

MISSOURI RESOURCE GUIDE FOR WORKERS WITH DISABILITIES

Information for Missourians with
disabilities that want to work



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P R E F A C E

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INTRODUCTION

This resource guide is intended to provide a source of information for people with disabilities in Missouri who are seeking employment or needing additional supports while they are employed. This guide gives workers with disabilities helpful information on how to obtain and retain a job. Tips will be given on how to find a job, develop a resume, fill in an application, have an effective interview, and keep your job. Both the American Disabilities Act and potential loss of benefits for working will be addressed.

WHAT JOB SEEKERS NEED TO KNOW

Assess what you have to offer: In order to find the job that works for you, first look within yourself and determine what you have to offer. Identify your strengths and interests in order to make a realistic goal for obtaining the job you want. Write down your educational background, skills you have learned, jobs you have had, and your involvement in community activities or organizations. This list will help you to make decisions about what kinds of jobs you want to look for. Find out what is important to you.

Think about what type of person you are. For example, are you a “people person” and relate well to others, or do you like to work alone or are you a numbers or data person? What has worked for you in the past in jobs you have held? Could you bring other things to the table or do you possess any specialized skills? Ask yourself “What am I good at doing?”

Sometimes it is helpful to get a group of your friends and family together to help you in your job search. Think about what they say are your strengths? Talk this over with friends and family. Think about the type of job that you would prefer. After exploring this, you can then start to think about what job would be good for

you. You may want to look into careers that you would like to do by talking to some people who are in those jobs or searching on the internet for information about these jobs. Some people go to career counselors to help them in their job search. Vocational Rehabilitation offices may be one source of career counseling and scholarships for people with disabilities.

Some questions you might want to consider when trying to think about your job search might include the following:

- What are your skills that would be useful in a job?
- What are things that you do not do well or and do not enjoy doing?
- What strengths would you bring to a job situation? What do you have that is unique (such as a steady employee, special skills)?
- Do you need a job coach to help you in maintaining employment?
- Do you like to work in groups or alone?
- Do you need additional training or education for the job you would like?
- How does your previous employment history help you get the job you would like?

Some recommendations for your job search: Listed below are some tips recommended by the United States Department of Labor, Office of Disability Employment, to assist you to get a job.

Know thyself – Have a strong sense of who you are. Know your strengths. Learn how to market or sell yourself and your skills to a future employer.

Be computer literate – Increasing your computer skills increases your chances of getting a job. Many jobs are advertised on the internet. Recently, job applications must be completed on the internet.

Be your best – Locating a job is full time work. Give full attention to finding a job.

Be organized – Have a written personal plan that you can follow in identifying jobs and obtaining them. Know what you must do each day to move closer to your goal. Stay focused.

Have positive attitudes – A positive attitude is a necessary asset. Your eagerness to adapt and to be a team player is essential. Show that you are flexible. A sense of humor and positive attitude are pluses.

Career Employment: Where possible, look for a job with career potential.

Remember – Push yourself to go the extra mile in your job search and you will find the opportunity you are seeking.

LOOKING FOR A JOB

Missouri employers throughout the state are seeking to identify and locate qualified workers. The U.S. Department of Labor Bureau of Labor Statistics has projected that by 2012 employment will increase by 21.3 million jobs, an increase of 600,000 more jobs than in the previous decade. The service sector (for example, working in restaurants, hotels, transportation, and retail stores), is expected to have the most jobs available, followed by professional and business services, and then health and information technology industries.

To find a job requires a lot of personal time, commitment, and persistence. It takes hard work to find a job, but if you keep at it and follow the suggestions in this guide, you can be successful! Below is a list of some tips to help find a job:

Where do you look for a job? There are many people and agencies that can help you find a job. Here are some that you may choose to look at:

Family and Friends:

Family and friends often have connections with employment places where you may find a job. Church members may also help you find a job. Some of these people may know about a job where they work or where their friends work. Prior employers or teachers may write letters of recommendation to include with your resume.

