



SBANENY EMPLOYMENT TRAINING PROGRAM INFORMATION PACKET & APPLICATION

This project is brought to you in
partnership with:



**Developmental
Disabilities
Planning Council**

PROGRAM DESCRIPTION

The SBANENY Employment Training Program began in 2016 to provide individuals with Spina Bifida the opportunity to gain meaningful work experience in a community setting via internship. The goal of this internship is to expand upon job skills and work-related experience and enhance awareness of personal values, skills, and needs to promote gaining meaningful employment. In addition, during this round of open-applications, SBANENY aims to support an individual whose employment has been negatively impacted by the pandemic. All interns should be accompanied by an employment specialist/job coach or have intentions to receive employment services through a separate agency. The SBANENY internship position is not permanent. The intern's weekly hours and duration of placement are determined on a case-by-case situation and reviewed during biannual evaluation meetings.

Intern Job Assignments: Potential assignments include a wide variety of tasks from preparation of mailings, clerical tasks, light to heavy cleaning, graphic design, social media and other marketing, event planning, inventory & supply orders.

Role of the intern: No prior experience is required to apply. All potential interns will be required to submit a completed SBANENY Internship Application and return to the SBANENY Office at 123 Saratoga Rd. Scotia, NY 12302 as well as be interviewed by the SBANENY Executive Director. Upon mutual agreement for an SBANENY internship experience, the intern and supervisor will decide on a mutually agreeable start date and a schedule of days and times.

Role of the supervisor: The role of the supervisor is to contribute to the intern's experience by providing tasks, feedback, and opportunities for new learning. The supervisor will provide a determined time to discuss the intern's learning objectives, progress, performance, and any problems that may arise.

Role of the job coach/employment specialist: The role of the job coach/employment specialist is to monitor task instruction and completion, assist with problem solving, assess soft skills, and work collaboratively with SBANENY to support the intern in identifying learning and employment opportunities.

*Internship candidates will be contacted by SBANENY Executive Director to conduct an interview. Internship positions will be made available based upon job tasks within the SBANENY office as well as funding. Applications will be kept on file for future consideration.



SPINA BIFIDA ASSOCIATION OF NORTHEASTERN NEW YORK

Employment Training Program Application

APPLICATION INSTRUCTIONS: Please complete and return this application with one copy of an up-to-date resume to SBANENY, 123 Saratoga Rd. Scotia, NY 12302.

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

INTERNSHIP AVAILABILITY:

Days/Hours Available

Hours Available:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____

from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____

EDUCATION:

1. Name and address of school _____
Degree/Diploma: _____ Graduation Date: _____
2. Name and address of school _____
Degree/Diploma: _____ Graduation Date: _____
3. Name and address of school _____
Degree/Diploma: _____ Graduation Date: _____

What date are you available to start work? _____

What strengths would you bring to this internship?



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What are your personal hobbies and interests?

Employment/Volunteer History (if applicable):

1. Position _____ Responsibilities _____

Employer/Supervisor _____

Phone _____ Email _____

2. Position _____ Responsibilities _____

Employer/Supervisor _____

Phone _____ Email _____

3. Position _____ Responsibilities _____

Employer/Supervisor _____

Phone _____ Email _____

References:

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Name _____ Phone _____



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LEARNING AGREEMENT

A. INSTRUCTIONS FOR DEVELOPING THE LEARNING AGREEMENT

- This learning agreement is an individualized working agreement between you and the supervisor. This should be developed jointly to delineate learning objectives, assignments and opportunities for learning, and responsibilities for intern and supervisor.

B. QUESTIONS TO CONSIDER

- What do you hope to learn?
- What experience, knowledge and skills do you want to gain?
- What areas are you uncertain about?
- What things worry you about the internship?
- What areas would you like help with?
- How do you most enjoy learning?
- What helps you learn?
- What makes it hard for you to learn?
- What qualities seem most important in a field supervisor in order to help you learn and succeed?
- What type of supervision are you looking for?

C. STEPS IN CONSTRUCTING THE LEARNING AGREEMENT

- Meet with the supervisor and talk about ideas and expectations for the internship. Select areas of discussion from QUESTIONS TO CONSIDER.
- Identify learning opportunities, supervision plan, assignments and responsibilities.
- Consult and agree on terms and tasks for internship experience.



