

Start working or volunteering

Employment programs at Holland Bloorview

2018/19

It's important for teens to start to build work experience during high school. Why?

- You learn about your strengths and interests. This information helps you make good decisions for your future. For example, it can help you to choose what you want to do after high school.
- You develop personal life skills such as decision making, taking responsibility for yourself and team work.
- Employers want to hire people who have experience on their resumes.

These programs can help you get started.

	Who	When	What
Youth@Work <i>See page 3 for more information</i>	High school students ages 15-21 who want to build life skills, learn about their strengths and interests, and get work experience	3-4 weeks during the Summer Includes some meetings with parents	You do work placements at Holland Bloorview and earn volunteer hours. A job coach supports you to work on your goals and learn your role. You meet other participants for part of each day for employment skills workshops.
Volunteer-ABLE 1 <i>See page 5 for more information</i>	High school students ages 13-21 who want to earn volunteer hours and start helping out in their community and at home	Fall 2018 through March 2019 Mix of PA days, some weekends, March Break Includes some parent meetings/sessions	Try a variety of types of volunteering. We volunteer as a group at not-for-profit organizations in Toronto, including at Holland Bloorview. You learn new skills and agree with your parents to take on responsibilities at home.
Volunteer-ABLE 2 <i>See page 4 for more information</i>	High school students ages 13-21 who are ready to make a regular volunteering commitment	October 2018 through March 2019. Dates are not yet confirmed but you will volunteer on weekends and/or a weekday (after school)	Volunteer at least 2 times a month for at least 6 months with a Toronto-based not-for-profit organization. Job coaching is available when you start.
Job Finding Group <i>See page 6 for more information</i>	High school or post-secondary students ages 15-26 who want to actively look for a volunteer position and/or paid job + a family member	Fall start date Weekend group sessions and 1:1 meetings (~ 7 over 5-6 months)	You set a job search goal, make an action plan, learn how to job search, and make your goal happen. You also learn about employment resources you can use when you need them.
Leading the Way <i>See page 7 for more information</i>	High school or post-secondary students who are enrolled in an experiential learning program	Between October and June	Co-op experience in a department/program that aligns with your educational program. Job coaching is available when you start. In addition to your work placement, you may interact with other students in career development activities including mentoring.
Ready to Work	Students ages 15-26 who want a summer job + <u>have already participated in one of Holland Bloorview's other employment programs</u>	Group and individual preparation between January and June + 6-8 weeks during July/August (6 weeks minimum)	You interview to be part of Ready to Work. Holland Bloorview job coaches help you connect with a Toronto employer and get you started in your paid summer job.

	Who	When	What
Personal consultation	Youth who have a specific employment related question	Offered from September to May	Discuss your question in a meeting with an occupational therapist or life skills coach who specializes in employment. Examples of questions may include: <ul style="list-style-type: none"> • Information about employment resources or programs • Brainstorming ideas for co-op placements • Workplace accommodations

Contact us to book a meeting to discuss what program(s) will best fit your needs and interests.

Carling Robertson
416-425-6220 ext. 6345 crobertson@hollandbloorview.ca

Our programs are open to youth who have a physical and/or developmental disability and/or an autism spectrum disorder. We also support youth who may have mental health challenges in *addition* to their physical or developmental disability.

We provide attendant services in many our group programs and job coaching but not 1:1 support for medical or behavioural needs. If needed, it is the participant’s responsibility to schedule and pay for their own 1:1 assistance. We request that 1:1 support be provided by a non-family member.

There are fees for most programs but financial assistance may be available.

These programs are part of the Transitions, Recreation and Life Skills services at Holland Bloorview and are linked to our organization’s strategy to support transitions to adult life. All of our employment programs are supported by donations to the Holland Bloorview Kids Rehabilitation Hospital Foundation. Capital One supports our Youth@Work and Ready to Work programs.