Career Fairs:

Many cities hold career fairs. These are places where employers come together to look for people who might want to work for their company. You should be prepared to ask them about their available jobs. It is often good to have copies of your resume to give these employers.

Public Agencies:

There are some public agencies where you may seek information and help in finding a job. Some of these include Vocational Rehabilitation, One-Stop Shops and Workforce Development offices. The state through its Department of Mental Health funds employment specialists that could help you find and keep a job. Some community mental health centers have employment specialists and job coaches that can help you find and maintain employment.

Schools:

If you are in high school and about to graduate, you should contact your transition coordinator. They may have internships or know about jobs for which you could apply.

Independent Living Centers: Independent Living Centers have resources about employment.

Department of Veterans Affairs:

If you are a veteran, you should contact your local office of the Department of Veterans Affairs. They have job programs for individuals who are service connected.

Public and Private Employment Agencies:

Check with employment agencies to see if they have a job in your field.

Temporary Employment Agencies or Volunteering:

Some employers hire people who work for them temporarily. You would have a temporary job working for the company. Another source would be volunteer work. Sometimes, if you volunteer for a company or work on a temporary basis, the employer will like your work and hire you for a paid position.

Newspapers and Internet Sites:

Jobs are often advertised in the newspaper or on internet sites. Each newspaper has a “classified” section where they list jobs. Some internet sites include the following:

CareerPath:	http://www.careerpath.com
America’s Job Bank	http://www.ajb.org
Monster Board	http://www.monster.com/
GreatHires.org	http://www.greathires.org
Manpower	http://us.manpower.com
Career Magazine	http://www.careermag.com
Project EARN	http://www.earnworks.com

Many employers are using the internet as their source for employment. You may wish to get on an employer website and see what jobs are available.

Advertisements at Companies:

Sometimes you can find “For Hire” signs in a store. You can walk into the store and fill out an application.

Public Libraries:

Some public libraries have employment information. Public libraries have internet access where you can find employment opportunities. If you do not know how to use the internet, ask the librarian for assistance.

Walk in Businesses and Ask about Employment:

People often just walk into businesses and ask if there are any jobs available. In large organizations, you would ask these questions at the Human Resources office. Sometimes you will be asked to complete an application, even if there are no jobs available at the current time. The business may contact you later, if a job becomes available.

Inquiry Letters to Companies:

You may want to send a letter to different companies where you think there may be jobs that you would like. This letter should describe your strengths and why you think you would be good for the job. You may wish to attach a short resume to the letter.

PREPARING YOUR RESUME

Except for the employment interview, your resume is the most important job-hunting tool you will have. It may open doors for you. It shows your skills, previous work experiences and education to an employer. A well-written, good-looking resume always makes a positive impression and may make the difference between getting and not getting an interview. A resume represents you and what you have to offer as an employee.

Keep it positive! A resume should:

- Be no more than one or two pages.
- Be related to your career or job objective.
- Highlights your positive qualities, skills and accomplishments
- Tell the employer what you can do for the company

- Be neat and easy to read, without spelling errors, slang or abbreviations. Use spell-check on the computer to make sure you have no spelling or grammar errors.

A template for how to develop a successful resume follows:

1. *Contact Information:* Center contact information: Your name, address, telephone number (home and/or cell) and internet address, if you have one.
2. *Summary:* Give a summary about why you feel that you are the right person for the job. Customize this for each job you are applying for. Bullet about three to four things you think are important.
3. *Previous Employment:* List your previous employment, with the most recent first. Give the job title of your employment and two or three things that you did. You should list the address and telephone number of where you worked, the dates that you worked there and possibly the name of your supervisor.
4. *Educational Background:* List your educational background, with the most advanced degree first.
5. *Community Service:* If you have worked at volunteer jobs or done community service, list the organization, briefly state what you did and give the years that you did these activities.

See the sample resume on the next page.

SAMPLE RESUME

Sally Doe
125 Main Street
Jefferson City, Missouri 65101

Summary of Qualifications:

- Energetic worker and a team player.
- Have experience in working in restaurants and retail stores.
- Can work in many different positions. I am a flexible and dedicated worker.

