



# Getting a Job and Participating In Your Community

## Types of Services

OPWDD service providers support and empower people with developmental disabilities to reach their goals. For some people, that may mean having a job and a career. For others, it may mean learning new skills and taking part in their communities, or both. OPWDD services can help people find the right combination of work and community activities to meet their goals and interests.

**The following services may be used separately or together to help people reach their goals and take part in their community.**

**Pathway to Employment** helps people figure out what they are good at and what they are interested in. Pathway to Employment also helps people get work-related experiences, learn job skills and make a career plan. Pathway to Employment services can be scheduled around a person's other activities.

**Community Based Prevocational** services provide work-related skill training and vocational experiences. Prevocational services can include volunteer work where people can develop general, work-related skills that will help them prepare for and succeed in a job. Community Based Prevocational services can also help people develop new skills that will prepare them to get a new job.

**Employment Training Program** offers paid internships that lead to employment. Interns explore different kinds of jobs, plan their career and try different work experiences. Based on these experiences, an internship is developed with a local business. While on the job, the intern is supported by an employment support professional. When an intern learns the job tasks as required by the employer, they are hired directly by the business. After successfully completing an internship, people can continue to receive Supported Employment services.

**Supported Employment** services help people get, keep and grow in their chosen careers. Employment support professionals help people find jobs that meet their skills and interests. In Supported Employment services, people learn job skills, build independence and achieve success in the workplace.

**Community Habilitation** services help people build skills in the areas of safety, independence, communication, money management, social skills, community inclusion and personal care. Community Habilitation services are designed to support people in reaching their personal goals.

**Day Habilitation** services help people build skills and be active in their community. People can volunteer, take adult education classes and join clubs and other organizations. Services help people become more independent, build safety skills, explore interests, achieve goals or prepare for employment.

### Connecting to OPWDD Supports & Services



**Scan** to learn how to apply for OPWDD eligibility and services, **or visit** <https://opwdd.ny.gov/get-started/front-door>.

### Questions about OPWDD's Employment and Community Services?

**Email:** [employment.vocational.services@opwdd.ny.gov](mailto:employment.vocational.services@opwdd.ny.gov)  
**or** [day.community.services@opwdd.ny.gov](mailto:day.community.services@opwdd.ny.gov)



**Scan to visit:** <https://opwdd.ny.gov/types-services/employment-services>



**Office for People With  
Developmental Disabilities**



# 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](mailto:Employment.vocational.services@opwdd.ny.gov)



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