



Employment Related Skills: *A Resource Guide*

Abilities Work

(<https://abilitieswork.employflorida.com/vosnet/Default.aspx>) - The Employ Florida website is division of the Employ Florida Website. It is a powerful online tool designed to assist job seekers and students of all ages in their search for the right job. It can also help employers identify the best job candidates. The site serves as the hub for the state's workforce services as it focuses on job openings and job candidates. It is also a valuable resource for policy makers, researchers, and others seeking to explore and analyze local labor markets in Florida. They also have a help desk: The "Abilities Work" Help Desk is here to assist employers and job seekers with disabilities in navigating the disability support system as seamlessly as possible and to link employers to a qualified workforce. For assistance, please call the Abilities Work Help Desk toll-free at (844) 245-3405 or email AbilitiesWorkHD@vr.fl DOE.org.

Department of Labor - Office of Disability Policy (ODEP) -

Soft Skills to Pay the Bills

(<http://www.dol.gov/odep/topics/youth/softskills/>) - "Skills to Pay the Bills is a curriculum developed by Office of Disability Employment Policy (ODEP) focused on teaching "soft" or workforce readiness skills to youth, including youth with disabilities. Created for youth development professionals as an introduction to workplace interpersonal and professional skills, the curriculum is targeted for

youth ages 14 to 21 in both in-school and out-of-school environments. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. It is available in Spanish and has corresponding videos available.

Employment First Florida

(<http://www.employmentfirstfl.org/>) - The purpose of this website is to provide information about what the state of Florida is doing to make it easier for people with disabilities to work.

Employment Enhancement Project (EEP)

(<http://apdcares.org/customers/supported-employment/>) - APD has received special appropriation for the past 4 years to provide supported employment services to individuals on the APD Waiting List to find and maintain competitive employment and participate in meaningful internships that have a high likelihood of resulting in competitive employment.

Employ Florida

(<https://www.employflorida.com/vosnet/Default.aspx>) - Complete set of employment tools for job seekers in Florida. Search jobs, create résumés, find education and training.

Exploring New Territories

(http://www.tlcm-tss.com/assets/exploring_new_territories.pdf) - A downloadable resource guide filled with tips, strategies, and resources.

Keiser University Multidisciplinary Center (KUMDC)

(<http://kumc.keiseruniversity.edu>) - KUMDC is a FLDOE/BEES funded discretionary project. The mission of KUMDC is to provide transition assessments, mentoring for at risk students, self-determination seminars for students, training for teachers and district personnel, and much more. All services are provided free of charge.

Project 10: Transition Education Network

The mission of Project 10 is to assist Florida school districts and relevant stakeholders in building capacity to provide secondary transition services to students with disabilities in order to improve their academic success and post-school outcomes.

(<http://project10.info/Employment.php#NS62>) - "Employment" home page.

(<http://project10.info/DPage.php?ID=213#NS106>) - *Introduction to Job Development for Students with Disabilities* (online module).

Vocational Rehabilitation

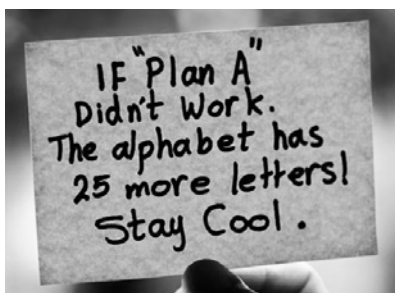
(<http://www.rehabworks.org/>) - Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities get or keep a job.

(http://rehabworks.org/stw_star.shtml) - Vocational Rehabilitation's "Pre-Employment Transition Services" (Pre-ETS) formerly referred to as the STAR program. Pre-ETS is available via the traditional VR route or through the STAR Portal.

Workforce Innovation and Opportunity Act (WIOA)

(<https://www.doleta.gov/WIOA/Overview.cfm>) - This website provides background and information regarding the Workforce Innovation and Opportunity Act.

(<https://youth.workforcegps.org/resources/2017/08/29/08/48/FactSheet>) - Youth Fact Sheet.



Accommodations

Office of Disability Employment Policy (ODEP)

(<https://www.dol.gov/odep/topics/Accommodations.htm>) - Office of Disability Employment Policy (ODEP) Accommodations Webpage.

ADA National Network

(<http://adata.org/>) - The ADA National Network provides information, guidance and training on how to implement the Americans with Disabilities Act (ADA) in order to support the mission of the ADA to "assure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities."

Computer/Electronic Accommodations Program (CAP)

(<http://cap.mil/>) - CAP provides assistive technology and accommodations to support individuals with disabilities and wounded, ill and injured service members throughout the Federal Government in accessing information and communication technology.