Employment

June 2002-present TGI Friday, 2220 Main, Jefferson City, MO
Held positions such as cook, waiter, dishwasher, and manager.

June 2000-2002 Quik Trip, 801 South, Jefferson City, MO
Stocked groceries and cigarettes, worked at the cash register, and cleaned store and grounds.

Education

Jefferson City High School, High School Diploma, June 2000

Community Services

Jefferson City Parks and Recreation: Helped maintain trails at a park.

ADAPT: Treasurer of a self-advocacy organization.

Writing samples and references available upon request

Preparing a cover letter A cover letter lets you explain why you believe an employer would be interested in your qualifications and is typically sent with your resume. It gives you the opportunity of explaining your strengths and how you can help the company meet its needs. When preparing a cover letter, remember:

- The cover letter should be addressed to a specific person whenever possible. Use “To Whom it May Concern” if you don’t know who to address it to.
- Briefly summarize your qualifications. Tell why you are capable of meeting the needs of this job
- If you are answering an ad, be sure to mention the position advertised and where you found it advertised. For example, “I am writing to express my interest in filling your position of *day manager* as advertised on *Monster.com*.”
- Include any information which may have been asked for in the ad, but which is not covered in your resume.

Type an individual cover letter whenever possible. Don’t just use the same cover letter for every job you apply for.

Contact employers by telephone: If the advertisement lists a telephone number to contact, you should call the number listed in the advertisement. Introduce yourself and state the reason you are calling. For example:

“Hello, my name is _____. I am calling about the position of [name of job opening] you posted in _____.” Ask to speak with the contact person listed in the job posting.

Listen carefully to what the contact person says. Be positive and business-like. Use good grammar and be brief. Make notes about what the person said.

Contact employers by e-mail: Recently, companies have placed their applications on their website. They also request that you complete these on the computer. Have someone read the e-mail application before you send it, if you can.

INTERVIEWING

The interview is usually the first face-to-face contact with a potential employer. It is a major step in getting a job.

Interviewing formats can vary based upon the company. Some types of interviews are listed below:

One-on-one: One person interviews you and then makes a hiring decision;

Panel: More than one person takes turns asking you interview questions;

Telephone or video conference: You are interviewed over the phone or by a video conference;

Job fairs: You talk directly with a recruiter at their job fair booth;

Preparing for the Interview:

There are some things that you can do to prepare for the interview. First, you should look up information about the prospective employer on the internet. Familiarize yourself with what the company does and, if applicable, what they sell. You should assure that your clothes are ready the night before. Nothing is worse than discovering you don't have a clean shirt the morning of the interview. Prepare questions that you want to ask the person who is interviewing you (such as what type of work you would be doing, what are the benefits you would receive). Don't forget to take your resume and reference letters with you to the interview.

Before the interview:

You could ask someone to do a "mock interview" with you. They can ask you questions that could be asked in a real interview. This will help you prepare for the real interview. If you need accessibility measures, interpreters, or alternate forms of communication, inform the potential employer before your interview. If you went to college, there is often an office for persons with disabilities who might be willing to help you.

During the interview:

Try to relax during the interview. It is normal for you to feel stress. You want to be enthusiastic about wanting this job, keep eye contact with the person interviewing you. Arrive, ten minutes prior to the interview. Sit straight in your chair. Try to avoid slang and use good grammar. Be consistent in your answers. Don't change anything that you have already told the employer.

What does the interviewer expect from you?

- The interviewer expects you to arrive on time or about ten minutes early for the interview.
- The interviewer expects you to make a good appearance.
- The interviewer expects you to remain composed throughout the interview.
- The interviewer expects you to express your own ideas in an organized and clear way.
- The interviewer expects you to know about the company.
- The interviewer expects you to ask questions about the job and the company.

What should you expect from the interview?

