






Recruiting and Accommodating People with Disabilities

It is often assumed that people with disabilities are unemployable. People with disabilities possess a wide range of abilities and academic achievements. Many international development organizations are making changes and adjustments to work environments in order for candidates with disabilities to participate in the job application process and to perform essential tasks in various projects and services. Accommodating individuals with disabilities does not necessarily require a great amount of time and expense. There are many useful resources available for organizations to accommodate people with disabilities; some of them are listed in this document. The most effective way to identify an accommodation need is to have the individual with a disability identify his or her needs.

Reasonable accommodation includes making modifications to ensure that people with disabilities have the same benefits and privileges of employment as staff members without disabilities.

Strategies to provide workplace accommodations

-  Identify functional limitations of the staff, volunteers, and interns seeking the accommodation
-  Collaborate with job candidates, staff, volunteers, and interns with disabilities in order to identify the needs for workplace accommodation.
-  Consider what types of equipment is used or needed to facilitate the work performance.
-  Provide the most appropriate accommodation not only for the individual with a disability but also for the organization's staff in general.
-  Monitor and assess the effectiveness of the accommodations.

Examples of Types of Reasonable Accommodations

- Modify work schedule
- Create part-time positions
- Acquire equipment
- Modify work station (i.e. Raising the height of a desk)
- Make existing facilities physically accessible (i.e. accessible parking, handrails, ramp)
- Modify policies and training materials
- Provide interpreters and readers
- Provide flexible leave
- Provide special transportation
- Restructure jobs
- Reassign to a vacant position

Although efforts have been made to ensure accuracy, MIUSA/IDD cannot be held liable for inaccuracy, misinterpretation or complaints arising from these listings. Mention of an organization, company, service or resource should not be construed as an endorsement by MIUSA/IDD. Please advise IDD of any inaccuracies you may find.

AAPD American Association of Persons with Disabilities

1629 K Street NW, Suite 503

Washington, DC 20006

Tel: (800) 840-8844 / (202) 457-0046

TTY: (800) 840-8844 / (202) 457-0046

E-mail: aapd@aol.com

Fax: (202) 457-0473

Web: www.aapd-dc.org

The American Association of People with Disabilities (AAPD) is a non-profit, cross-disability organization that advocates for the rights of disabled Americans. AAPD strives to further the productivity, independence, full citizenship, and total integration of people with disabilities into all aspects of society and the natural environment. Reducing poverty and unemployment are integral to their programs. See www.joboptions.com to post jobs.

ADA Information Line - Department of Justice

U.S. Department of Justice

950 Pennsylvania Avenue, NW

Civil Rights Division

Disability Rights Section - NYAVE

Washington, D.C. 20530

Tel: (800) 514-0301

TTY: (800) 514-0383

Fax: (202) 307-1198

Web: www.usdoj.gov/crt/ada/adahom1.htm

The U.S. Justice Department of Justice provides information on general and technical assistance regarding the ADA. A toll-free ADA Information Line allows organizations to ask about ADA requirements, order free ADA materials, and obtain information about filing a complaint.

ADA Technical Assistance Program

Tel: (800) 5140301

TTY: (800) 514-0383

ADA Technical Assistance Program is a comprehensive resource for information on the Americans with Disabilities Act.

Careers and the disAbled

445 Broad Hollow Road

Suite 425 Melville, NY 11747

Tel: (631) 421-9421

E-mail: info@eop.com

Fax (631) 421-0359

Web: www.eop.com

CAREERS & the disABLED Magazine is a career-guidance and recruitment magazine for people with disabilities who are at undergraduate, graduate, or professional levels.

disABLEDperson, Inc.

Web: Disabledperson.com (<http://www.disabledperson.com/recruitability.asp>)

E-mail: disabledperson@hotmail.com / disabledpersons@aol.com

The mission of disABLEDperson.com is to reduce high unemployment rates among people with disabilities. disABLEDperson.com offers a targeted recruiting site to connect proactive employers with qualified applicants with disabilities. The website provides recruitment tips, accommodation information, and general information on the Americans with Disabilities Act.

