer but have difficulty competing for traditional jobs within the government.

To go above and beyond what other County and State agencies have done, Montgomery County has established an initiative to create flexible work opportunities for individuals to fulfill the work requirements of County departments. All County departments will have the opportunity to work with a customized employment career specialist to identify and create part-time position descriptions based on the department's need. Individuals with significant disabilities will be matched to work tasks based on their interests, skills and competencies. The hope is that the public interns will gain job experience and training to be able to compete for merit positions within the County, as well as at other places of employment.

How are job tasks and positions determined?

A MontgomeryWorks customized employment career specialist will meet with different department managers within the County. Based on these meetings, a list of tasks will be created for a particular office. These job tasks will be advertised via email-blasts and on the MontgomeryWorks website (Services for Job Seekers tab). The customized employment career specialist will meet with job candidates to verify that the candidate has the skills to perform the identified tasks. A variety of interview methods (including work trials) will be used. Qualified candidates will be invited for a working interview with the department supervisor. The career specialist will coordinate with the hiring department and the County's Office of Human Resources to complete the hiring process. The customized employment career specialist will provide initial on-the-job training, coordinate any necessary accommodations, and introduce additional support staff (e.g., job coach), as necessary. The career specialist will provide coordinated follow-up throughout the term of employment to ensure success.

Who is eligible for a Customized Employment Public Intern position?

The only requirement for Customized Employment Public Intern positions is that applicants have a significant disability and are registered with MontgomeryWorks.

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What does the Customized Employment Public Intern position pay?

All public intern positions are temporary and part-time (anywhere from 1-18 hours/week for 50 weeks (not to exceed 900 hours within one year). The number of hours for each position will be determined by the individual needs of each department and the individual abilities/interests of each applicant. Each position pays \$8.15/hour (\$8.65/hour effective July 13, 2014) and can last for a period of no more than 2 years. Interns hired under this program do not receive benefits or accrue leave.

How many County Intern positions will be made available?

The Customized Employment Public Intern positions are calculated in number of hours, not as traditional full or part-time positions. Therefore, the number of positions made available will vary. Overall, the project has been funded for just over 13,000 hours per year. The customized employment career specialist will keep track of hours used and hours available.

How does one apply to be a County Intern?

The Customized Employment County Intern positions will be created based on the current needs of various departments within the County. Thus, each position will be different, based on identified workforce needs. Eligible applicants will be provided with individualized assistance by MontgomeryWorks to apply. **Please do not submit a resume for consideration before the job tasks/positions are advertised.**

How will positions/tasks be advertised?

Positions will be advertised as they become available via distribution list and at <http://www.montgomerycountymd.gov/content/ohr/career/level1.asp> (Internship and Work-based Opportunities Information). Please email Marie Parker to be added to the distribution list.

For more information

Please contact Marie Parker at mparker@montgomeryworks.com or 240-283-1574.

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