- Expect to be questioned your interests, your strengths and what you think are your weaknesses.
- Expect the interviewer's questions to ask you about your more recent work experience.
- Expect to be asked questions about your education. Expect to be asked why you are interested in the type of job you are applying for, and why you are interested in working for this particular company.
- Expect that if you have gaps in your employment, the interviewer may asked about these. Consider what your response will be.

After the interview:

Make notes about what you think went well and where you could improve for the next interview. Send a thank you note within a week after the interview. If you do not hear anything after a couple of weeks, you may call the company to ask about the status of your application.

DISCLOSURE

Do you want to tell your potential employer about your disability? This is something that you should decide before the interview. If you need accommodations for the interview, you should talk to the person who contacts you about your needs. There is no requirement that you must disclose your disability. For example, if you have an unseen disability (such as learning disability) and you can do the job, there is no reason for you to disclose the disability.

Some people want to disclose their disability during the interview. You have to decide at what point you want to disclose your disability. For example, should you disclose at the beginning or the end of the interview? Be prepared to answer questions about your disability, if you decide to disclose. You will want to assure the employer that you are able to do the job.

A website that talks about disclosing a psychiatric disability is: www.bu.edu/cpr/jobschool/disclosing.htm.

IMPACT OF WORKING ON BENEFITS

Working may affect the benefits you receive (such as Social Security Disability Insurance or Medicaid). The state of Missouri funds benefit specialists who can help you determine what effect working will have on your benefits.

In the northern part of Missouri: Contact:

Protection and Advocacy; Telephone: 573-893-3333

800-392-8667

TDD 800-735-2968

Website: moadvocacy.org

In the southern part of Missouri: Contact

Paraquad Telephone 314-569-1324

Website: paraquad.org

SOME PROGRAMS TO LOOK INTO:

Ticket to Work:

Ticket to Work is for people who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. Ticket to Work offers greater choices in getting the services people with disabilities need to go to work or to earn more money. The goal of the program is to help Social Security Disability beneficiaries earn enough money so they will not need Social Security cash benefits. This program is strictly voluntary.

How it Works:

- You get a ticket in the mail from Social Security that allows you to choose from a list of service providers to assist you in going to work.
- Service providers under the Ticket to Work are called Employment Networks (ENs).
- You get to choose an Employment Network to help you. Before choosing one, you can discuss the services you would like to receive with all available ENs.
- Once you have identified the EN, you and the EN representative will develop an employment plan. The plan will include your job goal and the steps to achieve that goal. If you are satisfied with the plan, you may assign the Ticket to the EN you have chosen.
- After you have assigned your Ticket to an EN, you will be protected from having a Continuing Disability

Review (CDR) by the Social Security Administration (SSA) to assess your health status. As long as you are making timely progress on your plan, SSA will not review your medical status in regard to your eligibility for benefits. SSA may, however, review your earnings status at any time.(from Identifying Job Opportunities for People with Disabilities)

School Funding:

Some people may wish to go back to post-secondary school for more training. There are some programs that can help obtain funding for school. These are:

Pell Grants: This is money that does not have to be paid back. The amount of funding depends on the amount of money in the program for that year.

<http://www.ed.gov/programs/fpg/index.html>

Student Loans: There are subsidized and unsubsidized loans where a student can borrow money for school. Interest from the former accrues from the date of the loan while the subsidized loan begins to accrue interest upon graduation.

<http://www.salliemae.com/>

School-based Aid: These are often called work study. The school provides jobs that the student may fill.

http://www.studentaid.ed.gov/students/publications/student_guide/2003_2004/english/types-fed-workstudy.htm

Ask the local student affairs office about these programs. You can also search the internet or the local public library for scholarships for specific careers specific to disabilities.

KEEPING YOUR JOB

After you begin the job, you should focus on keeping the job. As with all employees, your employer will be watching and evaluating your ability to do the job. It will be your job to show your supervisor that they hired the right person for the job. The skills and attitudes that helped you get the job are the same qualities that will help you keep the job: know yourself, continue to maintain or improve your skills, be your best, be organized, and have a positive attitude.

If you need special accommodations, you should inform your supervisor. A special accommodation is one that may require an adaptation of equipment, modified work hours, or changes in the way your work is done. You may choose to inform them orally or in writing.

