

TAY TIPS

TRANSITIONING TODAY'S YOUTH INTO ADULTHOOD



County of Orange Health Care Agency Behavioral Health Services, Funded by Proposition 63 / MHSAs Funds



Preparing TAY for Jobs and Careers

The current unemployment rate in California is higher than it has been in over 15 years (US Dept. of Labor). With an increased number of candidates vying for open positions, youth who have limited education or work experience are at risk for being overlooked. Providing them with appropriate resources and assistance is one way to help increase their chances of gaining and maintaining employment.

This issue of *TAY Tips* will focus on resources that are available to assist TAY in making themselves more marketable in today's tough job market. Identifying and linking TAY clients to appropriate resources can be instrumental in providing a foundation for successful employment.

IN THIS ISSUE

DOR
Department of Rehabilitation P. 2

ROP
Regional Occupational Program

OCCC Orange
County Conservation Corps P. 3

WIB Workforce
Investment Board | Youth Services

Taller San Jose
P. 4

Job Corps Temp. Agencies
P. 5

Interviewing Tips
Volunteering P. 6
Other Resources

Department of Rehabilitation

www.dor.ca.gov

DOR Offices:

Orange/San Gabriel

(714) 991-0800 (voice)
 (714) 991-0842 (tty)
 222 S. Harbor Blvd.
 Suite 300
 Anaheim, CA 92805

Fountain Valley Branch

(714) 593-5678 (voice)
 (714) 963-5910 (tty)
 10540 Talbert Ave.
 Suite 250 West Bldg.
 Fountain Valley, CA 92708

Laguna Hills Branch

(949) 598-7942 (voice)
 (949) 598-7965 (tty)
 24012 Calle De La Plata
 Suite 220
 Laguna Hills, CA 92653

Santa Ana Branch

(714) 662-6030
 1221 E. Dyer Rd.
 Suite 265
 Santa Ana, CA 92705

What is Department of Rehab?

It is a state agency that assists people with disabilities to enter the work-force or return to work. Applications can be done online, through the mail, or in person. To qualify, you must be disabled, and require services to prepare for, enter, engage in, or retain employment, or to live more independently.

Services may include:

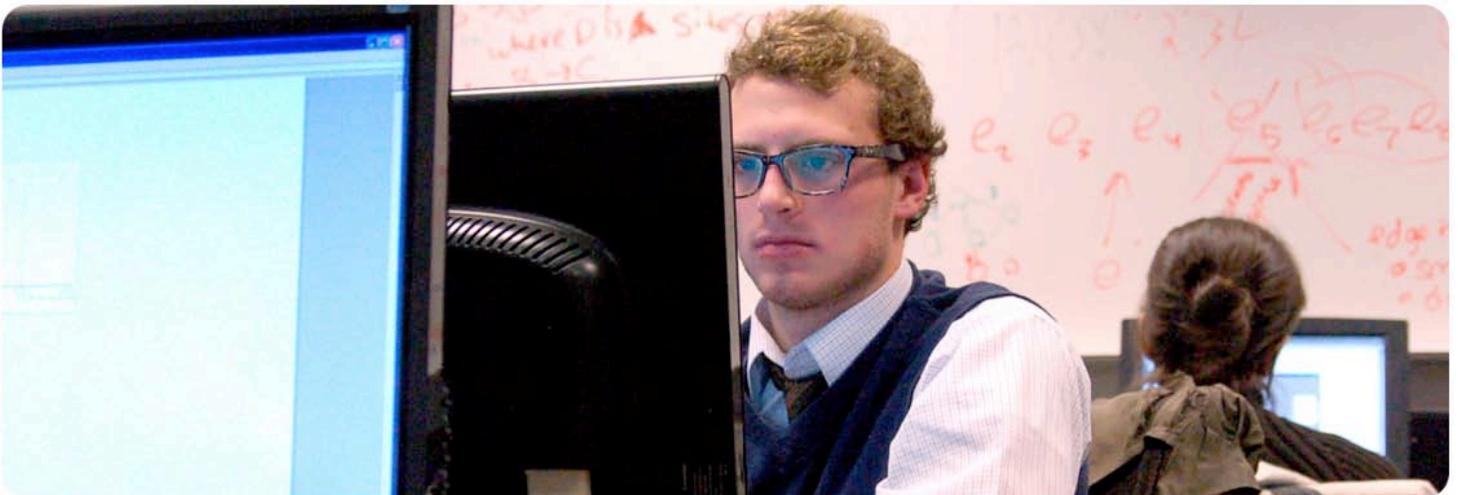
- Counseling and evaluation
- Assistive devices / adaptive equipment
- College tuition, fees, and books
- Transportation assistance
- Resume development
- Interview techniques
- Job placement
- Post employment services
- Reader, interpreter, note-taker
- Independent living skills

