

Vocational Rehabilitation Works for You and Your Quality of Life!

This webinar will start shortly. The slides and the webinar recording will be available at www.dpcedcenter.org

Next webinar: July 25th at 2:00 pm Eastern

Reminders

- > All phone lines are muted
- > Unmute: #6 to ask questions at the end of the presentation
- Mute: *6 after your question
- > Or, ask questions through the Chat Box
- > You will receive the link to the recording and slides by email
- > Please complete the feedback form at the end of the program





Today's Presenter

► Elizabeth Jones MSW, LCSW, FNKF





Employment Rates Among Patients On Dialysis

- ▶2011 study found 71% of working-age dialysis patients are unemployed
- ► Two-thirds of patients quit before dialysis
- ► Life-change events are highest in the first 6-12 months of being on dialysis

Muehrer RJ, Schatell D, Witten B, Gangnon R, Becker BN, Hofmann RM. Factors affecting employment at initiation of dialysis. *Clin J Am Soc Nephrol.* 011;6(3):489-496.



Vocational Activity And Quality Of Life Go Hand in Hand...



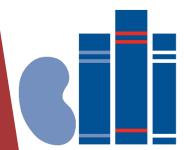


Depressed Mood, Usual Activity Level, and Continued Employment after Starting Dialysis Nancy G. Kutner,* Rebecca Zhang,* Yijian Huang,* and Kirsten L. Johansen*†‡, 2010

What Are Some Of The Benefits Of Working

- ▶21% lower incidence of depression
- ▶ Twice as likely to be actively listed for transplant
- ► Higher income (SSDI replaces 30-40% of income)
- ▶ Better insurance (access to specialists, family coverage)

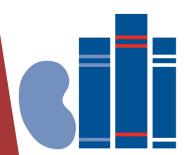
Depressed Mood, Usual Activity Level, and Continued Employment after Starting Dialysis Nancy G. Kutner,* Rebecca Zhang,* Yijian Huang,* and Kirsten L. Johansen*†‡, 2010



Patient's Perception Of Ability To Work

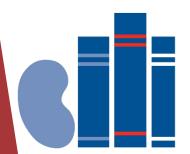
- ▶ 359 chronic dialysis patients (85 employed and 274 unemployed)
- Surveyed to identify/verify those characteristics which differentiate between employed versus unemployed
- ► Patients' perceptions that their health limited the type and amount of work that they could do were negatively associated with employment
- ► Patients' beliefs about their ability to work appeared to be a "self-fulfilling prophecy" with regard to employment status
- ▶ 21 percent of unemployed patients reported that they were both able to work and wanted to return to work

Curtin RB, Oberley ET, Sacksteder P, Friedman A. Differences between employed and nonemployed dialysis patients. Am J Kidney Dis. 1996;27(4):533-540.



Dialysis Team's Perception Of Ability To Work

- What are we saying to patients about work?
- What are our physicians and other health care team members saying?
- Are care partners/family supportive?
- What impact is this having on patients, particularly at initiation of dialysis journey?
- What about role of "positive expectancy?"



Rehabilitation And Regulations

► CMS provides guidance that we assess patients and assist, as appropriate, to help patients meet vocational goals:

V-tag 555-

- Rehabilitation status- Productive activity desired by patient.
- · Pediatric: Formal education needs met.
- Adult: Vocational & physical rehab referrals as indicated. Achieve & sustain appropriate level, unspecified.



Social Work Counseling To Help Patients Overcome Internal Barriers

Test the utility of social workers applying Symptom Targeted Intervention (STI) to mediate psychosocial challenges, enhance adjustment to dialysis and support ongoing vocational activity among dialysis patients

Utilizing Symptom Targeted Interventions to Help Dialysis Patients Remain Vocationally Active. Deborah Evans, MA, MSW, LCSW; Duane Dunn; Kathy Aebel-Groesch; Jay Gervens; Deborah Benner, MA, RD, CSR ¹ DaVita, Inc, Denver, CO. Abstract presented at American Society of Nephrology, New Orleans, LA, November 2017.



Implications

- Intervention by social workers can help patients with internal and external barriers to vocational activity while on dialysis
- Appropriate referral to social workers gives patients access to counseling and case management
- Social workers are uniquely qualified to intervene when patients are struggling

Previously presented at ASN Kidney Week, New Orleans, LA, November 2017



Peer Support

- Small sample study (20 patients who had received telephonic peer support)
- ► Findings:
 - The majority of respondents were overwhelmingly positive about their experience of peer support and its benefits
 - Peer support gave them access to practical information about kidney disease and helped them reach decisions about treatment
 - "Peer supporters offered patients empathy and understanding; confirmation that they were not alone in suffering; positive role models of coping with treatment for kidney disease; and hope for the future".
 - ▶ "Peer support helped patients adapt to chronic illness by normalizing adherence to demanding treatment regimes and increasing patients' sense of empowerment and agency".