There are several ways to learn what you should do on the job. Most jobs have training before you begin. You will learn about your job and the company during this training. Everyone gets help from others at work. You should look for someone who knows your job and ask questions, if you are unsure what you are to do.

It is common that supervisors evaluate your work. Listen to what they say are your strengths and weaknesses. You will want to build on your strengths. You can ask your supervisor how you could improve your job performance.

Some people with disabilities have a support person who helps them on the job or at other times. This person can help you to learn the job and also to keep your job. You may find these individuals at Vocational Rehabilitation, the Division of Mental Retardation/Developmental Disabilities Regional Center the Comprehensive Psychiatric Services mental health centers and other agencies.

STARTING A SMALL BUSINESS

Some people with disabilities prefer to start a small business on their own rather than working for a company. It should be noted that starting and operating a business can be rewarding, but not always easy. The first step in starting a business is the development of a business plan. A business plan tells you what product and/or service you are going to market, how much it will cost to start and run your business, and where you are going to market your products and/or services. If you are planning to start your own business, it is a good practice to meet with employers, employees, and managers of businesses similar to those you would like to start.

Resources for starting a small business include:

- Small Business Administration (SBA) offers free or low cost resources, including on-line courses, to help individuals finance and manage their small business (<http://www.sba.gov> or your local Missouri SBA Offices Kansas City, St. Louis, and Springfield).
- Missouri Business Resource Center through the University of Missouri Extension's business development programs conducts numerous online training resources for individuals desiring to start a business in Missouri. <http://www.missouribusiness.net>.
- Missouri Small Business Development Centers provides business counseling, training and other resources that assist existing and start-up businesses. The website for Missouri Business Resource Center is <http://www.missouribusiness.net>.
- The Small Business and Self-Employment Service is a federal agency that provides information for persons with disability on starting a small business. <http://janweb.icdi.wvu.edu/sbses/> or 1-800-526-7234 (voice) or 1-877-781-9403 (TTY).

WHAT IS THE AMERICANS WITH DISABILITIES ACT?

The Americans with Disabilities Act (ADA) prohibits discrimination and ensures equal opportunity for people with disabilities in all aspects of employment, state and local government public accommodations, commercial facilities and transportation. For those who are employed or seeking employment, the following is mandated for companies with 15 or more employees if they do not cause “undue hardship” on the operation of the business.

An individual has a “disability” if he or she meets any one of the following tests:

- has a physical or mental impairment that substantially limits one or more of his/her major life activities
 - has a record of such an impairment; or
 - is regarded as having such an impairment
-
- Provisions of the Americans with Disabilities Act require:
 - Medical examinations must be required of all entering employees who hold the same job. Medical examinations must be job-related.
 - Facilities used by employees must be accessible.
 - There must be telecommunication Device for the Deaf (TDD) phone relay system.
 - The job must be restructured, work schedules modified, or the person should be reassigned to a vacant position.
 - If required, equipment may be purchased or modified to fit the needs of the employee with a disability.

An employer does not have to give preference to a qualified applicant with a disability over other applicants. The employer is free to select the most qualified applicant available and to make decisions based on reasons unrelated to a disability. An applicant or employee must also satisfy the employer’s job requirements for educational background, employment experience, skills, and any other standards that are job-related.

AMERICAN WITH DISABILITIES ACT RESOURCES

For resources on the American with Disabilities Act:

Americans with Disabilities Act & Accessible Information Technology Center

<http://www.adaproject.org>

1-800-949-4232

For information on job accommodation:

Job Accommodation Network (JAN)

<http://ianweb.icdi.wvu.edu> or

1-800-526-7234 (voice/TTY)

For enforcement of Titles I and V of ADA:

U.S. Equal Employment Opportunity Commission (EEO)

www.eeoc.gov

1-800-669-4000 (voice), 1-800-669-6820 (TTY)

For public accommodations and state and local government:

Department of Justice:

Office on the Americans with Disabilities Act

Civil Rights Division

1-202-514-0301 (VOICE) OR 1-202-514-0381 TDD)

For federal government agency focused on accommodation:

United States Access Board

1111 18th Street, NW, Suite 501

Washington, D. C. 20036

1-800-872-2253 (voice) or 1-800-993-2822 (TTY)

Resource guide for information on ADA:

The Missouri Bar – Business Law Resource Guide

<http://www.mobar.org/> or 1-573-635-4128.