Disability and Business Technical Assistance Center (DBTAC)

Tel & TTY: (800) 949-4232

Web: www.adata.org/dbtac.html

Disability and Business Technical Assistance Centers provide information, referral, technical assistance, and training on the Americans with Disabilities Act in effort to create greater employment opportunities and better accessibility for people with disabilities. Call the toll-free number to receive the addresses and telephone number of your local DBTAC.

Disability Rights Education Defense Fund inc. (DREDF)

2212 Sixth Street

Berkeley, CA 94710

Tel: (510) 644-2555

TTY: (510) 644-2555

E-mail: dredf@dredf.org

Fax: (510) 841-8645

Web: www.dredf.org

The Disability Rights Education and Defense Fund, Inc. (DREDF) is a national law and policy center dedicated to protecting and advancing the civil rights of people with disabilities through legislation, litigation, advocacy, technical assistance, and education and training of attorneys, advocates, persons with disabilities, and parents of children with disabilities.

EARN Employer Assistance Referral Network

Tel: 1-866-327-6669

TTY: 1-866-327-6669

E-mail: earn@earnworks.com

Fax: (703) 310-0127

Web: www.earnworks.com

EARN is a national toll-free telephone and electronic information referral service designed to assist employers in locating and recruiting qualified workers with disabilities, as well as provide technical assistance on general disability employment-related issues.

HireDeaf.com

E-mail: info@hiredeaf.com

Web: www.hiredeaf.com

HireDeaf.com site provides a highly resourceful and dynamic exchange between opportunity seekers and employers.

Independent Living Research Utilization (ILRU)

2323 S. Shepherd, Suite 1000

Houston, TX 77019

Tel: (713) 520-0232

TTY: (713) 520-5136

E-mail: ilru@ilru.org

Fax: (713) 520-5785

Web: www.ilru.org

Independent Living Research Utilization (ILRU) is a national center for information, training, research and technical assistance for individuals with disabilities to live independently. ILRU publishes a listing of independent living centers in each state of the United States and the provinces of Canada.

Job Accommodation Network

West Virginia University

P.O. Box 6080

Morgantown, WV 26506-6080

Tel/TTY: 1-800-526-7234 (US-Accommodation Information)

Tel/TTY 1-800-232-9675 (US-ADA Information)

Tel/TTY 1-304-293-7186 (Worldwide) Fax: (304) 293-5407

E-mail: jan@jan.icdi.wvu.edu

Web: www.jan.wvu.edu

Job Accommodation Network (JAN) assists in the hiring, retraining, retention or advancement of persons with disabilities by providing accommodation information. JAN also has a resume database of qualified job candidates with disabilities.

Just One Break, Inc.

120 Wall Street

New York, NY 10005

Tel: (212) 785-7300

TTY: (212) 785-4515

E-mail: jobs@justonebreak.com

Fax: (212) 785-4513

Web: www.justonebreak.com

Just One Break is a non-profit organization that offers job placement services for persons with disabilities. Employers are invited to post jobs online through their website.

Monster

Tel: (800) 666-7837

Web: www.monster.com

Monster.com is a website which provides employers with resources on hiring people with disabilities, tools to accommodate individuals with disabilities, and assists find qualified candidates. The website has a resume database and employers are invited to post jobs. The website also provide career-guidance tips for individuals with disabilities who are searching for work.

National Business & Disability Council

201 I.U. Willets Road. Albertson, NY 11507

Tel: (516) 465-1515

Fax: (516) 465-3730

Web: www.business-disability.com

The National Business & Disability Council is the leading resource for employers seeking to integrate people with disabilities into the workplace and companies seeking to reach them in the consumer marketplace.

National Council on Independent Living (NCIL)

1916 Wilson Boulevard, Suite 209

Arlington, VA 22201

Tel: (703) 525-3406

TTY: (703) 525-4153

Email: ncil@ncil.org

Fax: (703) 525-3409

Web: www.ncil.org

National Council for Independent Living (NCIL) is a national membership organization to support independent living centers by coordinating advocacy efforts on the national level. NCIL provides information and referral, a speaker's bureau and technical assistance. NCIL works with employers to place qualified candidates with disabilities.

New Mobility

Published by:

No Limits Communications Inc.

