

Say Yes Buffalo Internship Opportunity

Position: **Direct Support Intern**

Organization Name: People, Inc.

Location: Buffalo, NY and surrounding suburbs – **transportation assistance is available if needed**

Website: people-inc.org

Organization Description/Profile:

People Inc. is Western New York's leading non-profit human services agency. Through a variety of services including residential, employment, community outreach, health care and recreation programs, we help seniors, families and people with disabilities live more healthy, independent and productive lives.

Our Direct Support Internship Program places students in group homes working with individuals with developmental disabilities. Some of the duties of the internship may include helping people in activities of daily living such as cooking, cleaning and guidance, based on program goals. The student may also accompany individuals on community outings. The student will have opportunities to interact and learn from program management, coworkers and individuals with disabilities, and learn the roles of different team members.

Internship Title: Direct Support Intern

Internship Duties and Responsibilities:

- Assists individuals as needed in all activities, areas of daily living and personal care needs.
- Responsible for implementation of individual programs.
- Assists in development of program goals.
- Assists in completion of daily logs, pertinent forms and documentation.
- Completes all areas assigned through shift responsibility sheets to ensure health and safety of individuals.
- Performs housekeeping duties and laundry as assigned.
- Participates in pre-shift meetings, semi-annual and annual reviews, and house staff meetings as required.
- Attends all agency mandated in service training sessions in appropriate time frames.
- Flexible to work various shifts and at various locations as needed.
- Performs CPR and Strategies for Crisis Intervention and Prevention (SCIP-R).
- Complies with all agency policies and procedures.
- Other duties as assigned.

Minimum Requirements

- Say Yes Scholar in good academic standing
- Passion for working with individuals with disabilities and a positive attitude

- Ability to meet physical requirements of the position when performing the following: standing, walking, sitting, bending, stooping, squatting, kneeling and climbing.
- Ability to handle multiple tasks simultaneously
- Physical agility and ability to react to emergency situations, including Strategies for Crisis Intervention and Prevention (SCIP-R) certification as per regulatory guidelines (**strategies will be learned in paid training**).
- Ability to move, reposition, and place individuals in pieces of equipment.
- **Students must complete a required background check, drug screen, T-SPOT TB test and agency provided trainings (day or evening).**

Intern takeaways:

- Interns will obtain CPR certification during training
- Increased knowledge of supporting individuals with disabilities
- Possibility of part-time employment at the end of the internship

Duration of employment:

The position is for 10 weeks during the summer of 2019 – exact start and end dates are determined by the hired intern and employer.

Compensation:

Rate of pay will be discussed by the employer and hired intern. **Please note:** Any determination regarding academic credit will be made by the intern’s academic department.

Accommodations:

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply:

1. Submit résumé and completed application to buffalointernships@sayyestoeducation.org.
Please note: Say Yes staff may send you edits or suggestions regarding your résumé and/or application. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.
2. Once your application is submitted to the employer, please be prepared for a phone screening with People Inc. Upon successful screening, you will be scheduled for an interview.

Deadline: May 1, 2018



Internship and Volunteer Application

People Inc. exists so that individuals with disabling conditions or other special needs have the supports they need to participate and succeed in an accepting society.

People Inc. is an equal opportunity employer that values diversity, equity and inclusion. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, religion, age, disability, genetic information, sexual orientation, marital status, military or veteran status (except where bona fide occupational qualifications apply).

Full Legal Name: _____

Is other names know by: _____

Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email Address: _____

Are you 18 years of age or older? Yes No

If you are related to, or know any People Inc. employees, please list their name(s):

Personal References

List two personal references that are not relatives.

Name: _____ Relationship: _____

Phone: _____ Address: _____

Name: _____ Relationship: _____

Phone: _____ Address: _____

Employment History

List complete employment history for the past 7 years. Begin with the most recent employment history and list employers in chronological order.

Name of employer: _____ Address: _____
Phone number: _____ Job title: _____
Start date: _____ End date (leave blank if still employed): _____
Reason for leaving: _____ Supervisor: _____

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Name of employer: _____ Address: _____
Phone number: _____ Job title: _____
Start date: _____ End date (leave blank if still employed): _____
Reason for leaving: _____ Supervisor: _____

I agree to conform to the rules and regulations of People Inc. and understand that my internship or volunteer position can be terminated, with or without notice, at any time, at the option of either People Inc. or myself. I understand that no representative of People Inc. except the President and CEO has any authority to make an agreement contrary to the foregoing or enter into agreement of employment for any specific period of time. I acknowledge and understand that in accordance with People Inc.'s substance abuse testing policy I will be required to submit a for chemical or other form(s) of analysis. I further understand that the purpose of this analysis is to determine or rule out the presence of nonprescription or prohibited controlled substances in my system. I understand that refusal to take this test, attempts to adulterate or substitute the sample, and/or a positive drug test that is in violation of People Inc.'s policy will result in denial of my application for an internship or volunteer position. I understand that I will be required to execute a consent and release for substance abuse testing and that my refusal to execute a consent and release for substance abuse testing will result in People Inc. denying my application. I also agree to undergo any physical examination and/or lab work if requested by People Inc. during the course of my internship or volunteer position. I authorize People Inc. to verify any information I have furnished in this application and to contact any references I have including employers. In doing so I release People Inc. and employer on reference from any liability in release of this information. I affirm that I have read this completed application, and have not withheld any information or response to any questions, and that the information I have furnished is true and correct. I understand that discovery of any misrepresentation or omission of facts can be grounds for rejection of application or for immediate dismissal, regardless of when such misrepresentation or omission is discovered. This application form is intended for use in evaluating your qualifications for an internship or volunteer position. This is not an employment contract. Completion of this application is in no way a guarantee of an interview or an offer of a position. False or misleading statements during the interview or on this form are grounds for terminating the application process, or if discovered after, terminating the internship or volunteer position.

Signature: _____ Date: _____