RESOURCES

STATE OF MISSOURI RESOURCES

Governor's Council on Disability: This office promotes full participation of the nearly 1 million Missourians with disabilities in all aspects of community life by educating audiences on their rights and responsibilities under the Americans with Disabilities Act. 1-573-751-2600 or <http://www.gcd.ia.mo.gov>. For a resource directory, see <http://www.gcd.ia.mo.gov/directory/dictionary1.shtml>.

Missouri Assistive Technology: The Missouri Assistive Technology program mission is to increase access to technology for Missourians with all types of disabilities of all ages. www.at.mo.gov.

Missouri Association of County Developmental Disabilities Councils: MACDDS is dedicated to the promotion of county initiatives in developmental disability services. For a county board near you see <http://www.macdds.org>.

Missouri Department of Mental Health, Comprehensive Psychiatric Services: This division provides programs and services for individuals living with mental illness. <http://www.dmh.missouri.gov/cps/cpsindex.htm>. or 1-573-751-8017.

Missouri Department of Mental Health, Division of Mental Retardation & Developmental Disabilities: The Division of Mental Retardation and Developmental Disabilities improves the lives of persons with developmental disabilities through programs and services to enable these persons to live independently and productively.

<http://www.dmh.mo.gov/mrdd/mrddindex.htm>. or 1-573-751-4054.

Missouri Development Disabilities Resource Center:

Linking people to disability information, support networks, and professional development opportunities, this center is an information and referral service provided by the University of Missouri – Kansas City Institute for Human Development (UMKC-IHD). <http://www.moddrc.com> or 1-816-235-1770.

Missouri Division of Vocational Rehabilitation: This state agency provides career counseling services to persons with disabilities and job find-activities. It assists persons with disabilities by providing individualized support and services and businesses with the referral of persons with disabilities. Offices are located in most counties, to locate the branch office closest to you, www.vr.dese.mo.gov or 1-573-751-3251.

Missouri Economic Research and Information Center:

This center offers businesses and employees' current information on economic indicators, industry studies, occupation studies, and regional information and community issues www.missourieconomy.org, or email mericnews@ded.mo.gov 1-573-751-3595.

Missouri Planning Council for Developmental Disabilities: This federally funded council is mandated to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities. <http://www.mpcdd.com> 1-800-500-7878 or 1-573-751-8611.

Independent Living Centers: Independent Living Centers (ILCs) provide non-residential, consumer-controlled, community-based services and advocate for persons with disabilities. For an ILC near you contact <http://mosilc.org/> or 1-573-751-3251.

People First: People First is a self-advocacy and self help organization formed by and run by persons with developmental disabilities. The members of People First provide educational training relative to persons with a developmental disability.

<http://www.missouripeoplefirst.org>.

National Association for the Mentally Ill (NAMI)

NAMI is a grassroots organization that assists persons living with mental illness, providing resources, education and support groups run by consumers and family members. To find a NAMI near you <http://www.nami.org> or 573-634-7727.

FEDERAL RESOURCES

DisabilityInfo.gov: A one-stop source of government information relevant to people with disabilities, their families, employers and service providers. Employers can specifically learn about sources for job candidates with disabilities, tax credits to offset the cost of accommodations, assistive technologies and more.

<http://www.disabilityinfo.gov/digov-public/public/DisplayPage.do?parentFolderId=500>

Federal Employment of People with Disabilities: Find out how the U.S. government accommodates people with disabilities.

<http://www.opm.gov/disability/index.asp>

Small Business Association: This federal agency helps people who want to start their own business.

<http://www.sba.gov>.