If you are a teen who wants to volunteer at Holland Bloorview please visit <http://hollandbloorview.ca/Careers/Volunteeringwithus/Home>

Youth@Work

Get summer work experience, build life skills & self-awareness

Volunteering can be a good first step in building your work experience, self-awareness, life skills and confidence. Holland Bloorview offers a variety of accessible and supported summer work experiences through our Youth@Work program.

WHAT: Youth@Work includes a mix of:

- **Work placements** – on-the-job experience with a supervisor. You will be assigned specific duties or projects. We work with you to find a role (or roles) that fits with your interests. Positions can be in a variety of programs or departments at Holland Bloorview.
- **Workshops** – get together with other Youth@Work participants and mentors to practice work life skills such as:
 - Solution-finding
 - Managing yourself, your time and your schedule
 - Self-advocacy
 - Communication and social skills
- **Goal & action plan meetings** – meet with a Youth@Work staff to set personal learning goals, exchange feedback and get the most out of your experience.

By the end of Youth@Work, you will:

- ✓ Get 60+ hours of work experience
- ✓ Set a personal learning goal and make an action plan to achieve it
- ✓ Build a professional profile (a record of your experiences, strengths, interests, and more)
- ✓ Determine what accommodations will help you do your best at work
- ✓ Update your resume and do 2 practice interviews
- ✓ Make a Next Steps plan to continue to build your experience

WHERE: Youth@Work is based at Holland Bloorview

COST: \$270

WHEN:

Start-up individual meeting with Youth@Work staff	April or May 2019 (After school or weekend appointment - date and time to be confirmed if you are offered a spot)
Group workshop for youth & parents (mandatory)	A Saturday in May or early June 2019 (Date and time to be confirmed if you are offered a spot)
Summer work placement & workshops 2019	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #f47b20; color: white; padding: 10px; border-radius: 10px; text-align: center;"> <p>Youth@Work 1</p> <p>Youth who are in essential or special education courses in high school</p> </div> <div style="border: 2px solid #f47b20; border-radius: 10px; padding: 10px; text-align: center;"> <p>July 2-19</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="background-color: #76b82a; color: white; padding: 10px; border-radius: 10px; text-align: center;"> <p>Youth@Work 2</p> <p>Youth who are in academic or applied courses in high school</p> </div> <div style="border: 2px solid #76b82a; border-radius: 10px; padding: 10px; text-align: center;"> <p>July 29- August 23</p> </div> </div>
Wrap-up individual meeting with Youth@Work staff	After the summer program ends <i>To be scheduled</i>

YOUTH@WORK 2019

continued from previous page

WHO: You can apply to Youth@Work if you:

- Are between the ages of 15-18* and living with a disability
- Have little or no previous work experience
- Are interested in getting a part-time job or volunteer position in the future but feel that you need to build your life skills or address some potential barriers first

*Up to 21 if you are still in high school (Note: You must be returning to high school for at least one more year when you join Youth@Work)

Also, you must be able to:

- Set and work on personal learning goals during the program (with help from your parents, if needed)
- Learn and work independently for some part of the day (we provide job coaching if needed, but not 1:1 support)
- Contribute to, and learn from, workshop activities with peers
- Assist in directing personal care (if you need assistance)

If you are applying to our August program, you must be taking academic or applied level courses in high school and be able to: (1) identify personal reasons for wanting to join the program (personal learning goals) and (2) share information about your interests, strengths and accommodations you use at school.

TO APPLY FOR SUMMER 2019:

1	Submit your Application Form. If you did not receive an application form with this description, you can get it from www.hollandbloorview.ca/trlifefskills . Please print, complete and return by mail, hand delivery or fax. Please do not email any forms to us.	Deadline: February 28, 2019
2	Holland Bloorview contacts you to arrange time to discuss the program. We recommend you meet us in person. We will ask to speak to your parent (or caregiver) as well,	January through March
3	Notification of Results	By April 5, 2019

Due to limited space in the program, we present applications to a Selection Committee. In addition to the basic eligibility criteria, we do consider other factors when we form our groups. For more information about this, please contact us.

