

## It's Time to Get a Job?



### Volunteer and Paid Work Will Help Your Future Career

1. **Work is a great way to learn basic skills:**
  - Getting along with others
  - Job skills
  - New responsibilities
  - Value of money
  - Time management skills
  - Self-confidence
2. **Volunteer work is a good way to get experience** when you are not sure what you want to do or how much time you will have to do it.
3. Having a job when you are young will help you to find and keep a job when you are older.
4. If you would rather not work during the school year, consider working only during the summer.
5. Wouldn't it be nice to **have work benefits and make more money** than what comes from Social Security every month? Did you know, with SSI work incentives, you can go to work and not lose your medical/Medicaid card or your SSI?
6. **Ways to gain work experience:**
  - Volunteer for community work or school projects.
  - Work around the house or for neighbors or friends.
  - Spend time watching (job shadowing) someone already doing the type of job you want to do.
  - Participate in "Take Our Son/Daughter to Work " programs in the spring.
  - Work a part-time job for experience and establish a good work record.
  - Work a job within the community during the school year as part of the school-work program.
7. **On the other side of the page is a list of activities to think about doing.**

## Employment Activities: Learning Job Skills



- Demonstrates the meaning of “yes” or “no”.
- Listens to instructions.
- Gets and puts items away when asked.
- Sweeps, mops, vacuums or dusts.
- Folds paper.
- Uses scissors, stapler, paperclips.
- Looks for an opportunity to job shadow (watch somebody do their job to learn more about that type of work).
- Arrives at work on time.
- Repeats tasks after modeling.
- Follows instructions requiring an action and an object.
- Uses basic tools in the workplace.
- Uses the telephone.
- Makes copies.
- Prints, writes or dictates messages.
- Delivers a simple message.
- Uses assistive technology in the workplace.
- Allows a personal attendant to assist in the workplace.
- Lets supervisor know if you will be late.
- Lets supervisor know when absent due to illness or appointment.
- Obeys time limits for breaks and lunch.

**We're here to help.** To learn more about UIC-Specialized Care for Children's programs and services, check out our website at:

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