How to Prepare for Assessment Process

For the assessment, the client will need to bring documents verifying their disability, benefit records (i.e. SSA), and a list of names and contact numbers for doctors, professionals, or organizations that have knowledge of the client's disability.

The client is encouraged to read about and understand the rehabilitation process, and ask questions if they don't understand something at any point in the process.

Most importantly, the client needs to keep their appointments and arrive on time.



ROP

Regional Occupational Program

<http://rop.ocde.us>

What is ROP?

Provides career preparation classes and services to prepare young adults (16 and older) for successful careers. Tuition is free (although some classes have a material fee). Typical areas of careers are arts and communication, business marketing, health sciences, public service, and science and technology.

Course catalogs are available online. Consult course catalog for course availability and locations.

Central County
(714) 966-3528

Capistrano-Laguna
(949) 496-3118

Coastline
(714) 979-1955

North Orange County
(714) 502-5800



Orange County Conservation Corps (OCCC)

www.occcorgs.org | 888-641-2677 | 853 North Raymond Ave., Anaheim, CA 92801

Construction, landscaping, and recycling training programs available with on-the-job training. Must be between 18 and 25 years of age, available for 40 hours per week during work and school hours, out of school, resident of Orange County, and legally eligible to work.

Educational opportunities:

- Earn high school diploma
- Life skills courses
- Computer training
- Scholarships available
- Career guidance
- Support services

Employment opportunities:

- Paid work experience
- Forklift and driver training
- Chainsaw certification
- Recycling
- Park maintenance
- Landscaping
- Construction

Workforce Investment Act Youth Services www.ocwib.org

Orange County Workforce Investment Board (WIB)

Providing educational and career development of low-income youth 16-21, with a focus on long term educational and career development.

Services Include:

- Career exploration and preparation
- Paid and unpaid work experience
- Occupational skills training
- Academic skills improvement
- Alternative secondary education services
- Summer employment
- Leadership skills development
- Supportive services (transportation, child care, school supplies)
- Guidance counseling
- Follow-up services

Locations:

Orange County Youth Café

5405 Garden Grove Blvd.
Suite 100
Westminster, CA 92683
(714) 241-4900

Irvine Unified School

District-Career Link
5050 Barranca Parkway
Irvine, CA 92714
(949) 936-5040

Orange County Youth Center

1811 W. La Habra Blvd.
La Habra, CA 90631
(562) 905-7076

The BRIDGE

1407 N. Batavia St. Suite 120
Orange, CA 92867
(714) 532-6660

The BRIDGE

31736 Rancho Viejo Rd., Suite A
San Juan Capistrano, CA 92675
(949) 661-0452

La Familia Services / Fuerzas Unidas

31736 Rancho Viejo Rd., Suite A
San Juan Capistrano, CA 92675
(949) 489-9045

City of Anaheim, Workforce Development

50 South Anaheim Blvd.
Suite 200
Anaheim, CA 92905
(714) 765-4350

Santa Ana WORK Center

1000 E. Santa Ana Blvd. Suite 200
Santa Ana, CA 92701
(714) 565-2600

Taller San Jose www.tallersanjose.org

801 North Broadway
Santa Ana, CA 92701
(714) 543-5105

810 N. Poinsettia
Santa Ana, CA 92701
(714) 569-0940

Taller San Jose is an agency that provides intensive job training. Participants receive focused training in one of three areas: residential construction, medical careers, and computer technology. Graduates are work-ready and receive support that improves their ability to maintain employment. Participants may also earn their high school diploma. Must be between 18 and 28, with right to work documentation and be very motivated and dedicated to working. Pre-employment and drug screening must be passed.

Job Corps

<http://jobcorps.dol.gov>
(800) 733-5627

Job Corps is a federally funded job training and educational program for economically disadvantaged youth aged 16-24. Students receive housing, meals, basic medical care, and biweekly living allowances. It is a self-paced program, so stays can vary for up to two years.

Eligibility Requirements:

- Between 16 and 24 years of age
- US citizen, or legally authorized immigrant
- Limited financial resources
- In need of further training, education, or support service to work
- Signed consent (if applicant is minor)
- Free of behavioral problems
- Free of court or institutional supervision, or imposed fines
- Drug-free
- Have childcare plan (if have dependent child)
- Show commitment and capability to participate

Long Beach Job Corps Center
<http://longbeach.jobcorps.gov>
1903 Santa Fe Ave.
Long Beach, CA 90810
1-800-733-JOBS



Temporary Employment Agencies

Abigail Abbott Staffing Services
Clerical and administrative
www.abigailabbott.com

Coneybeare Employment Agency
Technical, administrative, clerical
www.coneybeare.com

Select Personnel Service
Broad range of jobs
www.selectstaffing.com

Apple One Employment Agency
Broad range of jobs
www.appleone.com

Helpmates Staffing Services
Administrative, Accounting, IT
www.helpmates.com

Tustin Personnel Services
Clerical, customer service
www.tustinpersonnel.com

Benchmark Staffing
Manufacturing and distribution
www.benchmarkstaffing.com

Link Staffing
Light industrial, Craft/Trade
www.linkstaffing.com

Volunteering:

NAMI

(National Alliance on Mental Illness)

www.namioc.org

A variety of opportunities sensitive to individuals with mental health needs.

Volunteer Center

Orange County

www.volunteercenter.org

Online resource with listings of different volunteer opportunities for all ages.

Volunteer Match

www.volunteermatch.com

Online resource with listings of different volunteer opportunities for all ages.

Orange County

www.egov.ocgov.com

(search volunteer)

Online resource with listings of different volunteer opportunities for all ages.

Other Resources:

Working Wardrobes

Clothing assistance for business attire.

12914 Haster St.

Garden Grove, CA 92840

(714) 971-0166

Interviewing Tips for TAY

Dressing for an Interview

First impressions are important – make sure it's positive! Select an outfit that is appropriate for the position. Dress on the conservative side, slightly nicer than the other employees. Practice good grooming and check yourself twice to make sure you look appropriate for a job interview.

Introductions

- Use a handshake with a firm grip, not limp or overly strong.
- Introduce yourself using your first and last name
- Make eye contact
- Use a salutation such as, "It is nice to meet you"
- Keep it positive - if you are asked, "How are you?" answer with a response such as, "I'm doing well," or "I'm good, thank you"
- Avoid saying, "I'm ok", or "so, so"

During the Interview

Dos

- Know about the company
- Know and understand the job qualifications and responsibilities
- Review your application beforehand
- Make sure you are answering the questions that were asked
- Talking about your EXPERIENCE and tie it in with the job expectations
- Education is also important – especially if you have little experience
- Stay focused on your positive qualities and strengths
- Have a couple of questions prepared
- Ask for a business card or contact information so you can follow-up
- Thank the interviewer for their time and consideration
- If you stumble, it's ok – interviews are stressful. Just take a moment

Don'ts

- Don't be late
- Don't bad-mouth a former employer or anyone else
- Don't answer a question with "I don't know" If you honestly don't know, say something like, "I'm not sure at this time, but can find out" or "I can learn"
- Don't go unprepared
- Don't ask questions such as: "What does this company do?" "Can I take time off for vacation?" "Can I change my schedule?" "Did I get the job?"

After the Interview

Following the interview it is acceptable (but not necessary) to send a thank-you note. If you choose to do this, keep it short and simple.

If you haven't heard back within a week, or when they told you to expect to hear back, it is acceptable to call for a follow-up. Say something like, "My name is _____. I attended an interview with (name) on (date). I haven't heard back, so I wanted to follow-up."

For additional information about TAY resources or for referrals contact:

Jason Austin, M.F.T. (714) 796-0121 JaAustin@OCHCA.com OR Vera Grindell, M.A. (714) 896-7556 VGrindell@OCHCA.com