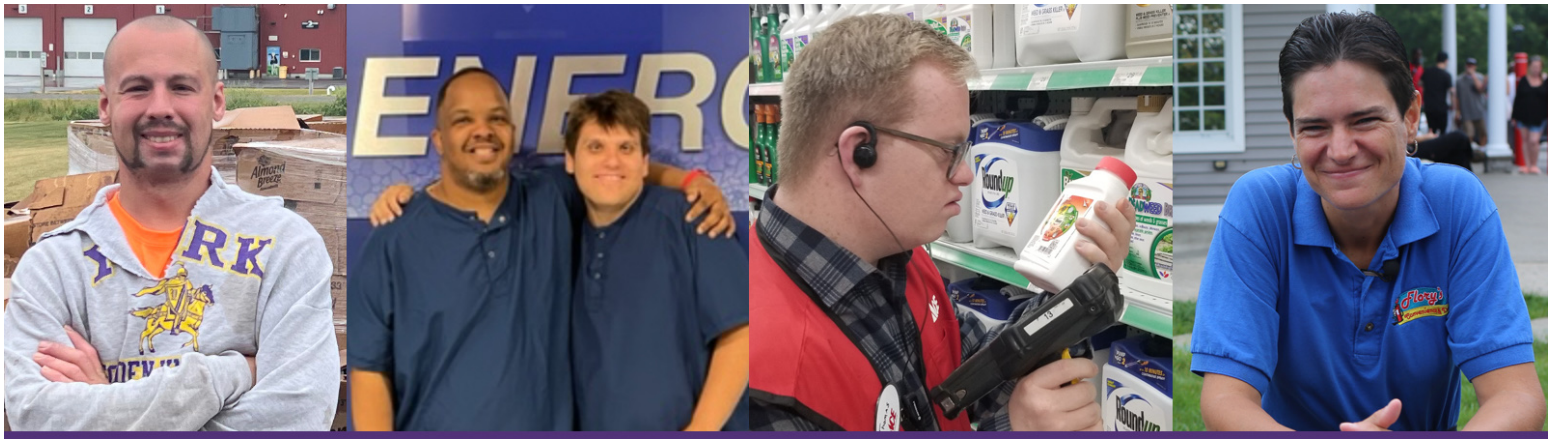

OPWDD's Employment Training Program

Introduction

The Employment Training Program helps people with developmental disabilities plan for their careers and get jobs in their communities. The program helps people explore different jobs through paid internships in which they learn new skills. Interns who are successful are often hired by the business.

Program Overview:

- **Who can take part in the Employment Training Program?** People who are looking for their first job or a different job can apply to the Employment Training Program. If they are accepted into the program, the person will choose a service provider agency to help them in the internship.
- **Ongoing Help** - The service provider agency will offer job coaching through Supported Employment services. Job coaching helps interns learn to perform the job duties the way the employer wants them done. When interns are hired by the business, job coaching will continue to help the new employee succeed on the job.
- **Career Planning** - An Employment Training Program Supervisor who works for OPWDD will also help the intern succeed in the internship. They will help people plan their careers and identify their skills, job interests and training needs. The intern's career plan describes what is needed to develop an internship that is right for the intern and an employer.
- **Job Readiness Classes** - Interns attend classes that help them learn time management, customer service, flexibility, communication, human resource policies and other skills needed to be successful in the workplace.
- **Earning a Paycheck** - OPWDD will pay the intern minimum wage during the initial training period.
  - Interns are considered temporary, part-time New York State employees and are covered by Workers' Compensation and General Liability Insurance.
  - The internship is time limited, usually lasting from three to six months.
  - It is expected that once interns demonstrate they can fulfill the job duties the business will hire the intern.

To Get Started:

To learn more about the Employment Training Program, contact your Care Manager.

- For general information, contact: Employment.vocational.services@opwdd.ny.gov

NEW YORK STATE | Office for People With Developmental Disabilities