Job Accommodations Network (JAN)

(<http://askjan.org/>) - Ask JAN is a web site for employees and employers to educate themselves on workplace accommodations.

U.S. Equal Employment Opportunities Commission (EEOC)

(<https://www.eeoc.gov/laws/types/disability.cfm>) - The U.S. Equal Employment Opportunity Commission (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, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Accommodations cont'd

U.S. Department of Justice, Civil Rights Division
(<https://www.justice.gov/crt/disability-rights-section>)- The Disability Rights Section works to achieve equal opportunity for people with disabilities in the United States by implementing the Americans with Disabilities Act (ADA).

D.C. Office of Disability Rights

(<https://odr.dc.gov/book/manual-accommodating-employees-disabilities/types-reasonable-accommodation>) - The mission of the DC Office of Disability Rights (ODR) is to ensure that the programs, services, benefits, activities and facilities operated or funded by the District of Columbia are fully accessible to, and useable by people with disabilities. ODR is committed to inclusion, community-based services, and self-determination for people with disabilities. ODR is responsible for overseeing the implementation of the City's obligations under the Americans with Disabilities Act (ADA), as well as other disability rights laws.



Basic Skills

Communication

(<http://www.dol.gov/odep/topics/youth/softskills/>)
- Skills to Pay the Bills, Soft Skill #1: Communication.

Reading/Writing

(http://www.tlc-mtss.com/assets/exploring_new_territories.pdf) - Exploring New Territories, Reading (p. 24), Writing (p.30).

Math

(http://www.tlc-mtss.com/assets/exploring_new_territories.pdf) - Exploring New Territories, Math (p. 33).



Benefits Planning

Social Security - Disability Benefits

(<https://www.ssa.gov/benefits/disability/>)

Social Security - Work Incentives Planning and Assistance (WIPA)

(<https://www.ssa.gov/work/WIPA.html>)

Social Security - What's New in 2018 Redbook

(<https://www.ssa.gov/redbook/newfor2018.htm>)

Social Security - 2017 Redbook

(<https://www.ssa.gov/redbook/eng/main.htm>)

Social Security - Student Earned Income

(<https://www.ssa.gov/ssi/spotlights/spot-student-earned-income.htm>)

Social Security - Impairment Related Work Expenses (IRWE).

(<http://www.socialsecurity.gov/ssi/spotlights/spot-work-expenses.htm>)

Social Security - Florida SSA Work Incentive Coordinators

(<http://www.socialsecurity.gov/atlanta/southeast/a-wic/index.htm>)

Choose Work

(<http://www.choosework.net/resource/jsp/searchByState.jsp>) - Search for help, by state, to achieve your work goals.



Higher Order Thinking

Problem Solving

(<http://ngsd.org/news/self-determined-learning-model-instruction>) - Website gives background information on the instructional model.

(<https://beach.ku.edu/sites/default/files/SDLMI-Teachers-Guide-4-2017.pdf>) - Download the Self Determined Learning Model Teacher Guide.

(<http://www.dol.gov/odep/topics/youth/softskills/>) - Skills to Pay the Bills, Soft Skill #5: Problem-Solving and Critical Thinking.

Computer/Technology

(http://www.tlcm-tss.com/assets/exploring_new_territories.pdf) - Exploring New Territories, downloadable guide.



Interpersonal Skills

Personal Appearance

(<http://project10.info/SUFM.PHP>) - The Standing Up For Me curriculum was developed in Florida and designed to advance the self-determination and self-advocacy skills of youth in Exceptional Student Education (ESE). The 2012 version of this curriculum covers the primary, intermediate, middle and high school grades and includes classroom materials, activities and evaluations. Contact your Regional

Transition Representative (RTR) to schedule training.

Professionalism

(<http://www.dol.gov/odep/topics/youth/softskills/>) - Skills to Pay the Bills, Soft Skill #6: Professionalism.

Social Skills

(<http://www.ncset.org/publications/viewdesc.asp?id=1749>) - National Center on Secondary Education and Transition (NCSET), Teaching Social Skills.



Personal Attributes

Motivation/Personal Interest in Work

(<http://www.dol.gov/odep/topics/youth/softskills/>) - Skills to Pay the Bills, Soft Skill #2: Enthusiasm and Attitude.

Character Building

(<http://charactercounts.org/wp-content/uploads/2014/02/Toolkit.pdf>) - Character Counts Toolkit.

