



THE WORKFORCE DEVELOPMENT, EDUCATION, AND RESEARCH INITIATIVE

**SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF CLINICAL COUNSELING AND MENTAL HEALTH
MASTER OF SCIENCE CLINICAL REHABILITATION COUNSELING PROGRAM**



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Health Professions

Department of Clinical Counseling and Mental Health

Workforce Development, Education, and Research Initiative Menu of Services

General Services

Intake

Explores vocational history, as well as any barriers to employment.

Career Plan

Individuals learn about their vocational strengths and abilities and how to enter or rejoin the work force. Facilitation of career and interest exploration and labor market survey included. This service includes 2 sessions lasting 60 minutes each.

Career Focus

Provides up to three community employer visits/job shadowing experiences to define a career goal. Facilitation of career exploration and labor market survey included.

Career Specific Assessments

Options include:

- Labor Market Survey
- Learning Style Inventory
- Life Values Self-Assessment

Personal Social Adjustment Training (PSAT)

Includes individual assistance with understanding most recent diagnosis and how that relates to independent living, quality of life, and employment. Can be completed individually or in a group setting. Groups can be up to 4-5 people.

Educational Presentation – Topic of Choice

This service is a presentation on a specific topic of choice. Presenters can develop a presentation that lasts between 1-2 hours, and can be developed to meet the needs of the audience. This service can also be conducted in a webinar format. Cost of presentation varies depending on group size, presentation length, and presentation format (e.g. webinar versus in-person).

Professional Consultation

Individual consultation services for career consultation that do not fit the above services will be billed on an individual basis at an hourly rate.



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Employment Skills Training Services (Adults)

Pre-Employment Services

Includes assistance with applying for employment in person and online, as well as contact employers based on client interest via phone, email or in person meetings. This service also includes pre-interview preparation, and pre-planning for supports necessary for day one of employment (transportation, child care, financial resources). Groups are 4-5 people.

Group Job Search Training

Five separate sessions covering employability skills, job searching skills (two parts), interview skills (two parts), customer service, self-management, and stress management. Weekly case notes provided to monitor progress and participation followed by a full report. Groups are 4-5 people.

Individualized Job Search Training

Sessions provided in a one to one setting. Sessions covering employability skills, job searching skills (two parts), interview skills (two parts), customer service, self-management, and stress management. Each session lasts one to two hours depending upon client need. Weekly progress monitoring followed by a full report.

Individual Professional Resume/Cover Letter

This is an interactive session where clients work with a professional to build their resume and design an adaptable cover letter. Clients are provided with digital and hard copies.

Job Skills Training

This is an interactive session where clients work with a professional to acquire, build, and improve on their current workforce skills. Clients are provided with digital and hard copies.

Personal, Vocational, and Social Adjustment Training (PVSA)

This is an interactive session where clients learn how to be self-advocates, develop conflict resolution strategies, how to community appropriate, how to handle criticism, and hygiene and professional attire awareness. Clients are provided with digital and hard copies.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

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Employment Skills Training Services (Youth)

Pre-Employment Services

Includes individual assistance with applying for employment in person and online, as well as contact employers based on client interest via phone, email or in person meetings. This service also includes pre-interview preparation, and pre-planning for supports necessary for day one of employment (transportation, financial resources, and appropriate dress). Groups can be between 5-6 individuals.

Group Job Search Training

Five separate sessions covering employability skills, job searching skills (two parts), interview skills (two parts), customer service, self-management, and stress management. Weekly case notes provided to monitor progress and participation followed by a full report.

Mock Interviews

This service allows for youth to practice interviews with real employers in preparation for employment. Allows for youth to practice their interview skills, and receive feedback from employers and professionals to improve overall interview skills. Groups can be between 4-5 individuals.

Professional Resume/Cover Letter

This is an interactive session where youth work with a professional to build their resume and design an adaptable cover letter. Youth are provided with digital and hard copies. Groups can be between 3-4 individuals.

Career Counseling and Exploration

Facilitation of career exploration and labor market survey to assist youth in understanding job tasks associated with interests, skills, education need, etc. This service is designed to better prepare youth for the transition from high school to the workforce and/or post-secondary education. Groups can be between 3-4 individuals.

Job Skills Training

This is an interactive session where clients work with a professional to acquire, build, and improve on their current workforce skills. Clients are provided with digital and hard copies.

Personal, Vocational, and Social Adjustment Training (PVSA)

This is an interactive session where clients learn how to be self-advocates, develop conflict resolution strategies, how to community appropriate, how to handle criticism, and hygiene and professional attire awareness. Clients are provided with digital and hard copies.



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Employer & Human Resources Services

Professional Consultation

Individual consultation services to review and assess workplace. Allows for employers to ask questions to determine potential accommodations at the workplace for individuals with disabilities.

Disability Training and Community Resources

This service includes a presentation to staff on disability etiquette, different ways of teaching individuals with disabilities on job requirements, and provide resource guide of community partners. Group training is for groups between 3-4 people.

Group ADA Review and Assistance

This service includes a presentation about the American with Disabilities Act. This service will contract with legal counsel for staff, employers, or human resources staff to ask specific legal questions geared towards hiring individuals with disabilities. Groups are between 4-5 people.

Educational Presentation – Topic of Choice

This service is a presentation on a specific topic of choice. Presenters can develop a presentation that lasts between 1-2 hours, and can be developed to meet the needs of the audience. This service can also be conducted in a webinar format. Cost of presentation varies depending on group size, presentation length, and presentation format (e.g. webinar versus in-person).

Please contact Dr. Rebecca Sametz to discuss any of the services listed:

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