

# Maximizing Employment Opportunities

# Pre-Employment Transition Services (Pre-ETS)

Providing an exciting opportunity for the people we serve to explore career areas of interest and gain new employment skills through vocational training.



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.

#### Q&A

What is a Job Shadow?

A Job Shadow is an opportunity for the youth to shadow and

for the youth to shadow and interview a professional in their individualized career interest.

What is Mobility Training?

Mobility Training is educating the youth by providing community public transportation resources.

What is Benefits Planning?

Benefit Planning services specific to Pre-ETS youth in the area of transition to post-secondary school and/or employment.

# **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!

# What is a Trial Work Exposure/Experience?

A Trial Work Exposure/Experience is done at local businesses. It identifies an individual's strengths, skills and potential barriers to employment. This allows the youth opportunity to explore possible career interests. An exposure/experience includes the assistance of Pre-ETS skills training throughout the duration of the program.

# What Does Workplace Readiness Entail?

- Soft skills
- Self-awareness
- Employer expectations
- Conflict resolution
- Interview Skills
- Resume preparation
- Job-seeking skills



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# www.NewHorizonsRehab.org

# **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

### **AUBURN HILLS AND ADMINISTRATIVE OFFICES**

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

#### **CLINTON TOWNSHIP**

43630 Hayes Road, Suite 110 Clinton Township, MI 48038-3536 Tel: (586) 226-1189

Fax: (586) 226-0129

# **DAVISBURG**

10445 Dixie Highway Davisburg, MI 48350-1308 Tel: (248) 625-0808 Fax: (248) 625-1827

#### **TROY**

5505 Corporate Drive, Suite 404 Troy, MI 48098-2614 Tel: (248) 340-0549 Fax: (248) 340-0694

#### **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

# **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.





