

Employer Resources on Recruiting, Retaining, and Advancing Individuals with Disabilities

Be Prepared- Educate all staff on disability as a workplace diversity value.

Hold brown bag lunches: invite speakers on specific disabilities and other disability topics; learn sign language.

Diversifying Your Workforce: A Four-Step Reference Guide to Recruiting, Hiring, & Retaining Employees with Disabilities

www.pueblo.gsa.gov/rc/odep.htm

Provide Accessible Facilities and Services-Buildings, parking areas, work spaces and communication systems*.

Make sure your company's website is accessible both in format and content. Ask your Webmaster to ensure web accessibility.

www.section508.gov

www.w3c.org

Accommodate Applicants and Workers with Disabilities

Contact the Job Accommodation Network (JAN) for free assistance.

JAN is a free consulting service designed to increase the employability of people with disabilities by: (1) providing individualized worksite accommodations solutions; (2) providing technical assistance regarding the ADA and other disability related legislation; and (3) educating callers about self-employment options.

800-526-7234; 877-781-9403 (TTY).

www.jan.wvu.edu

Aim to be An Employer of Choice for Candidates with Disabilities

Job candidates with disabilities gravitate to organizations that are disability friendly and have a record of hiring and advancing workers with disabilities. For example, the Department of Defense has been targeting and hiring interns and applicants with disabilities for many years.

Federal and Federally Funded Resources

U.S. Department of Labor's Office of Disability Employment Policy (ODEP)

ODEP provides national leadership to increase employment opportunities for adults and youth with disabilities while striving to eliminate barriers to employment. With the ultimate goal of increasing the number of people with disabilities who work, either as employees or entrepreneurs, ODEP provides policy analysis, technical assistance, development of innovative practices and strategies, and education and outreach to employers, employees, and the disability community. Related to these efforts, ODEP also conducts a variety of employment-related programs and initiatives.

866-633-7365; 877-889-5627 (TTY)

www.dol.gov/odep

Disability.gov

An award-winning federal website that contains disability-related resources on programs, services, laws and regulations to help people with disabilities lead full, independent lives. Visitors can find critical information on a variety of topics, including benefits, civil rights, community life, education, emergency preparedness, employment, housing, health, technology and transportation.

www.disability.gov; www.disability.gov/employment

Campaign for Disability Employment

www.whatcanyoudocampaign.org/

This new ODEP initiative sets a new standard for collaboration. The Campaign for Disability Employment is a collaborative effort to promote employment outcomes for people with disabilities by encouraging employers and others to recognize the value and talent they bring to the workplace.

See the "I Can" PSA at: www.youtube.com/watch?v=BG_W7wAe1kw

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www.jan.wvu.edu

Job Accommodations for People with Mental Health Impairments

<http://www.jan.wvu.edu/media/employmentmifact.doc>

EARNWorks (The Employer Assistance and Resource Network)

EARNWorks provides employers with free consulting services and resources to support the recruitment and hiring of people with disabilities.

www.earnworks.com/

866-327-6669 (EARN-NOW) (Voice & TTY)

Business Case for Hiring People with Disabilities

www.earnworks.com/BusinessCase/index.asp

Business Sense

www.dol.gov/odep/bsense/bsense.htm

National Collaborative on Workforce and Disability/Youth (NCWD/Y)

NCWD/Y assists state and local workforce development systems to better serve all youth, including youth with disabilities and other disconnected youth. The NCWD/Youth, created in 2001, is composed of partners with expertise in education, youth development, disability, employment, workforce development and family issues. NCWD/Y offers a range of technical assistance services to state and local workforce investment boards, youth councils, and other workforce development system youth programs.

www.ncwd-youth.info/

Accommodations' Fact Sheets:

www.dol.gov/odep/pubs/publicat.htm#accommodations

Youth, Disclosure, and the Workplace: Why, When, What, and How

Advising Youth with Disabilities on Disclosure: Tips for Service Providers

Entering the World of Work: What Youth with Mental Health Needs Should Know about Accommodations

Guideposts for Employer Success

This publication is organized with the explicit purpose of helping workforce development policy makers and program providers reduce identified barriers. Two categories are provided within the framework. (1) what system designers (state and local) need to do, and (2) what individual programs which include a wide array of education and training institutions such as community rehabilitation centers, secondary and post secondary institutions, apprenticeship programs, and One-Stop Centers need to do.

www.ncwd-youth.info/guideposts/employers

Helping Youth with Mental Health Needs Avoid Transition Cliffs: Lessons from Pioneering Transition Programs

This Info Brief discusses challenges faced by youth and young adults with mental health needs during their transition to adulthood and describes strategies used by youth service professionals to avoid age-related transition cliffs and prevent service interruptions during this critical stage of development. This InfoBrief is based on a rich body of research about transition-age youth with mental health needs published in four separate reports in the last two years, including two produced by the National Collaborative on Workforce and Disability for Youth.

www.ncwd-youth.info/information-brief-24

America's Heroes at Work

An ODEP and U.S. Department of Labor Veterans' Employment and Training Service (VETS Service and other federal agencies engaged in Traumatic Brain Injury (TBI) and Post-Traumatic Stress Disorder (PTSD) programs. The project equips employers and the workforce development system with the tools they need to help returning service members affected by TBI and PTSD succeed in the workplace – particularly service members returning from Afghanistan and Iraq

www.americasheroesatwork.gov/

Workforce Recruitment Program (WRP)

Coordinated by ODEP and the U.S. Department of Defense, the WRP is a recruitment and referral program that connects federal and private-sector employers with highly motivated postsecondary students with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Annually, trained recruiters from WRP's federal agency partners conduct personal interviews with more than 1,900 students with disabilities at college and university campuses across the nation, and develop a database listing the qualifications of each student. This searchable database is available to federal Human Resource Specialists, Equal Opportunity Employment Specialists, and other hiring officials in federal agencies.

