

# EMPLOYMENT INFORMATION SHEET



A major barrier in the transition process for young adults with disabilities is securing and maintaining employment. Most young adults with disabilities want to become employed, but lack skills involved in acquiring the career of their choice. Becoming aware of the types of employment and the rules that govern the workplace may assist young adults in their pursuit of employment.

To assist the young adult in planning for employment, an employment information sheet has been created. Beginning at age 14, the young adult can use this information sheet to gain knowledge of employment issues.

The content for this resource was adapted from the National Information Center for Children and Youth with Disabilities (NICHYC), *Transition Summary*, September, 1991, Number 7 and Iowa Compass, *Employment Services Fact Sheet Packet*.

## Ways to Gain Work Experience:

- Volunteer for community work or school projects
- Work around home or for neighbors or friends
- Ask to watch others at work (job shadowing) or observe family during the “Take Your Son/Daughter to Work” programs in the Spring
- Work part-time jobs for experience and to gain a good work record
- Work jobs during the school year within the community under supervision from a teacher

## Types of Employment:

### Competitive Employment:

- Full-time or Part-time
- Above minimum wages
- Person with a disability has no more outside assistance beyond reasonable accommodations than a co-worker without a disability

### Supported Employment:

- Full-time or Part-time
- Above minimum wages in an integrated setting for a person with a disability
- Person with a disability receives outside assistance and support, such as a job coach

### Sheltered Employment:

- Structured work place with help to learn and practice work skills
- All workers have disabilities
- 3 Types of Programs:
  - **Sheltered Workshop** - person does subcontracted work, such as sewing, sorting, packaging and is paid on a piece-rate basis
  - **Work Activity Center** - person receives training in pre-employment, social and vocational skills
  - **Adult Day Facility** - person receives training in daily living skills, social skills, recreational skills and prevocational skills

## Employment and ADA:

- Employers must have non-discriminatory application procedures
- Employers must have equal opportunity in selection and hiring of qualified applicants
- Employers must make “reasonable accommodations” for applicants and workers with disabilities, unless to do so would cause an undue hardship

### Reasonable Accommodations:

- Making the workplace physically accessible
- Purchasing assistive technology or modifying existing equipment
- Restructuring the job, modifying work schedules
- Making training materials and policies available in accessible format
- Providing qualified readers or interpreters

## State Vocational Rehabilitation Services:

### Division of Rehabilitation Services (DRS):

This office is a statewide agency that provides employment training and evaluation services to individuals with disabilities. Some of the services provided are:

- Career planning and counseling
- Evaluation and assessment of abilities and skills
- Evaluation and matching of a person’s interests to various types of jobs
- Funding for assistive technology when it is employment related
- Funding for higher education when it leads to employment
- Job placement
- Job training (job coaches)

\*\*Only the DRS counselor can determine if a person is eligible for services. A person must be able to be competitively employed and meet eligibility criteria. To contact the DRS counselor in your area, call your DSCC care coordinator or your local high school guidance counselor. If you are receiving DRS assistance and feel you are not being served appropriately, call the Client Assistance Program at 1-800-843-6154 (Voice) or 1-800-447-6404 (TTY).

## Additional Resources:

- IL Network of Centers for Independent Living (CIL) at 1-800-587-1227
- Department of Employment Services at 1-888-367-4382
- One-Stop Employment Centers at 1-888-367-4382
- SSA (SSI/SSDI) for Adults at 1-800-772-1213 or 1-800-427-0766 (TTY)

## Resources for Persons Receiving SSI/SSDI:

- Ticket to Work Program at 1-866-968-7842 or 1-800-795-9973
- Plan for Self-Sufficiency Program (PASS) at 1-877-332-1457
- Benefit Counselors (contact local specialist by calling your DSCC care coordinator or 1-800-807-6962)