



Empowering Futures for High School Students with I/DD  
Through Career Specific Vocational Training & The  
Employment Training Program

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# The Employment Training Program (ETP)

*The Employment Training Program (ETP) offers individuals with developmental disabilities an opportunity to engage in Discovery assessments, career planning, work experiences, and internships that lead to integrated, competitive employment.*

# The Phases of ETP

## Discovery

The ETP provides OPWDD waiver eligible individuals with an opportunity to engage in a vocational assessment (Discovery).

## Internship Development

If the Discovery assessment demonstrates that the individual is ready for the world of work, a job development plan will be created, and an appropriate internship setting will be sought.

## Internships and Direct Hire

Internships are generally 6-9 months but can be up to one year in duration. Internships are developed with a goal of the person being permanently hired onto the business's payroll.

# Discovery

## (A Necessary Step Before Internship Development)



- ❖ Person-Centered career planning with the individual and their support team.
- ❖ Learning about an individual (current activities, past experiences, interests, social skills, learning style, history, family culture, etc.)
- ❖ Community work experiences (unpaid or paid)
- ❖ Learning work-related skills
- ❖ Assessing the individual's learning style and support needs
- ❖ Identifying supports and resources needed for employment success such as transportation options, benefits planning, etc.
- ❖ Career development/exploration activities
- ❖ Discovery/Employment Plan with recommendations for the next steps toward employment
- ❖ Develop a job development plan with specific job match criteria (if job development is recommended)

# School to Work Programs & ETP

Students can be paid minimum wage for time spent working in their school to work program!

- ❖ Eligibility
  - ❖ OPWDD-waiver eligible
  - ❖ Junior year of High School
  - ❖ In a School to Work program
- ❖ The school to work program *becomes* the period of Discovery assessment in the ETP process.
- ❖ Upon their Senior year, students may then be eligible for ETP internship development.
- ❖ Weekly student time sheets to OPWDD, reflecting the individual's time in the school to work program.
- ❖ Narrative documentation reflecting observations of the individual's work skills.



# Internship Development

Internships are developed for individuals from a focused discovery and matching their skills and interests to the needs of a business.

If an individual is interested in an internship or career pathway where Jawonio does not have a business partner relationship, Jawonio will seek to develop it.

When identifying a potential internship, the proposed job description and related tasks are reviewed with the employer and the participant as well as with the funder.

The “must have” tasks that the participant needs to learn in order to be hired by the business are negotiated and agreed upon in advance.

# How ETP Wage-Reimbursed Internships Work

- ❖ ETP trainees are hired/onboarded by OPWDD onto their employee payroll.
- ❖ During the internship, wages are paid by through the ETP via OPWDD, while interns learn the skills needed for the job.
- ❖ Internships are generally for a period of 6-9 months but can go as long as one year in duration.
- ❖ The goal is to be hired directly by the business if skill acquisition and performance standards are achieved during the internship.
- ❖ Internships start in a student's' Senior year of High school or older.

# ETP Support Services

- ❖ ETP services include increased job development and job coaching as well as assistance with other employability skills.
- ❖ Participant performance is evaluated through the lenses of the business, the individual, and the employment coach on an ongoing basis to determine areas needing improvement and the level of coaching needed.
- ❖ ETP participants receive very intensive employment support services, including 100% job coaching during the first phase of work, slowly reducing as the intern gains more independence.

# ETP Job Readiness

As an ETP participant, individuals also attend job readiness classes to enhance soft skills for entry into the workplace and to keep skills sharp while working.

- ❖ Personal hygiene
- ❖ Interviewing skills
- ❖ Dressing for success
- ❖ Positive communication
- ❖ Listening skills
- ❖ Teamwork
- ❖ Conflict in the workplace
- ❖ Helping coworkers
- ❖ Coping with stress
- ❖ Health and wellness
- ❖ Self-confidence at work
- ❖ Professional behavior
- ❖ Overcoming challenges at work
- ❖ Safety at the workplace
- ❖ Setting goals
- ❖ Asking for help

When hired by the business, the individual will earn whatever anyone else earns to perform the duties associated with that job title within that organization. The rate of pay will always be minimum wage or higher.

Being directly hired does not dictate the level of support services provided. Levels of support are driven by the specific needs of the individual and the employer.

If there is a sense that the business is not going to hire the intern, a re-evaluation of next steps is necessary.