Exploring kidney patients' experiences of receiving individual peer support. Jane Hughes BSc MSc, Eleri Wood BA RGN, Gaynor Smith BA MA. Health Expectations, Vol 12, Issue 4, December 2009.



Ways To Continue Working

- Don't quit without fully understanding options
- Call employer as soon as possible if work is missed and talk with the company's Human Resources Department about options for taking time off
- Work with the dialysis clinic and physician to fit dialysis into the work schedule and learn about flexible treatment options
- ► Learn about options under the American with Disabilities Act and Family Medical Leave Act
- ▶ If patients would like to keep working, tell the doctor and ask for their support



Vocational Support

- Chronic Kidney Disease patients have a strong support network including:
 - ► Family/friends/co-workers
 - Social workers
 - Dietitians
 - Nurses
 - ▶ Patient care technicians
 - Physicians
 - ► Employer's Human Resources Departments and the Department of Labor
- ► They can assist with making decisions about working

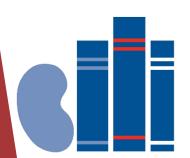
Work Options

- Patients may not feel well enough to work when starting dialysis
- ► After a period of adjustment, many patients feel well enough to work full or part-time
- ► Temporary leave of absence
- Explore options for part-time employment



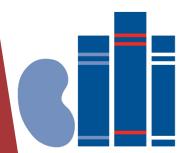
Work Rights

- ► Rehabilitation Act of 1973: bans discrimination due to illness for government, federal contractors, and anyone receiving federal funds
- Complaints filed with DOJ, 1-800-514-0301, www.ada.gov/complaint/



American With Disabilities Act (ADA) Of 1990

- ADA applies to companies with at least 15 employees, who must provide a reasonable accommodation unless this causes an undue burden
- In interviews, you may be asked if you need an accommodation but not if you have a disability
- Contact EEOC <u>www.eeoc.gov</u> or Disability Rights Education and Defense Fund offers attorney referrals and information 1-800-466-4232 or <u>www.dredf.org</u>
- ► The Job Accommodation Network (JAN) offers extensive tools, including sample accommodation request letters and one-on-one counseling www.askjan.org/indiv/index.htm
- You may consult your supervisor, employer's Human Resources representative, company policies or a lawyer about your specific circumstances, possible changes to applicable laws, rules, and regulations, and other legal issues

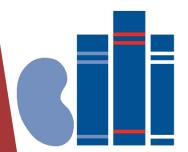


ADA Reasonable Accommodations Examples

- Accessibility:
 - Parking
 - Work area
 - Peritoneal dialysis treatment area
 - Restrooms
- ► Flexibility:
 - Modified work schedule
 - Unpaid leave
 - ► Reassigning non-essential tasks
 - ▶ Reassignment to a vacant position

Family Medical Leave Act (FMLA) Of 1993

- ▶ If an employee or family member requires inpatient care at a healthcare facility, subsequent treatment in connection with the inpatient care, or continuing treatment by a healthcare provider, the employee may be eligible to take up to 12 weeks of unpaid, job-protected FMLA leave
- ► Employee must have worked for a total of at least 12 months and 1,250 hours over the those 12 months for a public agency, public or private school, or a company with 50 or more employees within a 75-mile radius
- ▶ Up to 12 weeks of unpaid leave can be taken at one time or in increments during a given 12-month period; intermittent FMLA leave can be taken in separate blocks of time for a single qualifying reason www.dol.gov/whd/fmla/



FMLA Employer Responsibilities

- ► Employers must maintain group health coverage during the leave and cannot use the leave as a basis to discharge the employee or discriminate against the employee
- ▶ Upon the employee's return from leave, the employer must reinstate the employee to the same position or an equivalent position with the same pay, benefits, and working conditions
- ► Employers can require certification by a healthcare provider of the health condition or the care needed and fitness for duty at the end of leave and may require the use of vacation time



Consolidated Omnibus Budget Reconciliation Act (COBRA) Of 1985

- COBRA allows individuals to maintain their employer group health plan (private insurance) after they stop working if the employer has more than 20 employees
- Workers may qualify for COBRA if they meet the following circumstances as a covered employee, spouse of a covered employee or dependent child:
 - Stopped working (except termination for gross misconduct)
 - Working hours were reduced
 - Experienced other life-changing events (divorce/legal separation, death of the covered employee, enrollment in Medicare, loss of dependent-child status)



