

Personal Guide to the Real World!

by LaJazzmine Burdette

EMPLOYMENT

Important skills for any job:

- **Attendance**—you must arrive on time everyday.
- **Respect**—you must respect your boss and follow through with what is asked of you even if you don't want to. You also must respect your co-workers even if you don't like them.
- **Be Proactive**—ask for help if you need it and offer solutions whenever you encounter problems.
- **Be Positive** —Even on a bad day or when someone annoys you, it is important to be professional and positive at work. You should not discuss personal issues or gossip at work (even if it is about work). Even if you're in a bad mood, you should practice staying positive while at work.
- **Be Professional**—Dress
- **Follow Through**—always complete the jobs you are given. If you say you are going to do something, do it.

FINDING A JOB

Job Search Engines: These are websites where employers post job openings. Many times you will have to email them to get more information or to submit your resume.

- [Sandiego.craigslist.org](http://sandiego.craigslist.org)
- [Npworks.org](http://npworks.org)
- <http://jobs.signonsandiego.com/>

Temporary Employment Agencies: These are companies that are hired specifically to find employees for other companies. You will go to the temp agency building to do an interview and some skill tests (usually on the computer). Then, they will try to find a job placement for you. This is usually temporary (a few days to a few months) but *can* develop into a permanent position so it is important to do you best and be professional. Here are some of them:

- [Www.manpower.com](http://www.manpower.com)
- [Www.Eastridgegroup.com](http://www.Eastridgegroup.com)
- [Www.websandiego.org](http://www.websandiego.org)
- [Www.aerotek.com](http://www.aerotek.com)
- [Www.tlcstaffing.com](http://www.tlcstaffing.com)

Other Places to Look

- **Go to the website of a company where you are interested in working and find their job postings** (usually under "Employment" or "Careers" this is sometimes not so obvious when you're on the website. Search at the very bottom of the page and the sidelines as well).
- **Look in newspapers** like the Union Tribune and the Reader.

OTHER USEFUL RESOURCES

SAN DIEGO WELFARE EMERGENCY SERVICES & REFER- RAL FOR SERVICE	1-619-338-2555
LEGAL AID SOCIETY	1-619-262-5557
COUNTY MENTAL HEALTH	1-619-692-8200
SUICIDE PREVENTION NATIONAL HOTLINE	1-800-273-8255
ADULT ABUSE HOTLINE	1-619-476-6266
SAN DIEGO PUBLIC LIBRARY FREE INTERNET USE AND JOB	1-619-236-5800

ARROYO PASEO CHARTER HIGH SCHOOL

You can also contact your old teachers for help at Arroyo Paseo if you are ever in trouble and don't know what to do.

4001 El Cajon Blvd.
San Diego, CA 92105

619-677-3017

COMMUNITY RESOURCES

At some point you may need some help with various things in life. There is a national service called 211 where you can call to ask for information about where you can get help with almost anything.

Pick up the phone and dial 2-1-1 for help with food, housing, employment, health care, counseling, drug or alcohol problems (even if you're calling for a friend or family member), and more—almost anything you need.

When you call, all you have to do is tell the person who answers the phone what you need. You should have a pen and paper ready because they will probably give you information for an agency you will need to contact where you can find the assistance you need.

SOCIAL SECURITY OFFICE

1333 Front Street
San Diego, CA 92101
1-800-772-1213

You can go to the social security office to obtain a social security card or contact them to ask for assistance if you need help and aren't sure where to go.

CALIFORNIA ID CARDS and DRIVERS LICENSE OFFICE

3960 Normal Street
San Diego, 92103
(800)777-0133

To get an ID or Drivers license, make sure you call ahead of time to make and appointment. You may need to bring a photo ID, a birth certificate, a social security card, a piece of your mail with your address on it and anything else you can use to identify yourself and where you live.

HELP FINDING A JOB AND LEARNING JOB SKILLS

The Department of Rehabilitation (DOR)

These service are for people who have physical disabilities or who have been on an IEP during school.