If an employer hires someone during the Discovery phase of ETP, it is the expectation of the funder that the Discovery assessment will still be completed while the person is also working

## Hiring of an Intern by the Business

A business can hire a participant at any juncture during the ETP process!

# Career Specific Vocational Training (CSVTV) Program

*With the funding provided in the NY State Budget and the Governor's steadfast dedication to inclusivity, we can now empower individuals with developmental disabilities to acquire marketable skills that open doors to fulfilling careers in specific industries.*

# Career Specific Vocational Training Programs in New York State

Region	Organization	Industry	Contact Person	Email
1	Community Services for Every 1	Hospitality	Michelle Zangerle	<a href="mailto:mzangerle@csevery1.com">mzangerle@csevery1.com</a>
2	Access CNY	Janitorial	Russ Gentile	<a href="mailto:russ.gentile@accesscny.org">russ.gentile@accesscny.org</a>
2	Upstate Caring Partners (UCP)	Food Service	Dawn Gentile	<a href="mailto:dawn.gentile@upstatecp.org">dawn.gentile@upstatecp.org</a>
3	Access Supports for Living	Hospitality	Evelyn Cintron	<a href="mailto:ecintron@asfl.org">ecintron@asfl.org</a>
3	Jawonio	Retail	Stacey Kantrowitz	<a href="mailto:stacey.kantrowitz@jawonio.org">stacey.kantrowitz@jawonio.org</a>
4	AHRC	Janitorial	Francklin Morose	<a href="mailto:francklin.morose@ahrcnyc.org">francklin.morose@ahrcnyc.org</a>
5	FREE	Office Skills	John Gallagher	<a href="mailto:jgallagher@familyres.org">jgallagher@familyres.org</a>



  
JAWONIO

# Retail Boot Camp

Designed to prepare individuals for  
career pathways in the retail  
industry



# Benefits



75 hours of classroom instruction in cashiering, customer service, teamwork, cleaning, communication, stocking/inventory, loss prevention, and more!

Get 25 hours of hands on experience in a retail setting!

Develop marketable skills for employment in retail!

# Eligibility

OPWDD Eligible



Unemployed

Individuals will need to be enrolled in a Pre-Vocational program & Supported Employment (SEMP)



### CSVT Candidate Selection Form

*Purpose: Evaluate if an individual should be selected for CSVT program based on the criteria listed in the RFA. The referring agency should submit this form to the lead agency who will prioritize the candidates based on the highest scores. The candidates with the highest scores should be selected first. Each subsequent class will following the same process.*

**Last Name of Individual:**  **First Name of Individual:** \_\_\_\_\_

**TABS#:** \_\_\_\_\_

**Current SEMP Agency:** \_\_\_\_\_

**Name of CSVT Program:** Jawonio Retail Boot Camp

**Lead Agency for CSVT Program:** Jawonio

**Is the individual currently employed?** Yes  No

If employed, where and job title: \_\_\_\_\_

Is this a job change or an opportunity for advancement? \_\_\_\_\_

**Points (5):** \_\_\_\_\_

*(Employed – 1 Unemployed - 5)*

**Enrolled in Supported Employment (SEMP)?**

Yes  No  If Yes, Enrollment Date (in CHOICES):

***If the person is not in SEMP, you will need to enroll them in a SEMP program upon selection.***

If the person is unemployed, when was their last paid job? \_\_\_\_\_

Did the person lose their job during the pandemic? Yes  No

**Points (5):** \_\_\_\_\_

*(SEMP Enrolled No – 1 Yes – 5)*

**Points (5):** \_\_\_\_\_

*(Lost job due to COVID No - 1 Yes - 5)*

# Training Sessions

- ❖ Three 2 & ½ hour classroom sessions per week for 10 weeks/75 hours of classroom training.
  - ❖ Roleplay
  - ❖ Guest speakers
  - ❖ Cooperative groups
  - ❖ Curriculum adapted to the unique learning styles of participants.
- ❖ Classes currently offered in Rockland County & Westchester Counties
- ❖ A minimum of 25 hours of hands-on work experiences within at least two local retail stores conducted through pre-vocational services.



## After Training

- ❖ A Career Specific Vocational Transition Plan will be created to reflect individual progress/outcomes.
- ❖ Created through collaboration from the Retail Trainer, classroom support staff, and the prevocational staff to determine next steps.
- ❖ Shared with individual and circle of support team.
- ❖ Those demonstrating job readiness will receive job development services through the Employment Training Program (ETP).



## Contact Information

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**Thank You!**