

TIP INTERNS ARE:

- ◆ BETWEEN THE AGES OF 16 & 22, IN HIGH SCHOOL OR GRADUATING THIS YEAR
- ◆ LOOKING FOR THEIR FIRST PAID JOB EXPERIENCE
- ◆ EAGER TO WORK & LEARN NEW SKILLS
- ◆ COMMITTED TO WORKING 10-15 HR/WK DURING THE SCHOOL YEAR; 15-20 HR/WK IN THE SUMMER
- ◆ STRIVING FOR INDEPENDENCE

TIP INTERNS WILL LEARN:

- ◆ INTERVIEW SKILLS
- ◆ JOB ETIQUETTE
- ◆ BUSINESS COMMUNICATION
- ◆ RESUME WRITING
- ◆ SELF-ADVOCACY
- ◆ SELF-IDENTIFICATION OF DISABILITY AT WORK
- ◆ CAREER POSSIBILITIES
- ◆ ORGANIZATIONAL & TIME MANAGEMENT SKILLS

BOSTON CENTER FOR INDEPENDENT LIVING

The Boston Center for Independent Living is a frontline civil rights organization led by people with disabilities that advocates to eliminate discrimination, isolation and segregation by providing advocacy, information and referral, peer support, skills training, and PCA services in order to enhance the independence of people with disabilities.

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This program is sponsored by:



www.mass.gov/mrc



Transition Internship Program

Winter/Spring 2016
& Summer 2016

Boston Center for Independent Living
*Promoting Independence for People with
Disabilities.*



SOFT SKILLS WORKSHOPS

During the program, interns attend workshops on topics such as:

- ◆ Basic work skills & job etiquette
- ◆ Self-advocacy
- ◆ Self-identification of disability and reasonable accommodations
- ◆ Career exploration

TIP JOB COACHES

If you feel you may require some assistance getting started at your new job, you may request the support of a job coach. TIP job coaches work on-site with interns on a limited basis to:

- ◆ Reinforce on-the-job training
- ◆ Encourage you to ask for reasonable accommodations you need
- ◆ Help you develop positive work habits

At BCIL we know that finding your first job can be overwhelming, especially if you have never had a job before, need reasonable accommodations, or support in learning basic job skills. We also know that youth with disabilities want jobs as much as their non-disabled peers do. The Transition Internship Program (TIP) is designed to support high-school students with disabilities to learn important job skills and identify their work-related needs so they can be successful in their first paid job experience.

This year, TIP is accepting applications until **Friday, March 4, at 5 pm**. Interviews and acceptance will be done on a rolling basis. We will then try to match an applicant with a potential job(s). On-site supervisors will make final hiring decisions after they also interview an applicant(s).

During Winter/Spring 2016, interns will be expected to work 10-15 hours per week for 12-14 weeks. In Summer 2016, interns will be expected to work 15-20 hours per week for 7-10 weeks. During both sessions, interns will also be expected to attend soft-skills workshops.

In the past, interns have worked in offices and answered phones, scanned documents, and maintained databases; assisted in summer camp; packed food; assisted in government offices; and repaired wheelchairs. While it is important to be flexible when looking for your first job, please let us know what your interests and skills are so we can work together to find you the best fit.

INTERN WAGES

All TIP interns are paid through the Boston Center for Independent Living at a rate of \$10/hour.

APPLICATION DEADLINES:

Applications are accepted on a rolling basis until **Friday, March 4, 2016 at 5 pm**.

Incomplete or late applications will not be accepted.

PROGRAM START DATES:

Winter/Spring: Expected late Feb.—early June 2016.

Summer: Expected late June—end of August 2016.

Individual start dates will be decided between the intern and their supervisor.