www.wrp.gov

Tax Incentives for Employers

Tax credits and deductions are available to use when small businesses hire people with disabilities and provide accessible work environments and/or remove architectural and transportation barriers.

www.dol.gov/odep/pubs/fact/tifpba.htm

Work Opportunity Tax Credit (WOTC)

Employers can utilize an additional tax incentive when hiring employees with disabilities as well as disabled veterans with the WOTC. When an employer fills a vacant position with a qualified, new WOTC-certified employee, the employer can claim a federal income tax credit for a portion of the new employee's salary when the employer files its income tax return.

www.doleta.gov/business/incentives/opptax/Directory_of_State_05_31.pdf

(To find a directory of State WOTC Coordinators)

U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP)

OFCCP is responsible for ensuring that contractors doing business with the federal government do not discriminate and take affirmative action.

www.dol.gov/ofccp/index.htm

Social Security Administration (SSA)

SSA offers an employment program for individuals with disabilities: Ticket to Work Employment Networks enable you to search employment services for people with disabilities by zip code or city.

www.yourtickettowork.com/endir

Equal Employment Opportunity Commission (EEOC)

EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (Including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered. The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

EEOC Publications & Poster: 800-669-3362; 800-800-3302 (TTY)

www.eeoc.gov

National Center on Trauma-Informed Care (NCTIC)

The Center on Mental Health Service's NCTIC is a technical assistance center dedicated to building awareness of trauma-informed care and promoting the implementation of trauma-informed practices in programs and services. NCTIC has also facilitated a Facebook Group called Trauma-Informed to promote dialog around trauma-informed care and to foster the sharing of knowledge and resources through this social marketing network

<http://mentalhealth.samhsa.gov/nctic/>

State Vocational Rehabilitation (VR) Agencies

State workforce agencies have relationships with Vocational Rehabilitation Agencies. To find a local VR agency, use the Council of State Administrators of Vocational Rehabilitation (CSAVR) website. CSAVR is composed of the chief administrators of the public rehabilitation agencies serving individuals with physical and mental disabilities in the States, the District of Columbia, and the territories. Its mission is to maintain and enhance a strong, effective, and efficient national program of public vocational rehabilitation services which empowers individuals with disabilities to achieve employment, economic self-sufficiency, independence, and inclusion and integration into communities.

www.rehabnetwork.org

www.rehabnetwork.org/directors_contact.htm (To find your State VR Director)

Centers for Independent Living (also referred to as Independent Living Centers)

The term “center for independent living (CIL)” means a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency that is designed and operated within a local community by individuals with disabilities and provides an array of independent living services. CIL staff and board of directors must be 51 percent persons with disabilities. CILs provide four core services:

Information & referral, Independent living skills training, Individual and systems advocacy, and Peer counseling

www.bcm.edu/ilru/html/publications/directory/index.html (To find your local CILs)

Recruiting Post Secondary Students with Disabilities

College recruiters from your partnership networks should target students with disabilities by contacting Career Services and Disability Student Services Offices in advance of campus visits.

Recruiting Disabled Veterans

Department of Veterans Affairs, Vocational Rehabilitation and Employment.

(202) 461-9630 or brian.radford2@va.gov.

Paid ads can be posted at www.vetjobs.com to gain access to a veteran resume bank (Note: Disabled veterans on this site often indicate they have service connected disabilities and that they are members of various disability organizations, e.g., the Paralyzed Veterans of America/PVA).

Other Resources

At Your Service: Welcoming Customers with Disabilities to Your One-Stop Center

This FREE online self-paced web course is designed primarily for frontline staff and others interested in learning about ways to create an accessible and welcoming environment for customers with disabilities. Participants will increase their understanding of the needs and experiences of people with disabilities, learn how to adjust general customer service standards to meet the needs of customers with disabilities, and develop basic etiquette for interacting with customers who have disabilities. This course has been approved by the University College at Syracuse University for 0.5 CEUs which equates to 5 contact hours

and approved by the Commission on Rehabilitation Counselor Certification (CRCC) for 5 CRCC clock hours.

www.wiawebcourse.org

U.S. Business Leadership Network (USBLN)

USBLN is the national business organization currently representing 60 BLN affiliates in 36 states including the District of Columbia and more than 5,000 employers using a "business-to-business" strategy to promote the business imperative of including people with disabilities in the workforce, marketplace, and supplier chain. Members of this group are eager to share best practices and resources with all employers.

www.usbln.org

National Youth Employment Coalition

The National Youth Employment Coalition envisions a nation in which every young person is assured the full range of educational, developmental, vocational, economic and social opportunities, supports, and services s/he may need to become a productive and self-sufficient worker, taxpayer, parent, and citizen.

202-659-1064

www.nyec.org

CAREERS & the DisABLED Magazine

Established in 1986, this publication is the nation's first and only career-guidance and recruitment magazine for people with disabilities who are at undergraduate, graduate, or professional levels. Each issue features a special Braille section. *CAREERS & the disABLED* has won many awards, including several media "Award of Excellence" acknowledgments from the President's Committee on Employment of People with Disabilities.

Cornell University

School of Industrial and Labor Relations (ILR), Employment and Disability Institute

Cornell's ILR office provides a wealth of articles about the employment process and accommodating people with disabilities.

607-255-7727; 607-255-2891 (TTY)

www.hrtips.org

Abilicorp

Abilicorp offers access to job seekers with disabilities who have IT and Call Center skills.

www.Abilicorp.com

Specific disability service organizations (e.g., **Lighthouse for the Blind**, **Epilepsy Foundation**, **National Technical Institute for the Deaf**, **Easters Seals**, etc.) will post job descriptions.