NEW YORK STATE OF OPPORTUNITY.

Office for People With Developmental Disabilities

Paid Internships in Community Jobs

Develop career skills to gain a competitive edge in the workforce

(866) 946-9733 | www.opwdd.ny.gov

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The Employment Training Program provides opportunities for individuals with developmental disabilities to gain real work experience and attend job readiness classes to build success. The goal of the ETP internship is to assist individuals in obtaining employment in the community and earning at least minimum wage at the completion of the internship.

How does someone apply?

- Applications can be obtained from an ETP Supervisor.
- Individuals applying for an ETP internship should complete an application packet with your service coordinator, school, family, supported employment or other support staff.
- Eligibility for the Office for People with Developmental Disabilities (OPWDD) services must be established. Additional documentation and information is required.
- After you submit the completed packet, it will be reviewed by OPWDD and you will be contacted.
- Referrals are accepted from schools, self-advocates, families, service coordinators, employment service programs, or day programs.

Upon acceptance, the ETP Supervisor will work with you and an OPWDD Supported Employment Agency to develop career goals, supports and a paid internship.

The Employment Training Program offers:

- Paid internships which are developed by an OPWDD Supported Employment Agency.
- Job Coaches who work with the intern to identify an internship opportunity that matches an individual's skill, abilities and interests that have the potential for permanent employment at the end of the internship.
- Interns are paid by New York State as an hourly, temporary employee and covered by Workers' Compensation and General Liability Insurance through New York State.
- Interns attend regular classes that enhance work skills such as time management, customer service, dependability, conflict resolution, flexibility and communication.
- Program supports include an ETP Supervisor, Worksite Supervisor, a Job Coach and other supported employment staff who will guide the intern through the Employment Training Program. Interns typically work between 4 and 12 hours per week while they learn the job and internships vary in length depending upon intern and business needs.

What advantages do the internships offer?

Interns work with a Job Developer to create an individualized, paid work experience to build the skills needed to pursue quality employment. Additionally, interns will learn real world work skills including industry specific tasks, technology, employment standards and work culture.

Internships provide the opportunity for each intern to develop relationships and experiences that give them a competitive edge in the workforce. They also learn communication and work skills that improve job retention such as time management, customer service, conflict resolution, communication and flexibility.

ETP offers a variety of internship opportunities based on our interests and abilities.

- Inventory Associate
- Computer Repair
- Floral Worker
- Mail and Supply Clerk
- Dining Room Attendant
- Bakery Assistant
- Mechanic Assistant
- Grocery Clerk
- Dietary Aide
- Childcare Assistant
- Veterinarian Assistant
- Porter
- Bookstore Associate
- Housekeeper
- Warehouse Associate
- Materials Handler

Call today to learn more about ETP!