Social Security Administration, Ticket to Work: This program is designed to help disability beneficiaries to use a “ticket” to gain employment, receive job training and/or support.

<http://www.ssa.gov/work/Resources/Toolkit/legisregfact.html>.

The Access Board: The Access Board is an independent federal agency devoted to accessibility for people with disabilities. It provides information; training and technical assistance on guidelines and standards, and enforcing accessibility standards for federally funded facilities. www.access-board.gov.

The Disability Rights Office (DRO): The Disability Rights Office addresses disability-related

telecommunications matters, including telecommunications relay service (TRS), access to telecommunications equipment and services by persons with disabilities, access to emergency information, and closed captioning.

<http://www.fcc.gov/cgb/dro/>

U.S. Census Bureau: The U.S. Census Bureau provides data on jobs, business statistics and economics. <http://www.census.gov>

U.S. Department of Labor, Workforce Recruitment Program: The Workforce Recruitment Program provides summer work experience, and in some cases full-time employment, for students with disabilities. The program develops partnerships with other federal agencies and businesses. Each year, recruiters develop a database of approximately 1,500 qualified students that employers can use to recruit interns. www.dol.gov/odep/programs/program.htm

VetSuccess: The goal of this program is to assist veterans who have service-connected disabilities to become suitably employed and to maintain employment. Assessment of the veteran's interests, aptitudes, and abilities are provided. Employers are encouraged to list job vacancies with the agency.

<http://www.vetsuccess.gov/about>

General Resources and National Organizations

Ability Jobs and Resumes: This organization helps workers with disabilities through posting of job opportunities. <http://www.jobaccess.org/>

American Association of People with Disabilities (AAPD): AAPD, the largest national nonprofit cross-disability member organization in the United States, is dedicated to ensuring economic self-sufficiency and

political empowerment for Americans with disabilities.
www.aapd.com

Americans with Disabilities Act & Accessible Information Technology Center: The ADA & IT Technical Assistance Center (DBTACs) is a comprehensive resource for information on the Americans with Disabilities Act and accessible information technology. or <http://www.adaproject.org/> 1-800-949-4232 (V/TTY)

Employer Assistance Referral Network (EARN): EARN is a nationwide, cost-free referral and technical assistance service for employers. EARN connects employers who have job vacancies to employment service providers who have direct access to job-ready individuals with disabilities. www.earnworks.com

Job Accommodation Network (JAN): JAN is a free consulting service that provides information about job accommodations, ADA and the employability of people with disabilities. <http://janweb.icdi.wvu.edu> or 1-800-526-7234 (voice/TTY).

National Collaborative on Work and Disability: The National Collaborative on Work and Disability (Youth) NCWD/Youth is a source for information about employment and youth with disabilities.
<http://www.ncwd-youth.info/index.html>

Registry of Interpreters for the Deaf (RID): The Registry of Interpreters for the Deaf, Inc., (RID) is a national membership organization of professionals who provide sign language interpreting/transliterating services for Deaf and Hard of Hearing persons.
<http://www.rid.org/>, call 1-301-608-0050 (voice) or 1-703- 838-0459 (TTY)

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Employment – Student Guide for Resources and Planning – Paul V. Sherlock Center on Disabilities, Rhode Island College,
<http://www.ric.edu/uap/publications/ERPlan.pdf>

Hagner, D., Butterworth, J. & Keith, G. (1995).
Strategies and barriers in facilitating natural supports for employment of adults with severe disabilities.
Journal of the Association for Persons with Severe Handicaps. 20, 110 – 120

Identifying Job Opportunities for People with Disabilities-Work Ability www.workabilityutah.org

Job Seeking Skills-for People with Disabilities-A Guide to Success, California State University-Northridge
<http://prcorder.csun.edu/media/Student%20Handbook/ABOUT%20JOB%20EXPECTATIONS.pdf>

Missouri Jobs, Careers, Schools, Job Search Resources-Careers.Org
<http://www.careers.org/reg/crusa-mo-jobs-and-careers-in-missouri.html>

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