

How Can I Best Support My Participant as a Worksite Supervisor?

As a **Worksite Supervisor**, your mentorship will help provide young participants with **opportunities** for **career exposure, job readiness, workplace skills practice, and professional development**. The PDX Youth@Work SummerWorks program would not be possible without great worksites with great leadership. In addition to helping a young person during their work experience, below is guide that helps outline ways and resources to help you and your participant succeed during their placement.



<p>Communicate with your Worksite Liaison</p>	<p>Each Worksite Supervisor will be assigned a Worksite Liaison when joining SummerWorks to host participants. A Worksite Liaison is available to provide support with any guidance or concerns that may come up during your participant’s placement.</p>
<p>Onboarding & Timesheets</p>	<p>Wages will not be paid for hours worked before onboarding is complete.</p> <p>Participants must enter hours into their payment portal, MyAvionte by 11:59 PM every Sunday. All hours will then need to be approved by the Worksite Supervisor.</p>
<p>Report all signs of a worksite injury</p>	<p>If a participant is injured while working, administer first aid if needed and then contact your worksite liaison immediately. Refer to the SummerWorks handout ‘<i>How Do I Report a Worksite Injury?</i>’ for detailed information and required forms.</p>
<p>What kind of resources are available to help my participant?</p>	<p>SummerWorks will provide TriMet day tickets, work clothing, tools, and Career Labs to all participants. Career Labs are essential skills training in Adaptability, Communication, Self-Awareness, Collaboration, Problem Solving, and Financial Literacy.</p> <p>Career Coaches are available to support youth in developing skills to succeed in their workplace. Participants are also able to utilize The DPI Group's Employee Assistance Program services.</p>
<p>Who do I contact with any questions?</p>	<p>Please contact your Worksite Liaison with any questions or concerns you may have.</p> <p>You may also send an email any time to our program support email at help@summerworkspdx.org. Please be sure to provide your name and worksite.</p>