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AFTER DISCUSSION COMPLETE:

Intern's Name: _____

Supervisor's Name: _____

Arrangements for Supervision:

Day: _____

Time: _____

How often: _____

Intern Responsibilities:

Supervisor Responsibilities



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Applicable Assignments

1. _____

2. _____

3. _____

Goals for Final Evaluation. [Areas for evaluation are: Intern as Learner, Development of Professional Attitudes and Values, Knowledge of SBANENY Agency, and Personal Development]. Refer to evaluation tool to develop goals.

Date and sign the learning agreement and have your internship supervisor sign as well. Keep a copy for yourself and one for SBANENY.

Intern's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____



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SBANENY INTERN EVALUATION

The evaluation is comprised of four sections: Intern as Learner, Development of Work Place Attitudes and Values, Knowledge of SBANENY Agency, Personal Development. Interns are evaluated on a continuum of skills at the end of the placement.

Supervisor: For the evaluation, please rate the intern on every item by entering the number that corresponds to your assessment of the intern's demonstrated performance in the box or boxes to the right of each item.

Ratings

- 0 No significant opportunity yet
- 1 Unsatisfactory (never or rarely meets criteria)
- 2 Needs improvement (meets criteria inconsistently)
- 3 Satisfactory (meets criteria most of the time)
- 4 Very good (consistently meets criteria)
- 5 Outstanding (consistently exceeds criteria)
- NA Not applicable

Summarize overall performance for each section by placing an X at the point on the bar graph that represents his or her overall performance for that section. Space for comments is included after each section.

The last page includes an overall intern rating, space for comments, and the signature page. The intern and field supervisor are required to sign the evaluation. If there is a disagreement with the contents of the evaluation, the intern can submit an addendum stating the reasons for disagreement and/or bring up concerns during supervision if comfortable.

Any time an intern receives a summary rating, in any section, of "needs improvement" or "unacceptable," please provide supporting documentation in the comments section.

Describe the student's assignment for this evaluation period:



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The Intern as Learner

The intern is able to

Utilize the supervisor as an educator of work place values, attitudes, knowledge and skills.

Participate in developing/updating learning agreement.

Seek and respond nondefensively to feedback about performance.

Seek direction for an assignment, as needed.

Complete assignments in a timely manner

Identify and discuss strengths and weaknesses in knowledge, skills, accomplishments and learning needs with the supervisor

Identify experiences related to learning objectives

Make appropriate use of other available learning opportunities.

Summary for Intern as Learner (See Instructions)

unsatisfactory

needs improvement

satisfactory

very good

outstanding

Comments:

Development of Work Place Attitudes and Values

The intern is able to

Respect the rights of others to maintain perspectives and positions different from one's own.

Act responsibly in matters of punctuality, appearance and presentation of self.

Set priorities for the use of time and initiate tasks.



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Demonstrate a commitment to the agency values and mission.

Arrive with a positive attitude and enthusiasm.

Learn how and when to share ideas and concerns appropriately, listen carefully, and ask questions

Summary for Development of Work Setting Attitudes & Values (See Instructions)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| unsatisfactory | needs improvement | satisfactory | very good | outstanding |

Comments:

Knowledge of SBANENY

The intern is able to

Identify the field agency's structure, goals, sanction and target population.

Understand the relation of the field agency to other agencies or organizations in the community.

Identify the duties and responsibilities of various staff positions with whom the intern has contact with.

Share work responsibilities, including meeting deadlines and accepting assignments.

Summary for Knowledge and Skills for Agency-Based Work (See Instructions)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| unsatisfactory | needs improvement | satisfactory | very good | outstanding |

Comments:



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Personal Growth

The intern is able to

- Recognize learned skills and abilities _____
- Recognize areas where improvement is needed _____
- Identify personal strengths _____
- Reflect agency values in actions _____
- Manage personal assignments and work in a team setting _____
- Prioritize and plan a daily agenda if need be _____
- Continue to assess and set new goals for field experience _____

Summary for Personal Growth (See Instructions)

- unsatisfactory
 needs improvement
 satisfactory
 very good
 outstanding

Comments:

Overall Intern Rating

- unsatisfactory
 needs improvement
 satisfactory
 very good
 outstanding

Comments:

I have read the contents of this evaluation:

Intern's signature

Date

Supervisor's signature

Date