Disability Disclosure

(https://www.youtube.com/watch?v=oOuczENU_dU) - Video about decision to disclose a disability or not. The South Dakotans in this video live with disabilities. Each has had to decide whether or not to disclose that disability, at school, work and in social settings. The decisions are highly personal, and while these people are willing to disclose, they respect those who choose differently. Often, significant disabilities are mostly unseen by others.

(<http://www.ncwd-youth.info/publications/the-411-on-disability-disclosure-a-workbook-for-youth-with-disabilities/>) - The 411 on Disability Disclosure: A Workbook for Youth with Disabilities.

(<https://www.dol.gov/odep/pubs/fact/advising.htm>) - Advising Youth with Disabilities on Disclosure: Tips for Service Providers (ODEP)

(<http://www.miltwright.com/articles/artofdisclosingyourdisability.pdf>) - The Art of Disclosing Your Disability (Richard Pimentel)

(https://worksupport.com/documents/disclosure_decisions1.pdf) - Disclosure Decisions to Get the Job Fact Sheet (VCU)

(<http://askjan.org/topics/discl.htm>) - Disclosure Tools (Job Accommodation Network)



Personal Management

Cooperation/Teamwork

(<http://www.dol.gov/odep/topics/youth/softskills/>) - Skills to Pay the Bills, Soft Skill #3: Teamwork.

Networking

(<http://www.dol.gov/odep/topics/youth/softskills/>) - Skills to Pay the Bills, Soft Skill #4: Networking.



Other Resources

The Changing Face of Benefits: Knowledge for Successful Employment and Asset Development

(<http://www.floridabenefits.org/>) - The Changing Face of Benefits is a free, self-paced web course to educate you on the impact of earnings on public benefits and the opportunities available within your community to increase one's income and assets.

Career Source

(<http://careersourceflorida.com/>) - Career Source Florida is the statewide workforce policy and investment board. Partners include the Department of Economic Opportunity, 24 local workforce development boards and 100 career centers throughout Florida.

Family Network on Disabilities (FND)

(<http://fndusa.org/>) - The Family Network on Disabilities (FND) was founded in 1985 by a group of parents of children with disabilities who came together for mutual support and information-sharing. FND is a grassroots organization for persons with disabilities and their families that is family-centered and family-driven.

National Collaborative on Workforce and Disability (NCWD) - Youth

(<http://www.ncwd-youth.info>) - The National Collaborative on Workforce and Disability for Youth (NCWD/Youth) assists state and local workforce development systems to better serve all youth, including youth with disabilities and other disconnected youth. (http://www.ncwd-youth.info/wp-content/uploads/2016/11/infobrief_issue28_0.pdf) - "Helping Youth Develop Soft Skills for Job Success: Tips for Parents and Families".

Department of Labor - Office of Disability Policy (ODEP)

(<http://www.dol.gov/odep/>) - U.S. Department of Labor, Office of Disability Employment Policy. (<https://www.dol.gov/odep/pdf/2011cecm.pdf>) - Customized Employment Competency Model. (https://www.dol.gov/odep/i toolkit/individualsAndFamilyMembers_youth.htm) - Integrated Employment Toolkit.

Employer Assistance and Resource Network on Disability Inclusion (EARN)

(<http://www.askearn.org/>) - The Employer Assistance and Resource Network on Disability Inclusion (EARN) is a free resource that helps employers tap the benefits of disability diversity. We educate public- and private-sector organizations on ways to build inclusive workplace cultures, and we empower them to become leaders in the employment and advancement of people with disabilities.

Florida Developmental Disabilities Council (FDDC)
(<http://www.fddc.org/publications>) - FDDC's
Employment Resources.

Florida Shines
(<https://www.floridashines.org>) - Florida
Shines provides an array of academic advising, career
readiness and distance learning resources for
students and parents. These state-funded academic
advising services assist high school students to
prepare for college and/or a career after graduation
by enabling them to evaluate their progress toward
high school graduation, college and career readiness
and scholarship eligibility.

Pacer Center
Pacer Center - The PACER Center, NCWD Info Briefs
provide a multitude of tips for parents and families
wishing to help their child develop work skills. They
also offer free webinars.

([http://www.pacer.org/help/symposium/2014/reso
urces/McDonald-Spain-Helping-Youth-Build-Work-
Skills.pdf](http://www.pacer.org/help/symposium/2014/resources/McDonald-Spain-Helping-Youth-Build-Work-Skills.pdf)) - "Helping Youth Build Work Skills for Job
Success: Tips for Parents and Families".



This resource guide is brought to you by
Keiser University Multidisciplinary Center (KUMDC)

Your keys to success



My Notes:
