

# I Want to Work!

# I Know I Can!



This booklet is a guide to information, services, resources and websites that will help youth and their allies explore the option of work. It is hoped that youth come to the conclusion "I Want to Work and I Know I Can!"



Developed by the CA Transition Alliance in collaboration with the California Employment Consortium for Youth  
Available at [www.catransitionalliance.org](http://www.catransitionalliance.org)



## Introduction

***I Want to Work! I Know I Can! 2016*** is a roadmap to help young people ages 14-24 to get a job.

It is based on the steps you need to take to set goals, research options, create a plan and act and provides information about resources, websites and services that can help you to achieve your goals. You can use each section alone or the entire booklet.

If you are thinking about working, we hope this guide will help you make decisions.

We hope you, and your parents and family members will use the guide to help you achieve your goal to work.

Throughout the book, there are references to agencies that can help you go to work. These agencies are education (high school, adult education and college programs), California Department of Rehabilitation helps people with disabilities go to work, and Regional Centers that provide support to individuals with intellectual and developmental disabilities. America's Job Center in your community helps all job seekers find jobs.

Finally we hope the guide is a useful resource for professionals from education, One Stop / America's Job Centers, the Department of Rehabilitation, and Regional Centers. We hope you will find it a helpful resource to start conversations and guide youth through the path to work in competitive, integrated, employment.

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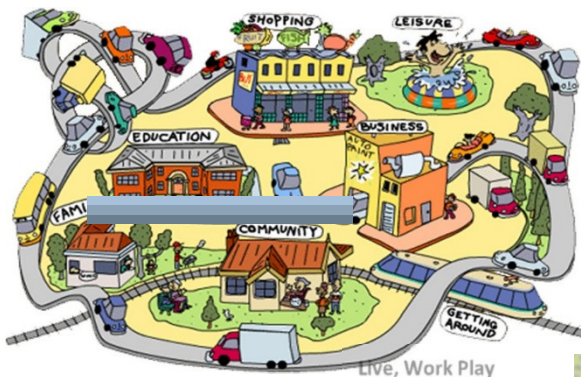
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# 1. A Roadmap to Competitive Integrated Employment

**Decide: Do YOU  
Want to Work**

**Find Your Allies  
People who will help  
you achieve your goals**

**Discover what work  
is best for YOU**



Choose a career

**School  
Department of Rehabilitation  
Regional Center  
America Job Center/One Stop**



**Explore** what  
education and  
training you need  
to prepare for  
your job

**Find out where  
YOU can find a  
job**

**What else do YOU need?**  
Housing?  
Money?  
Transportation?  
Friends and Recreation  
Health and Medical  
Services?

**Decide what help YOU  
need to find and keep a job**

## 2. Decision Time - Do You Want to Work?

People who work tell us they like to work for a lot of different reasons.

- Working makes them feel good about themselves.
- It gives them a chance to interact with friends, co-workers, bosses and customers.
- It gives them a chance to learn how to do new things.
- They are physically active because they are out in the community.
- They earn money.

Here are some ways you can explore working in your community.

- Watch people working: You can observe people in your community doing jobs.
- You can watch videos of people doing lots of different types of work [www.mynextmove.org](http://www.mynextmove.org)
- You can learn from other people who are working now: [www.whatcanyoudocampaign.org](http://www.whatcanyoudocampaign.org)
- Take a class at a business. Learn how to build something at businesses like Home Depot. Learn how to arrange flowers, decorate cakes, or design jewelry at Michaels, or Jo-Anne Fabric. Learn how to tie flies at a fly fishing shop.
- These are just a few examples. You can find class schedules at the companies' websites.
- Visit the What Can You Do Campaign: [www.whatcanyoudo.org](http://www.whatcanyoudo.org)
- Check out the I'm Determined website: [www.lamdetermined.org](http://www.lamdetermined.org)
- Talk with family, friends and people who are working in interesting jobs.
- Go to job fairs and career fairs in your community.



**Are you ready to work? Check each item that describes your preferences.**

- ┌ I want a job I love and I can do.
- ┌ I want a job that pays at least minimum wage.
- ┌ I want a job that allows me to be a part of my community.
- ┌ I want to work in a real business, earning real wages.
- ┌ I do not want to work in a place that only people with disabilities go to.
- ┌ I do not want to work in a job I hate, or can't really do.
- ┌ I know if I have a job, I might have to work 20-40 hours a week.
- ┌ I might not have time for activities with friends or family.
- ┌ I know that my pay from work might affect my benefits.
- ┌ I want to work and be a member of a team.

## **If you are still in high school or adult school, here are some things to explore at your IEP meeting**

- Advocate for yourself. Share your plan with your IEP team.
- You might want to share pictures, or a video, or a PowerPoint that shows you doing things you like to do.
- Ask your IEP team if you can take classes that prepare you for the job you want.
- Ask for opportunities to work or volunteer.
- Ask for transition services that help you explore education and training opportunities and careers.
- You can also ask for training to advocate for yourself at work and in school.
- Share information about your disability and the types of help (accommodations) that work for you in school and at work.
- If you are not sure about your career goals, you might request a career assessment.
- It is important to ask for the opportunity to explore jobs in the community.
- It is also important to ask for assistance to get a job.
- Ask if there are services to help you contact employers, set up interviews.
- You may need help to develop your online job application and resume and your transition portfolio.

Are there any other items you want to talk about at your IEP?

**If you are in college, here are some ways you can prepare to work while in college.**

- While you are in high school, you need to decide if you want to attend a community college or a four year college or university. If you decide you want to go to college, ask your IEP team for services that help you explore colleges through the internet and/or through college fairs and visits to campuses.

**After you select the college you want to attend, here are some other things you need to know:**

- You need to explore the classes you might want to take. Visit a counselor and learn about your options.
- You might need to learn about financial aid that provides money to help you attend college.
- You need to decide if you want to ask for help you need to pass classes (accommodations) through Disability Student Services.
- Find out if labs or study groups, or tutoring are offered for all students.
- Find out if the college you are interested in attending has a College to Career Program.
- Visit college websites and research colleges at these websites

[www.thinkcollege.net](http://www.thinkcollege.net)

[www.californiacolleges.net](http://www.californiacolleges.net)

[www.cccco.edu](http://www.cccco.edu)





## **I Need Some Questions Answered**

When you think about working, you might have many questions.  
Here are some ways to get answers to your questions:

- Connect with a mentor who can help you find answers to your questions.
- Ask you allies: family members, friends and caseworkers, teachers.
- Only you can decide to work. Your questions are important.
- Think about what you learned about yourself.

### **What questions do you have?**

- 1.
- 2.
- 3.
- 4.
- 5.

### **Who can help you find the answers?**

### 3. Find Your Allies - People Who Believe You Can Work

- People who are family members, friends, teachers, and co-workers are important in our lives. It is important that they believe you can work. Each of them can be allies who will help you.
- When you talk with family members, friends, and teachers, share your plans to work. They can help you find resources and information to achieve your dreams.
- It is also important to talk with people who can help. There are teachers and counselors or case managers in your school, at your Regional Center, or through Department of Rehabilitation who need to learn about your plans. They can provide support and link you to programs that will help you achieve your dreams.
- Some people might discourage you. Remember, they are concerned about you. They are afraid it will be hard for you to work. Working is a challenge. But if you believe you want to work, find people that will help you.



**My Allies are:**

- 1.
- 2.
- 3.

**These are people I want to participate with me in planning meetings**

**Expectations are important. Here are some resources for family members and others**

**The biggest challenges families face are:**

**Confidence their child can work**

Suggested resources: Office of Disability Employment Policy

Because I CAN

[www.dol.gov/odep](http://www.dol.gov/odep)

Talent Knows No Limits

<http://tknl.sdsu.edu/>

- **Confidence the system will provide adequate support and keep people safe in the community and at work.** Who do you ask? Your Teachers or your Regional Centers Case Manager, or your Department of Rehabilitation Counselor.

Work NOW

WorkNow1.com

- **Confidence that their child will not lose money or insurance if they work.**

How does pay affect other income? How does pay affect insurance?

Who to ask: Regional Center, Social Security, Financial Planners, and Department of Rehabilitation [www.db101.org](http://www.db101.org). Another website <http://www.ablenrc.org/>

## 4. Discover What Work is Best for YOU! Discover your Talents

The goal is to find out what you **like** to do, what **you are good at**, and **who will pay you**.

- **Explore what you like to do. These are just a few ideas. It is up to you to explore more.**

Do you have hobbies? How do you spend your free time?

For example, do you like to cook? You might like a career as a cook in a restaurant, or a baker who works in a cake or cupcake shop.

Do you like computers? You might want a career as a computer technician or creating art on the computer.

What do you like to do with your friends?

- **What skills do you have?**

Everyone has something they are good at- some special talent or skills.

Explore your talent by exploring websites like My Next Move.

- **Who will Pay You?**

Employers pay wages.

Some people run their own business and sell things they create.

A way to learn more about entrepreneurship is to explore the website [www.dol.gov/odep](http://www.dol.gov/odep)

- **Suggestion** When you go into the community watch the jobs people do – do you see anything of interest? Are there places you want to work? Are people doing things you would like to do? Are there places to volunteer in your community?

## More Resources to Discover Your Talent

If you decide you might like a job, ask if you can try the job and see if you like it. Or ask for an evaluation at a business called a situational assessment to explore the job.

You can take interest surveys to identify careers that you like.

Visit [www.cacareerzone.com](http://www.cacareerzone.com) or Career Surfer, which is a mobile app that is available at the app stores. More information is available at <https://www.calcareercenter.org/Home/Content?contentID=404>

There are lots of surveys on the web. These IPAD apps might help: <http://www.educatorstechnology.com/2012/08/the-top-educational-ipad-apps-every.html>

If you are not sure what talents or skills you have, there are surveys you can take on line. One example is The Multiple Intelligence inventory which helps you find your talents.



All of us have different talents.

Multiple Intelligence Inventory  
<http://bestcareermatch.com/career-chart>

Multiple Intelligences inventories  
<http://gse.gmu.edu/research/mirs/miresources/>

## California Career Zone

Allows you to assess yourself and explore your interests; matches your interests to careers or job families. It lets you know how much you would earn in the career you selected.

Then you Make Money Choices and find out how much it will cost you to live in your favorite city.

Check out [www.cacareerzone.org](http://www.cacareerzone.org)



These are just a few examples of jobs in different industries.

Interest: If you like to	You might like these jobs	In these Industry
Work with hands, tools Fix and Repair <i>Realistic</i>	Nursery worker Fire Suppression Industrial Technician Cook, Food Prep Auto/Diesel Technician	Agriculture Natural Resources Technical Restaurant Transportation
Study, Research <i>Investigative</i>	Library Assistant Lab Technical Health care technician	Education, Social Services Health Care
Be Creative Use ideas and your imagination <i>Creative</i>	Artist Performer Floral Arranger Jewelry Designer	Performing and Visual Art
Help People <i>Social</i>	Teacher Preschool teacher Nurse / Aide	Education Health Care
Lead, argue, persuade <i>Enterprising</i>	Barista Volunteer Entrepreneur	Restaurant Social Services Business
Organize, be neat <i>Conventional</i>	Data Entry Cashier Stock Clerk	Business Retail

## 5. What Education and Training Do You Need?

Different jobs or businesses require different types of training. These are a few examples.


Short Term training- One Month or Less  
Prepares you to start in a job.



Food Handler  
Permit  
Customer Service  
Keyboard  
Sprinkler Repair

There are **formal training programs** offered through school or college.

**Career Certification 3 months – 18 months**  
**Gives you a license or Certificate to qualify for a career**  
**You may participate in an internship in a business**



Auto Repair Technician  
Wildland Fire Fighter  
Construction: Carpenter  
Floral Designer  
Health Care Worker

**College Degree at colleges and universities**  
**2 (community college) – 4 years or more (university)**  
**Prepares you for professional careers.**

For more information check out these resources  
Local community colleges  
[californiacolleges.edu](http://californiacolleges.edu)



This is job information from **My Next Move**, a national website of career information.

The screenshot shows the homepage of the My Next Move website. At the top, the browser address bar displays "www.mynextmove.org". The website header features the "MY NEXT MOVE" logo, a tagline "A proud partner of the americanjobcenter® network", and navigation icons for HOME, SEARCH, INDUSTRIES, and INTERESTS. A central banner asks "What do you want to do for a living?" with three columns of options:

- "I want to be a ..."**: Search careers with key words. Includes a text input field with examples "doctor, build houses" and a "Search" button.
- "I'll know it when I see it."**: Browse careers by industry. Includes a dropdown menu showing "Administration & Support Services" and a "Browse" button.
- "I'm not really sure."**: Tell us what you like to do. Includes a "Start" button.

Below these columns, there are sections for "Still not sure? Check out careers in these groups:" (with links for Bright Outlook, Registered Apprenticeship, green, and Job Prep), "Are you a veteran looking for work?" (with a link to My Next Move for Veterans), and "¿Hable español?" (with a link to Mi Próximo Paso).

Waters & Waitresses: X  
www.mynextmove.org/profile/summary/35-3031.00

**MY NEXT MOVE**  
A partnership of the American Job Center Network

**Waters & Waitresses**  
Also called: Food Server, Server, Waiter, Waitress

**What they do:**  
Take orders and serve food and beverages to patrons at tables in dining establishment.

**On the job, you would:**

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

**KNOWLEDGE**

- Business**
  - customer service
- Manufactured or Agricultural Goods**
  - food production
- Arts and Humanities**
  - English language

**SKILLS**

- Basic Skills**
  - listening to others, not interrupting, and asking good questions
  - talking to others
- Social**
  - looking for ways to help people
  - understanding people's reactions

**ABILITIES**

- Endurance**
  - exercise for a long time without getting out of breath
- Verbal**
  - communicate by speaking
  - listen and understand what people say
- Hand and Finger Use**
  - keep your arm or hand steady
  - hold or move items with your hands
- Memory**
  - remember words, numbers, pictures, or steps

**PERSONALITY**

People interested in this work like activities that include **helping people, teaching, and talking.**

They do well at jobs that need:

- Dependability
- Cooperation
- Self Control
- Stress Tolerance
- Attention to Detail
- Concern for Others

**TECHNOLOGY**

You might use software like this on the job:

- Point of sale POS software
  - Comptel Advanced Manager's Workstation
  - ICVERIFY software

**EDUCATION**

high school diploma/GED or no high school diploma/GED usually needed

**JOB OUTLOOK**

**Bright**  
New job opportunities are very likely in the future.

**SAWAT:**  
**\$18,730**  
per year, on average

**EXPLORE MORE**

- [Combined Food Preparation & Serving Workers, Including Fast Food](#)
- [Counter Attendants, Cafeteria, Food Concession, & Coffee Shop](#)
- [Food Servers, Nonrestaurant](#)
- [Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop](#)
- [Food Clerk, Sales Floor](#)

Let's explore how to use it.

My Next Move provides lots of information and have videos that you can use to research jobs of interest.

The job information also lists information about education requirements, skills you need and how many jobs are open in your community.

Visit the website [mynextmove.org](http://mynextmove.org)

When you explore jobs you learn:

What skills you need

What education and training you will need

Who hires people to do the job.

**If you want to find out what kind of training jobs require, these websites might help.**

- Department of Labor Office of Disability Employment Policy [www.dol.gov/odep](http://www.dol.gov/odep)
- Employment Development Department Labor Market Division [www.edd.ca.gov/lmid](http://www.edd.ca.gov/lmid)
- O\*NET – Occupational information system [www.onetonline.org](http://www.onetonline.org)
- My Next Move is a website that ties opportunities to local options [www.mynextmove.org](http://www.mynextmove.org)
- Occupational Outlook Handbook [www.bls.gov/ooh](http://www.bls.gov/ooh)

**Where can I find training in my community?**

- Some cities offer community education classes through the recreation department.
- High schools offer career-technical education classes and some schools offer WorkAbility I programs.
- The community college offers lots of training for career-technical certificates.
- Adult education programs may offer short term training.
- Colleges and Universities offer degrees in various fields that lead to careers.
- Some businesses and unions offer internships and apprenticeships where you learn on the job.

## 6. Find Out Where You Can Find a Job

**There are a lot of ways you can find a job.**

- Ask friends, families about jobs where they work.
- Some jobs are listed on Craigslist or social media sites or other websites.
- Job listings are available at your local One Stop or America's Job Center in your community.
- Ask Regional Center or Department of Rehabilitation for help to find a job.
- Ask you teachers to help you participate in work experience if you are still in school.
- Visit the website of a business in your community. Click on "careers" and they list jobs they are trying to fill.
- Many businesses have lots of information about careers and what training they provide.
- Some Businesses participate in job fairs to interview people for jobs.

**The business website also provides you lots of information.**

**Jobs are listed under "careers" or "opportunities".**

As you look at the site consider:

- Does this look like a place I want to work?
- What jobs are available?
- Where is the business located? Will I have transportation to get to work?
- Do they talk about training their employees?
- Do I have to have any special training or experience to be hired?
- Some jobs are outdoors work or inside work- which do you prefer?

## You can also find information about careers and training you need at business websites.

This is from the Petco website. Petco is a business that provides services and products for pet care.

The screenshot shows the Petco careers page at [careers.petco.com/career-opportunities.asp](http://careers.petco.com/career-opportunities.asp). The page features a large banner image of a Petco store interior with several employees. A navigation bar at the top includes links: Home, What do we stand for?, Why should you join us?, Who are we looking for?, and Want to know more?. Below the banner, there are three main sections: 'Who are we looking for?' which lists various roles like Store Associates, Store Management, Dog Trainer, etc.; 'Did you know?' which highlights a Petco initiative about reusable bags; and 'Search jobs now!' which includes a search form with fields for Job Category, Job Function, Schedule, City, State, Zip Code, and Radius. A callout box on the right asks 'What jobs do you see people doing at Petco?'. Another callout box on the left asks 'When you visit a business website look for the words "careers" or "opportunities."'. A third callout box on the right asks 'If you click on Where Do You Fit, there are videos of people working and information about the training Petco offers employees.'

**When you visit a business website look for the words "careers" or "opportunities."**

**What jobs do you see people doing at Petco?**

**If you click on Where Do You Fit, there are videos of people working and information about the training Petco offers employees.**

## **Employers hire people with skills, training and experience.**

You need to decide if you want to find a job on your own or with the help of friends and family members who are your allies and support your goals.

If you need help contacting employers and setting up interviews you can ask for a Job Developer who will talk with employers and advocate for you to be considered for a job.

If you want to try to find a job on your own, here are some important things to consider:

- Find out about the business by visiting the website. Click on the words careers or opportunities that link you to jobs they need to fill.
- All jobs require that you apply for the job. Most businesses have you fill out the application online. The application is the first place to tell people You Can Work. You also need to send a resume that tells employers you have the skills, training, or experience they want.
- It is helpful if you have an Employment Portfolio that has all of the information you write on an application or a resume.
- The America's Job Centers have job listings in your community. Other places to check for job openings are Craig's List ([craigslist.com](http://craigslist.com)), CalJOBS, and business websites.

### **Are You Ready to Apply for a job?**

Do you have your essential documents?

Social Security Card

Driver's License or DMV Picture ID

Birth Certificate

Here is a list of examples of information you might want to copy for your employment portfolio. The items in the portfolio help you remember classes you have taken, or volunteering and work experiences. They can help you fill out an application for a job or write your resume. They can help you advocate for yourself. The portfolio is yours. You choose what to share.

### Employment Portfolio

- Copies of your plans for the future
- Interest Inventories and Reflection
- Career Research summary
- Learning Style inventories
- Multiple Intelligences summary
- Decision sheet with pros and cons listed
- Education Research
- Certificates, awards you have earned
- Recommendations for teachers, employers
- Medical information
- Education history (including career classes),
- Applications to DOR, DSPS at college or America Job Center
- Job Accommodation Network checklist
- Presentations that highlight your skills, interests and experience. (PowerPoint, video, multi-media)
- School history – classes, grades, IEPs
- Cheat Sheets - Job applications and resumes that you fill out with correct spelling and dates to use to help you apply for a job online
- Languages and cultural sensitivity

Do you have any other items you want to add to your portfolio?

### **Here are a few more hints about applying for a job**

- Applications at “Kiosks” (computer counters) at businesses are timed. If you try to complete an application at the kiosk, you might not have time to finish it. You can apply through the business website at home if you need more time.
- Use a tip sheet that will help you list dates, and places you work, education, names of references.
- Make sure there are no spelling errors.
- Resumes are also required by most businesses.
- Make sure your resume lists words from the job description.
- Put your contact information at the top of the page.
- Make sure email addresses are appropriate. Don't use silly names.
- The best fonts to use are Arial, Tahoma or Veranda.
- Make sure all spelling and punctuation is correct.
- Don't try to make it look fancy or use abbreviations.



## 7. What HELP Do You Need to Find a Job?

These are some services you might need to ask for if you need help you get ready to work:

- **Self-Advocacy Training** - Learn how to know yourself, identify strengths, and ask for accommodations.
- **Job Exploration/Counseling** - Activities in the community to discover the job that is best for YOU.
- **Training Workplace Readiness** – Training to develop the skills you find a job and to work.
- **Work based learning experience** – Work experiences, internships, training in a business site.

When you advocate for yourself, you may need to ask for these services

- **Education/ Training Awareness** – Find out what type of job training is available.
- **Occupational Skills Training** – training for a specific job.
- **Job Development**- Help to set up a job, and help with interviewing
- **Job Coaching** – Help learning how to do the job
- **Support** – learning how to ask questions and identify peers who may help you on the job.
- **Accommodations** - what the employer does to help you do the job [www.askjan.org](http://www.askjan.org)
- **Transportation Services** to get to and from work. You can also ask the Regional Center for mobility training

## 8. Explore Community Resources:

### Housing: You Need to

Decide where you want to live.  
Decide if you want roommates.  
Arrange rent, utilities, phone, insurance  
Keep the place you live neat and clean.  
Do basic maintenance and basic plumbing.  
Do laundry and keep clothes neat and clean.  
Cook healthy meals, use kitchen appliances.



### Housing and Other Resources to help you

City and County Housing  
County Department of Social Services  
Independent Living Skills Centers  
Faith Based Services like Catholic Social Services  
Services for deaf and hard of hearing  
Regional Center supported housing

### Money and Finances: You Need to ...

Understand your paycheck  
Make a budget and stick to it  
Use a bank and or ATM / On Line Banking  
Open, use and balance a checking account  
Apply for a credit card, use wisely  
Open a savings account  
Plan how to earn money and use benefits



### Resources

#### Accommodations available at Banks

- Accessible Banking websites
- Voice, Relay and TTY / TDD Lines
- Talking ATM earphones, Y adaptors
- Alternative Format Checks (raised line, large print, Braille)
- Audio recording of print materials
- Assistance to read forms
- Free Magnifiers
- Individual assistance

### Disability Financial Planning Resources

Disability Benefits [101.org](http://101.org)  
Social Security [www.ssa.gov](http://www.ssa.gov)  
Veterans Benefits [www.va.gov](http://www.va.gov)  
Financial Literacy Education  
[www.familysupportclearinghouse.org](http://www.familysupportclearinghouse.org)  
[www.jumpstart.org](http://www.jumpstart.org)

### Transportation: You ne

#### Drive / Maintain a Car

#### Driver's License

Buy car, buy insurance  
Registration  
Pump gas

Maintain vehicle oil, fluid, change tires,  
Follow traffic laws/ safety

#### Community Access: Mobility Skills

Know options  
Read a map/ Use GPS  
Know landmarks- learn where you are in your community



### Public Transportation Resources

Know options (bus, taxi, Uber)  
Know schedules, routes, pick up points

#### Disability Services

- Demand Response Service for public transportation
- Specialized transportation services available through disability-serving agencies
- Agencies ( Department of Rehabilitation, Regional Centers provide Mobility Training
- Adaptive equipment might be available through the Veterans Administration or Department of Rehabilitation

### **Friends and Recreation: You need to ....**

Plan activities with friends  
Explore hobbies  
Participate in recreational activities  
Attend events in your community  
Participate in community education  
Use social media



### **Use Technology- at work, at home, socially**

Use social media responsibly-know cyber presence  
Validate sources of information  
Maintain safe identity  
Maintain current knowledge of technology/applications

### **Be a Life-Long Learner:**

Be curious  
Explore an interest interested to learn something new  
Find ways to learn-in classrooms, with computers, with books, with people  
Learn from and with others. Share what you learn.  
Recognize you aren't "The Expert"

### **Health and Wellness**

Learn first aid  
Maintain a healthy diet- eat right  
Use medication safely  
Exercise routinely  
Make healthy choices  
Maintain hygiene and grooming  
Be aware of personal safety  
Name your doctor, clinic, pharmacist, dentist



### **Community Recreation Resources**

National Parks  
City Parks and Recreation Department  
Movies,  
Local Museums, Art Galleries  
Community College  
Public Library has free access to computers  
Community trails  
Concerts,  
Local theatre  
Local sporting, recreation centers  
YMCA and/or other gyms

### **Universal Accessibility** is built into these resources to help you use them.

E-Readers,  
Netbooks,  
Notebooks  
Tablets  
Phones

### **Health and Wellness resources in your community**

#### **County Health /Human Services**

Hospitals, Clinics and Medical offices  
County Health Department  
County Mental Health Services  
In Home Support Services  
Public Guardian  
Disability Advocate

**The following pages include additional information and resources.**

Websites

Hints to find a job

Essential Skills for Employment

Essential Skills for All Youth

## Websites

- **Agencies and organizations that provide employment support**

- **Department of Rehabilitation:** <http://www.dor.ca.gov> - The Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities.
- **Disability Rights California:** <https://www.disabilityrightscalifornia.org> - Disability Rights California provides advocacy help for Californians with disabilities.
- **California Department of Developmental Services:** [www.dds.ca.gov](http://www.dds.ca.gov) - provides links to consumer information and regional center information.
- **Disability.gov:** <https://www.disability.gov/> - Disability.gov is a federal website featuring disability-related resources on program, services, laws, and regulations to help people with disabilities lead full, independent lives.
- **Job Accommodations Network:** <http://www.askjan.org> - The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.
- **Ticket to Work Program:** <http://www.chooseworkttw.net> - The Ticket to Work Program and Work Incentives Improvement Act were signed into law by President Clinton to assist and encourage recipients of Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) to prepare for and enter into employment. The program provides Social Security disability beneficiaries the choices, opportunities and support needed to become and stay employed, increase their earnings, and eventually leave and remain off of benefits by being fully self-supportive.
- **Careers in California Government:** <https://jobs.ca.gov/> - The Careers in California Government website is designed for all job seekers interested in career in state government.
- **Limited Examination and Appointment Program (LEAP):** <https://jobs.ca.gov/Job/Leap> - The Limited Examination and Appointment Program (LEAP) is an alternate selection process designed to facilitate the recruitment and hiring of persons with disabilities, and to provide them with an alternative way to demonstrate their qualifications for employment than the traditional state civil service examining process. The information below provides more details about the program.

- **CalJOBS<sup>SM</sup>:** [http://www.edd.ca.gov/Jobs\\_and\\_Training/CalJobs.htm](http://www.edd.ca.gov/Jobs_and_Training/CalJobs.htm) - CalJOBS<sup>SM</sup> is a newly redesigned online resource to help job seekers and employers navigate California's workforce services by providing employment and labor market information for the State of California.
- **Youth Employment Opportunity Program (YEOP):** [www.edd.ca.gov/Jobs\\_and\\_Training/Youth\\_Employment\\_Opportunity\\_Program.htm](http://www.edd.ca.gov/Jobs_and_Training/Youth_Employment_Opportunity_Program.htm) - The YEOP provides services to youth, ages 15 through 25, to assist them in achieving their educational and vocational goals. The program emphasizes education, assessment, and peer advising. The YEOP Specialists assist youth in attaining their goals through a variety of services: peer advising, referrals to supportive services, job referrals and placement, workshops and training.
- **Youth Leadership Forum:** <http://calylf.org> - The YLF is designed to build leadership skills and promote career preparation for youth with disabilities. The California Youth Leadership Forum for Students with Disabilities is a five-day leadership development program specifically for high school juniors and seniors with disabilities.
- **America's Service Locator:** <http://www.servicelocator.org> – The America's Service Locator will help you find workforce services in your neighborhood or across the country.
- **Regional Office on Developmental Disabilities:** <http://www.scdd.ca.gov/regionaloffices.htm> - The Regional Office on Developmental Disabilities helps connect people to needed services and supports. They Provide information about available services and supports, Inform people about their rights and how to be their own advocate and advise people on their appeal rights if a service they need is denied.
- California Community Colleges [www.cccco.edu](http://www.cccco.edu) offers information on certificate and degree programs.
- California Career Briefs [www.cacareerbriefs](http://www.cacareerbriefs) offers information about skills you need to work.

## Job Search Hints Offered by Employer Keri Sowerby, the KNOT, and Labor Market Analysts from the Employment Development Department

### When employers compare applicants, they ask:

Can I train them to do the job?  
Do they have the skills and education the job requires?  
Will they have good attendance?  
Were they confident, friendly, alert?

### Find Out Who is Hiring Common search tools:

Monster/Hot jobs, Career Builder, Craigslist, EDD/CalJobs  
**Staffing Agencies**-take advantage of educational information.

### Don't forget personal contacts!

**Social Media lets you know who is hiring**  
Linkedin, Facebook, YouTube

### Use the web to research

companies. Know what positions are open and information about the business before you apply.

### Apply for the Position

**The Application:** Things to watch out for:

Spelling Spelling Spelling - **NO TEXT LINGO**

Read carefully, complete as much as possible

Use a master document-(cheat sheet)

Have phone numbers and references readily available

Be Truthful- Be confident of skills, but don't overstate!

Complete on- line application on home computer, not kiosk

You have more time and can cut and paste information.

### Job History

**Employers are looking for a pattern of responsibility and the ability to maintain commitment**

No job history? List volunteering, babysitting, odd jobs

Participation in an outreach program,

Leadership in youth organizations and/or school projects.

### Resume: Professional, Unwrinkled, and Concise Common Mistakes

Spelling

Same format-no uniqueness

Scribbling/Handwriting to correct information

### TIPS for Success

Make sure name is larger font

Print in dark blue, not black

Verify employment dates are accurate

Describe your work tasks/skills using O'NET terms

### Appropriate E-Mail Address

If necessary, get free e-mail address for job search process

**YES!**

JonesBryon@ smithfamily165@

**NO!!! Bad Impression**

Unknown\_sanity@

**Too Much Information!**

Mflores032571@ (Birthdate)

### Interview

**You have 3 minutes to impress.**

**Dress slightly "above" the position**

**No backpacks, cell phones, or drinks**

**Come alone- no friends**

**Key to best interview-eye contact**

Be ready for the interview style

1. Direct questions-what skills do you have?
2. Non-directive questions-tell me about you?
3. Behavior-give me example of something you...
4. Hypothetical question-what would you do if...
5. Stress questions-What super hero would you be?

Background checks will verify the social security number and criminal history for the past 7 years, (Be totally honest-this is a case by case decision).

Drug screening- **Be confident you can pass or don't apply.**

**Make sure your virtual impression is positive.** Employers check into your habits and personality-and it is legal to deny you employment



## Employability Skills Framework [cte.ed.gov/employabilityskills/](http://cte.ed.gov/employabilityskills/)

### Applied Knowledge

#### Applied Academic Skills

Critical Thinking Skills

### Effective Relationships

Interpersonal Skills

Personal Qualities

### Workplace Skills

Resource Management

Information use

Communication Skills

Systems Thinking

Technology Use

## Universal Skills Employers Seek [www.ncwd-youth.info/ilp](http://www.ncwd-youth.info/ilp)

Good communication skills

Leadership Qualities

Positive Attitude

Flexibility and Adaptability

High Standard for Performance

Good Work Ethic

Dependability, Punctuality, Maturity

Acceptance of responsibility

Productivity

Willing to learn and keep learning

Ability to analyze and evaluate

## Job Readiness Skills Inventory [www.dor.ca.gov](http://www.dor.ca.gov)

Communication

Attitude

Teamwork

Problem Solving & Critical

Thinking

Professionalism

Job Seeking Skills



## Essential Skills for Employment

Skills required to find, maintain, and advance in all careers

Compiled by Sue Sawyer, CA Transition Alliance

### Standards for Career Ready Practice

[www.careertech.org](http://www.careertech.org)

Apply appropriate technical and academic knowledge

Communicate clearly, effectively and with reason

Develop an education and career plan aligned with personal goals

Apply technology to enhance productivity

Utilize critical thinking to make sense of problems and persevere to solve them.

Practice personal health and understand financial literacy

Act as a responsible citizen in the workplace and community

Model integrity, ethical leadership and effective management

Work productively in teams while integrating cultural and global competence

Demonstrate creativity and innovation

Employ valid and reliable research strategies

Understand environmental, social and economic impact of decisions

### Non-Academic Soft Skills: What Should We Call Them? [www.npr.org](http://www.npr.org)

Character, Social and Emotional Skills, Soft Skills, Grit

Non-cognitive Traits and Habits, 21st Century Skills, Growth Mindset,

### P21 Framework for 21st Century Learning [www.P21.org](http://www.P21.org)

#### Key Interdisciplinary Subjects

Global Awareness, Civic, Financial, Health, Environmental Literacy

#### Learning and Innovation Skills

Creativity, Critical Thinking, Communication, Collaboration

#### Information, Media and Technology Skills

Information Literacy, Media Literacy, ICT (Info, Communication and Technology Literacy)

#### Life and Career Skills

Flexibility & Adaptability, Initiative & Self-Direction, Social & Cultural Skills,

Productivity & Accountability, Leadership & Responsibility

### Executive Functioning Skills [www.askjan.org](http://www.askjan.org)

#### Cognitive skills

Plan, Organize, Strategize

Pay attention to, remember details

Start and stop actions, Form concepts, think abstract

#### Behavior & Social Skills

Monitor, regulate behavior

Plan future behavior related to new tasks

Anticipate outcomes, adapt to change

### Chart Legend

Chart is available at

[www.catransitionalliance.org](http://www.catransitionalliance.org)

Blue = applied academic skills

Red = soft skills

Green = website includes  
teaching/training resources

## Equipped for the Future

<http://eff.clee.utk.edu/>

### Communication

Observe, convey ideas in writing

Listen actively, Speak, Read

### Decision-Making

Use Math to solve problems

Plan and solve problems

Make decisions

### Interpersonal Skills

Cooperate Resolve conflict

Advocate & Influence

Guide Others

### Lifelong Learning Skills

Take Responsibility for Learning

Use information/communications

technologies

Learn through research

Reflect and Evaluation

## Soft Skills to Pay the Bills Essential Skills for Getting a Job [www.dol.gov/odep](http://www.dol.gov/odep)

Communication Skills

Enthusiasm & Attitude

Teamwork

Networking

Problem Solving & Critical Thinking

Professionalism

Technical skills required for each  
occupation: [www.onetonline.org](http://www.onetonline.org)  
And My Next Move

Labor Market Information identifies  
industries /careers with highest  
potential for opportunity and wages.  
[www.edd.gov/lmid](http://www.edd.gov/lmid) and *Doing What  
Matters*, [www.cccco.edu](http://www.cccco.edu)





## Essential Life Skills for All Youth

### Which Skills Do You Know? Need to Develop?

#### Independent Living Skills

##### At Home Skills

- Locate housing options
- Arrange rent, utilities, phone
- Basic routine maintenance
- Clean, vacuum, dust
- Find a circuit breaker/use it
- Locate, use water, furnace shut-off
- Fix basic plumbing,

##### Food Skills

- Plan, shop for healthy diet
- Prepare, store food
- Cook balanced meal
- Use kitchen appliances

##### Personal Appearance Skills

- Basic clothing repair-buttons, hems)
- Iron garments
- Fold, put away clothes
- Laundry, Follow care labels, treat stains
- Maintain personal appearance

#### Financial Literacy

- Understand gross, net pay, deductions
- Make a budget-stick to it
- Use a bank and/or ATM / On-Line Banking
- Open, use, balance checking account
- Apply for credit card, use wisely
- Benefits planning
- Saving account,
- Keep track of documents file taxes

#### Citizenship

- Register to vote, Vote
- Comply with laws, regulations
- Be environmentally responsible
- Participate in community activities
- Volunteer

#### Use Technology- at work, at home, socially

- Use social media responsibly-know cyber presence
- Validate sources of information
- Maintain safe identity
- Maintain current knowledge of technology/applications

#### Health and Wellness

- Basic First Aid
- Maintain healthy diet
- Use medication safely
- Routine exercise
- Make healthy lifestyle choices
- Maintain hygiene /grooming
- Be aware of personal safety

#### Self Determination and Self Management

- Know yourself-your strengths, limitations
- Manage your time
- Set priorities
- Monitor your performance
- Balance your responsibilities and priorities.
- Adapt and accept Change
- Rate for yourself to meet your needs

**Believe in Yourself**

#### Transportation Community Access

##### Drive / Maintain a Car Driver's License

- Buy car, buy insurance
- Registration

##### Pump gas

- Maintain vehicle oil, fluid,
- Maintain, change tires,
- Follow traffic laws/ safety

#### Use Public Transportation

- Know schedules
- Know routes, pick up points
- Know options (bus, taxi, on demand, Uber)

#### Community Access

- Know options
- Read a map/ Use GPS
- Know landmarks
- Community orientation

#### Social / Recreation

- Explore social / recreational opportunities
- Pursue hobbies, recreational interests
- Develop, maintain healthy friendships

#### Postsecondary options

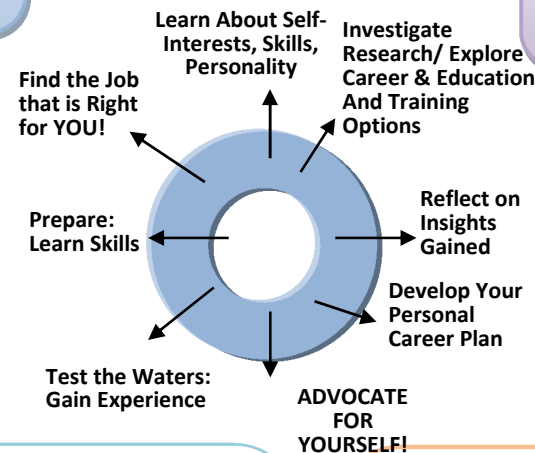
- Explore career options- through print, web media
- Explore postsecondary education options
- Apply decision-making skills
- Submit applications, take qualifying tests
- Use labor market info. to guide choices
- Develop resume
- Submit applications / resume on line
- Interview skills

#### Employability Skills

- Communication Skills (listen, speak, customer service)
- Interpersonal Skills (leadership, social skills, teamwork)
- Personal Qualities / Work Ethic
- Thinking Skills (Analyze, Prioritize, Visualize, Problem Solve)
- Application of core academic skills
- Use of Technology
- Manage resources, time
- Be adaptable

#### Be A LifeLong Learner: Be curious, interested to learn something new or apply old info in new ways

- Seek opportunities to learn-in classrooms, with computers, with books, with people
- Learn from and with others. Share what you learn. Recognize you aren't "The Expert"
- Take in information-analyze it, join it with other information, then apply it



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