This agency provides that assist people who have physical or learning disabilities become employed and have equality in the communities in which they live and work. If you had an IEP in high school, you can get free help from the DOR. They provide consultation, counseling and vocational rehabilitation (job support). These service are FREE of charge!

Call to set up an appointment for orientation. Orientations are on Tuesdays at 10:00am. You must call first. It is best to sign up *before* you graduate, but you can still get help after graduation.

Contact Information:

Ph: (619) 767-2100

7575 Metropolitan Drive, Suite 107
San Diego, CA 92108

<http://www.rehab.cahwnet.gov/whatdoes.htm>

HOUSING

After you graduate, there are many options for where you choose to live and how much that will cost. Some options include:

- Live at home with your family (low to no cost)
- Live alone in a house or apartment (can be very expensive)
- Find a roommate (somewhat expensive)
- Enroll in an affordable housing program through the San Diego Housing Commission where you will most likely live alone (affordable).
- Find a community resource program like the YMCA or YWCA that offer housing assistance—you'll probably share a room in a large house or building (low to no cost)
- If you plan to attend college, you may be able to live in the school housing (low cost).

Finding an Apartment and/or a Roommate

One of the easiest places to look for an apartment—including places where you will live with roommates is www.sandiego.craigslist.org. (If you leave San Diego, simply go to www.craigslist.org and click on the city nearest you which will be listed on the left side of the page).

Under housing, you can choose to look for an apartment (which does not have roommates) or , to find a place that has roommates, click on the link "rooms/shared."

You can browse through a list of places that are available and read more about each by clicking on the links.

Important things to consider:

- 1) **Can you afford the total cost of living?** On top of the monthly rent, you may need to pay for electricity, water, trash, cable, internet, and phone service each month. When you look at an apartment, you should ask what the average cost of these things will be—then add up to total monthly bills to make sure you can afford it.
- 2) If you're looking for a roommate, you should think about the following things to make sure it will be a good situation for you:
 - **Does this person seem "normal" and safe to be around—can you trust them with your personal safety and belongings?**
 - What type of things does this person do in their free time? **Are they into doing things that you would not be comfortable with** such as excessive drinking, smoking, drugs, having people over late at night, allowing strangers into the house, etc...
 - **Does this person have a reliable source of income?** If you are sharing rent with someone and they don't pay, it will be your responsibility to cover their costs, You need to make sure that you move in with someone who you can trust to pay their part of the bills on time.
 - **Do you have the same lifestyle and expectations for the home?**

Affordable Housing

The San Diego Housing Commission Rental Assistance Program

The city of San Diego has programs that can help pay for an apartment if you qualify as low income. There are a variety of programs and places where you can live. For information or to request orientation schedules for any of the programs, contact Frances Flores at (619) 578-7451 or francesf@sdhc.org.

You should explain to Frances that you need more information about your options.

Take Wing Transitional Apartment Program

The Take Wing Transitional Living Program is a voluntary, 18-month program for homeless youth, young adults, and young families. Through this program, you will receive your own apartment. Take Wing provides an environment that is safe, community-oriented, and cooperative.

The Take Wing program provides youth with housing, training in independent living skills, the support of weekly case management, and opportunities to achieve set goals. Take Wing is designed to foster independence and maturity and empower youth to make the transition to successful independent living. The semi-furnished apartments are located in Point Loma (near the Sports Arena)

- Rent: All you pay thirty percent of their monthly income in rent
- Deposit: All youth pay a \$300.00 move-in deposit (money is returned when the youth leaves Take Wing, as long as there is no damage to the unit and all bills are paid)
- Youth are responsible for SDG&E, phone, food, etc.
- Residential Advisor lives in the apartment complex and is on call during weeknights/weekends.

YMCA Transitional Living Apartment Program

The YMCA Youth and Family Services offers a few programs that can help you find an affordable apartment and gain Independent Living Skills. Most of the programs include shared rooms within an apartment community and case management services to help you with your needs

You can read more at the following website:
<http://www.yfs.ymca.org/residential-services.html>

For more information, youth, parents, and professionals can call 619-640-9774.