P.O. Box 220

Horsham, PA 19044

Tel: (215) 675-9133

E-mail: prose@jvleonard.com

Fax: (215) 675-937

Web: www.newmobility.com

New Mobility Magazine and website are valuable resources covering a variety of disability issues. There is a \$10 monthly fee for job postings.

Paralyzed Veterans of America (PVA)

801 Eighteenth Street, NW

Washington, DC 20006-3517

Tel: 800-424-8200

E-mail: info@pva.org

Web: www.pva.org

The PVA website offers online disability advocacy and accessibility publications including "The Air Carrier Access Act: Common questions and answers for wheelchair users".

Silent News

133 gather Drive

Suite E Mt. Carmel, NJ 08054

Tel: (856) 802-1977

TTY: (856) 802-1977

E-mail: silentnews@aol.com

Fax: (856) 802-1979

Silent News Inc. is dedicated to improve education, employment, and social conditions of Deaf and hard of hearing people. Employers can post job advertisement on the Silent News website.

UC Berkeley Disability Career Services

Career Center

University of California

2111 Bancroft Way

Berkeley, CA 94720-4350

Tel: (510) 642-1716

Fax: (510) 643-6120

E-mail: tcd@uclink.Berkeley.edu Web:

<http://career.berkeley.edu/Disabilities/Disabilities.stm>

UC- Berkeley has a large population of students with disabilities and a large international studies department.

US Equal Employment Opportunity Commission (EEOC)

1801 L Street, N.W.

Washington, D.C. 20507

Tel: (202) 663-4900

TTY: (202) 663-4494

Web: www.eeoc.gov

U.S. Equal Employment Opportunity Commission (EEOC)'s mission is to eradicate employment discrimination and to increase knowledge about individual rights under the anti-discrimination laws among the public and employee groups. EEOC provides valuable information for employers including information on the employment of individuals with disabilities with small businesses, and the ways in which employer can comply with the Americans with Disabilities Act.

US Department of Labor – Office of Disability Employment Policy (ODEP)

US Department of Labor

200 Constitution Ave., NW

Washington, DC 20210

Tel: (202) 693-7880

TTY: (202) 693-7881

Fax: (202) 693-7888

Web: <http://www.dol.gov/odep/welcome.html>

ODEP's mission is to increase employment of persons with disabilities through policy analysis, technical assistance, development of best practices, outreach, education, and constituent services. The website offers extensive resources on issues related to recruiting and hiring people with disabilities.

Also, contact the Disabled Student Services offices of Universities and Colleges

US Office of Personnel Management (OPM)

Federal Employment of People with Disabilities

Email: disability@opm.gov

Tel: (202) 721-0376

Web: www.opm.gov/disability

The US Office of Personnel Management (OPM) runs a disability website at: www.opm.gov/disability. This site provides a one-stop source of information for applicants, managers, and human resource professional. Information available at the site includes: training module for managers on reasonable accommodation; new guidance to make it easier for people with disabilities to apply for Federal jobs by obtaining an initial certification of disability; a recruitment brochure for people with disabilities; frequently asked question; an annotated list of Federal agencies with leadership responsibility on disability employment; and update version of People with Disabilities in the Federal Government: An Employment Guide.

Workforce Recruitment Program (WRP)

The Office of Disability Employment Policy

1331 F Street, N.W.

Washington, DC 20004

Tel: (202) 376-6200

TTY: (202) 376-6205

E-mail: infoodep@dol.gov

Web: www.wrpjobs.org

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a resource for businesses nationwide to identify qualified temporary and permanent employees from a variety of fields. The service provides nationwide database of qualified candidates with disabilities who are available for permanent and temporary positions. Applicants are highly motivated post-secondary students and recent graduates eager to prove their abilities in the workforce. WRP is managed through the Office of Disability Employment Policy, which is part of the US Department of Labor.

LISTSERVS:

Black Disabled Listserv

E-mail: blackdisabled@onelist.com

Listserv for African-Americans with disabilities. Employers invited to post jobs.

Cal-WILD E-mail List Service (California – Women’s International Linkage on Disability)

E-mail: cal-wild-owner@lists.best.com

Free international e-mail list service for women with disabilities and women allies.