FOR MORE INFORMATION, PLEASE CONTACT:

Carling Robertson 416-425-6220 ext. 6345 crobertyson@hollandbloorview.ca

Youth@Work is facilitated by:

Robyn Persaud | ext. 3296 | rpersaud@hollandbloorview.ca

Youth@Work is one of several employment participation programs at Holland Bloorview. It is funded by Capital One Canada and by donations to Holland Bloorview Kids Rehabilitation Hospital Foundation as part of our Transitions Strategy.

VolunteerABLE

Get involved in your community!

Volunteering is a great way to help your community. When you volunteer, you learn about what you like and what you're good at. You build confidence and skills through your experiences. This helps you prepare for your future!

	What	Supports	When	Where
VolunteerABLE 1	<ul style="list-style-type: none"> Explore what you like to do by trying a variety of types of volunteering Earn 40 volunteer hours Learn about how you do your best at work Take on new responsibilities and chores at home 	<p>We volunteer as a group with approx. 1 staff for 3 youth</p> <p>Attendant services are available if needed</p> <p>Your parents join us for several sessions so that there is a strong link between your group experiences and home/school</p>	<p>Volunteering days correspond with the calendars of the Toronto school boards</p> <p>November 16, 2018 December 7, 2018 January 3, 2019 January 4, 2019 February 15, 2019 March 11, 2019 March 12, 2019 March 13, 2019 March 14, 2019</p>	<p>Some sessions are held at Holland Bloorview</p> <p>We will also volunteer with seniors, at a clothing bank and at several other locations in Toronto.</p>
VolunteerABLE 2	<ul style="list-style-type: none"> Volunteer at least 2 times a month for at least 6 months with a Toronto-based not-for-profit organization Earn at least 60 volunteer hours Build solid experience on your resume 	<p>We start volunteering as a group with approx. 1 job coach for 5 youth. Our coaching gradually fades as you become independent in your role.</p> <p>If you need attendant services, we will support you to make arrangements</p>	<p>Dates are not yet confirmed but you will volunteer on weekends and/or a weekday (after school shift)</p> <p>October 2018 through March 2019</p>	<p>Toronto downtown not-for-profit community organization</p>

COST: \$50 (Volunteer ID, learning materials and celebration)

WHO: This group is open to high school students ages 13 – 21 with physical and/or developmental disabilities and/or an autism spectrum disorder. We also support youth who may have mental health challenges in *addition* to their physical or developmental disability.

TO REGISTER, PLEASE CONTACT:

Carling Robertson
416-425-6220 ext. 6345 crobertson@hollandbloorview.ca

VolunteerABLE is facilitated by:
Laura Howson-Strong | ext. 3287 | lhowsonstrong@hollandbloorview.ca

VolunteerABLE is one of several employment participation programs at Holland Bloorview. It is funded by a grant from Ontario's Change the World Youth Volunteer Program and by donations to Holland Bloorview Kids Rehabilitation Hospital Foundation as part of our Transitions Strategy.

IMPORTANT NOTES:

Application deadline: October 15, 2018

You must be available to participate fully in volunteering activities.

A parent or guardian must participate in one initial and one wrap-up meeting with you and the group facilitator plus one group session (to be scheduled).

You are responsible for your own transportation to volunteering locations.

Job Finding Group

Find a volunteer or paid job

It's a great idea to volunteer or get a job when you're in high school! However, job searching can be hard work. Joining a Job Finding Group can help you get started.

WHAT:

Job Finding Group includes 3 group sessions and 4 meetings with a "job search" coach. Each group session includes:

- Education Bursts about a job search topic
- Discussion and job search activities with other group members (to share ideas, learn and have fun)
- Time to work on your personal Job Search Action Plan
- Help from the job search coaches if needed

Topics include:

- What are my strengths and interests? How do I find a good job match?
- What are the steps in job searching?
- How do I market myself to an employer?
- How do I ace an interview?
- How do I request accommodations?
- Who can be a "job coach" if I need one?

WHERE: All sessions are held at Holland Bloorview.

WHEN: Group sessions will be scheduled on Saturdays. The program runs between October and March.

WHO: This group is for high school or post-secondary students + **a family member***.

You are:

- Motivated to start volunteering or working in the next 6 months
- Committed to doing job search activities in between sessions
- Using (or willing to start) email regularly

Our programs are open to youth with physical and/or developmental disabilities and/or an autism spectrum disorder. Note: There are no attendant services provided at Job Finding Group.

COST: \$60. We will invoice you once your registration is confirmed.

TO REGISTER, PLEASE CONTACT:

Carling Robertson 416-425-6220 ext. 6345 crobertson@hollandbloorview.ca

Job Finding Group is facilitated by:

Danielle D'Alessandro | ext. 7051 | ddalessandro@hollandbloorview.ca

By the end of the program, you will:

- ✓ Understand the steps in job searching and prepare the job search materials you need (e.g., resume, networking script, etc.)
- ✓ Do 1 practice interview
- ✓ Make contact with at least 2 organizations
- ✓ Understand how family members can support youth with special needs to connect to employment experiences

*A family member of a youth with special needs can attend group alone if appropriate. Please call us to discuss.

Job Finding Group is one of several employment participation programs at Holland Bloorview. It is funded by donations to Holland Bloorview Kids Rehabilitation Hospital Foundation as part of our Transitions Strategy.

Leading the Way

Get the most from your experiential learning opportunities

Experience helps youth move into the paid workforce. Unfortunately, youth with disabilities sometimes face barriers to experiential learning during high school and post-secondary education. *Leading the Way* provides co-op experience opportunities for students who are current or former clients of Holland Bloorview.

WHAT:

Student positions can be in a variety of departments or programs at Holland Bloorview.

Examples of co-op student roles	Post-secondary students
<ul style="list-style-type: none"> Office/clerical or project support (e.g. computer data entry, photocopying, mail delivery, collecting survey and/or safety audit data) Children’s programming (e.g. day care, recreation) Communications and social media (e.g. writing blog posts, photography) Housekeeping (e.g. cleaning tables, sanitizing therapy equipment) Customer service (e.g. greeting clients/families, helping with way finding) 	<p>Please contact us to discuss your program and potential roles</p>

In addition to your work placement, you may interact with other students in career development activities including mentoring.

WHO: You can apply to *Leading the Way* if you:

- Are a current high school student enrolled in a co-operative education program **OR** a current post-secondary student (college or university undergraduate level) and you require a work placement to graduate
- Have lived experience as current or former client with Holland Bloorview programs and services (i.e., you are an individual with a physical or developmental disability who has accessed services at Holland Bloorview)
- Are enthusiastic about learning

WHEN: Placements are available between October and June.

COST: There is no cost for the placement however students must follow Holland Bloorview’s policies regarding immunization records and police vulnerable sector checks. You are responsible for any costs incurred to obtain these records.

TO REGISTER, PLEASE CONTACT:

Carling Robertson 416-425-6220 ext. 6345 crobertson@hollandbloorview.ca

Leading the Way is facilitated by:
Robyn Persaud | ext. 3296 | rpersaud@hollandbloorview.ca

IMPORTANT NOTES:

- Co-op students must be 16 years of age or older on or before the first day of placement.
- All applicants will be interviewed. There are a limited number of placements. Preference will be given to youth who face barriers in finding suitable, accessible positions due to physical, learning and/or developmental disabilities.
- Time-limited job coach support may be available through *Leading the Way* and/or we welcome job coaching arranged through the student’s school or other community agency)
- Personal care support may be available through *Leading the Way*.

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