



Utilizing Vocational Planning And Accommodations Under The ADA To Outline A Successful Path To Community Placement

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Program Overview

- Vocational Assessment Protocol
- Vocational Counseling Process
- ADA Guidelines
- Accommodations available under the ADA
- Factors contributing to community placement success
- Case Studies



Learning Objectives

- Identify the four steps in the process for a comprehensive vocational evaluation/counseling experience
- Describe at least two steps in the process for requesting accommodations under the ADA
- List at least three accommodations available on a community based worksite
- Describe the three steps that help contribute to a successful community placement



**DON'T WAIT UNTIL
YOU'VE REACHED**

YOUR GOAL

TO BE PROUD OF YOURSELF.

BE PROUD

OF EVERY STEP

YOU TAKE TOWARD

REACHING THAT GOAL!



Vocational Assessment

- Clinical Vocational Interview (Whole Person)
- Selecting the Right Assessments
- On the Job Evaluations
- Writing Recommendations



Clinical Vocational Interview

- Approach each client on an individual basis.
- No general rule that if a client presents with this injury, follow this approach.
- Clients' need to be assessed based on their needs, interests and background.
- Ask all of the right questions during an interview so that an appropriate vocational approach can be developed.
- Things to consider in a vocational interview include:

Clinical Vocational Interview

Medical

- Current medical treatment
- Name of treating physician and frequency of appointments
- Anticipated surgeries or medical evaluations
- Medications
- Physical restrictions per physician and client
- Impact of the injury
- Non related health problems
- Previous surgeries

General

- D.O.B. and D.O.I.
- If client is receiving SSI, SSDI or Wage Loss
- Any licenses or certifications that are held
- Languages they speak
- Citizenship
- Date they were last employed
- If they are enrolled in school or training or have plans to enroll

Clinical Vocational Interview

Work History and Education

- Pre– and Post Injury
- Name of employer, dates of employment, job title, job duties, wage, reason for leaving
- Military Experience
- Name of High School
 - Did client graduate
 - Mathematics classes taken
 - Vocational classes
 - Business classes
 - If involved in Special Education or any problems with Reading and Writing
 - If there was any vocational training following high school
- College
 - When, where, number of credits, GPA, Degree

Other

- **Computer Skills**
 - Use of internet, email, Microsoft Office, typing speed
- **Legal History**
- **Interests**
 - Asking questions to explore, hobbies, interests, values, strengths, challenges and goals



Vocational Testing

- Wide Range Achievement Test-4
- O*Net
- Picture Interest Career Survey
- Job Survival and Success Scale
- Work Readiness Inventory
- Barriers to Employment Success Inventory
- Job Search Knowledge Scale
- C.I.T.E. Learning Styles
- Career Ability Placement Survey (CAPS)



On The Job Evaluations

- Measured daily by the treatment team in a supported employment program
- Job coaching provided on a community based worksite
- Observation of a client in a volunteer position



Writing Recommendations

- The goal of vocational rehabilitation is to restore the client as close to their previous potential as possible.
- In some cases, clients are able to surpass their previous potential. Some clients will have significant deficits that will make returning to the previous level of employment unlikely.
 - In those cases, you want to find a meaningful vocational path for the client.
- Some clients were injured as children and have not had a vocational path.
- With the recommendations, it is important to pull all of the information from vocational interviews and vocational testing to develop a feasible option for the client.
- Imperative client is involved in decision making process

Types of Employment

Supported Employment

- Receives constant job coach supervision
- Lower standards for production, speed, accuracy, etc.
- Builds physical and mental stamina and endurance
- Gives an idea for accommodations that may be required in the community

Competitive Employment

- Can require job coaching assistance initially, however, eventually job coaching is removed
- Can allow for intervention/follow up with employer
- Accommodations can be put in place



Vocational Counseling

- Identify vocational areas of interest
- Create a resume, cover letter and list of references
- Coach on completing applications effectively both online and in print
- Provide the client with an information sheet containing all of the information that may be needed to complete an application
- Can the client successfully pass the assessment attached to applications
- Build effective interview skills



Keep the Job Search Organized

- Utilize job log forms to track all of the positions to which the client applies
 - This should include:
 - Employer
 - Location
 - Job Title
 - Date applied
 - It is helpful to attach a copy of the job posting



ADA Guidelines

Job discrimination against people with disabilities is illegal if practiced by:

- private employers
- state and local governments
- employment agencies
- labor organizations
- labor-management committees



ADA Guidelines

The part of the ADA enforced by the EEOC outlaws job discrimination by:

- All employers, as of 1994, including State and local government employers, with 15 or more employees



Who Is Protected Under the ADA

- Qualified individuals with disabilities
- A person has a disability if he has a physical or mental impairment that substantially limits a major life activity
- Individuals who have a record of or are regarded as having a substantially limiting impairment
- The impairment must be substantial, this protection does not cover minor impairments



What Defines A Substantial Impairment


A substantial impairment is one that significantly limits or restricts a major life activity

- Examples include, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working.



Requirements of the ADA

- The applicant must meet the requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related
- The applicant must be able to perform those tasks that are essential to the job, with or without reasonable accommodation.



The ADA prevents employers from discriminating against applicants based on the applicant having a disability.

An employer does not need to provide an accommodation if it would provide an undue hardship.



Undue Hardships

Examples

- Accommodations that are very costly
- Accommodations that would alter the nature or operation of the business

Solution

- If an undue hardship is present, try to determine another accommodation (find another source to pay for the accommodation)



Determination of Essential Functions

- Whether the reason the position exists is to perform that function
- The number of other employees available to perform the function or among whom the performance of the function can be distributed
- The degree of expertise or skill required to perform the function



Other Factors Considered in Determining If A Function Is Essential

- The actual work experience of present or past employees in the job
- The time spent performing a function
- The consequences of not requiring that an employee perform a function
- The terms of a collective bargaining agreement.



Requesting Accommodations Under The ADA

- You do not have to disclose to an employer that you have a disability.
- It is often recommended that you do not disclose your disability until after you have been offered and accepted employment.
- If you do not disclose that you have a disability, you can later request accommodations at any time.



Areas of Accommodation Under the ADA

- Acquiring or modifying equipment or devices
- Job restructuring
- Part-time or modified work schedules
- Adjusting or modifying examinations, training materials or the application process
- Providing readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities



Examples of Reasonable Accommodations

- Job coaching assistance
- Set work schedule
- Structured break schedule
- Keeping a note book
- Having the employer provide a checklist of work tasks
- Only being assigned to certain work zones
- Any feedback given to the client be provided in a written form
- Open communication with vocational team



Assistance With Identifying A Reasonable Accommodation

- EEOC
- Vocational Rehabilitation Counselor
- State or local organizations providing services to individuals with disabilities
- Job Accommodation Network-this is a free consultant services that provides assistance to employers providing reasonable accommodations. The telephone number is 1-800-526-7234.



If You Believe You Are A Victim Of Discrimination:

- Contact the EEOC to file a charge of discrimination
 - There are time limits for filing a charge
 - Individuals, organizations or an agency can file a charge of discrimination on someone's behalf.



Increase Your Chance Of Vocational Success

- Apply to a minimum of eight to ten positions per week
- Follow up with all employers to whom you apply
 - This will confirm your application has been received
 - Keep your name fresh in the mind of the employer
 - Confirm your strong interest in the position
 - At times, this can facilitate setting up interviews



Steps To A Successful Community Placement

- Complete a vocational evaluation and participate in vocational counseling sessions to build pre-vocational skills and move towards a highest level of independence
- Advocate for self or have an advocate to meet with employer regarding necessary accommodations
- Once successfully placed in the community, continued contact with Rehabilitation Counselor for at least 90 days.



Factors That Contribute to Vocational Success

- A multidisciplinary team based approach
- Providing a socially inclusive work environment
- Having social interactions on the job
- Focusing on the individuals strengths

Case Conceptualization



Reach for your dreams! The possibilities are endless!





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