COBRA Process

- ► Employer sends COBRA information within 30 days; employee has 60 days to complete election and 45 days from election date to send payment
- COBRA is activated after election is completed and payment is received
- ► COBRA plan is identical to employer plan
- ▶ Plan will last 18-36 months, depending on Social Security Disability determination (possible 11 month extension)
- Additional information on COBRA may be found at:
 https://www.dol.gov/sites/default/files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf

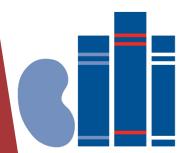
Short Term Disability (STD)

- Short-term disability insurance provides payments to replace a portion of lost income during the initial weeks of a disabling illness or accident
- ► Employees may become eligible under the short-term disability plan after they have been on leave for a certain length of time, which varies by policy/plan
- Policies can cover the first six months to one year of a disability, providing coverage during the waiting period of most long-term disability insurance plans



Long Term Disability (LTD)

- Long-term disability insurance provides payments to disabled employees who are unable to work for an extended period due to an illness or accident
- ▶ Payments usually begin upon the expiration of paid sick leave or short-term disability benefits, or after a predetermined period of disability (generally three or six months), depending on how the plan defines disability
- ▶ Payments are made until the end of the disability, the employee's retirement age, or for a specified number of months, depending upon the employee's age at the time of the disability
- Speak with a Human Resources representative to learn more

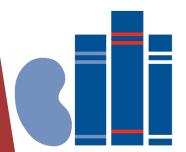


Lack Of Energy Resources

- Your Employment Rights as an Individual with a Disability https://www.eeoc.gov/facts/ada18.html
 Succinct summary of your rights under the ADA
- ► Accommodation Ideas for Renal/Kidney Disease

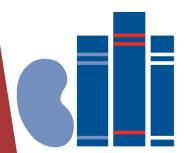
 https://askjan.org/blogs/jan/2017/05/accommodation-ideas-for-individuals-on-dialysis.cfm

 Examples of accommodation ideas, or work adjustments, that ESRD patients may find helpful
- Employees' Guide to Negotiating & Requesting Reasonable Accommodations Under ADA https://askjan.org/publications/individuals/employee-guide.cfm
 Information and hotline offering technical assistance on requesting job accommodations
- ▶ Ideas for Writing an Accommodation Request letter https://askjan.org/media/accommrequestltr.cfm
 Things you may want to consider in talking to your employer and a sample written accommodation letter
- A Kidney Patient's Guide to Working & Paying for Treatment https://lifeoptions.org/assets/pdfs/employment.pdf
 Pages 42-52: How keep your job with kidney disease Pages 106-107: Sample physician letters



Stigma Of Disability Resources

- ► Employer's Guide to ESRD https://www.kidney.org/atoz/content/employersguide
 An explanation of ESRD, how it affects a person's ability to work, and FAQs for employers
- Dept. of Labor Return-to-Work Toolkit for Employees & Employers https://www.dol.gov/odep/return-to-work/ Helps employers and employees understand the return-to-work process; resources to get back on the job
- Office of Disability Employment Policy: Tax Incentives for Employers https://www.dol.gov/odep/topics/TaxIncentivesForEmployers.htm
 Summary of tax incentives for companies that employ people with disabilities



Work Place Challenges Resources

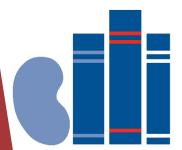
- U.S. Equal Employment Opportunity Commission (EEOC): Disability Discrimination
 https://www.eeoc.gov/laws/types/disability.cfm
 What kinds of discrimination and harassment are illegal, and when an employer can require medical exams
- National Disability Rights Network http://www.ndrn.org/en/ndrn-member-agencies.html
 Each state has an organization providing legal representation and advocacy services for employment issues
- ► ADA National Network https://adata.org/
 Regional centers give state-specific info and informal guidance on ADA, including your rights and employer's obligations
- **EEOC:** Filing a Charge of Discrimination https://www.eeoc.gov/employees/charge.cfm
 Overview, timeline, process, and application for filing a charge of discrimination



Confidence And Motivation Support Resources

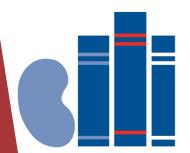
Groups for People Living with ESRD:

- National Kidney Foundation (NKF): https://www.kidney.org/
- American Association of Kidney Patients (AAKP): https://aakp.org/
- Renal Support Network (RSN): www.rsnhope.org/
- Kidney & Urology Foundation of America (KUFA): www.kidneyurology.org/
- ▶ Dialysis Patient Citizens (DPC): <u>www.dialysispatients.org/</u>
- American Kidney Fund (AKF): www.kidneyfund.org/
- Working With Kidney Disease Rehabilitation and Employment https://www.kidney.org/atoz/content/working Tips for improving physical strength, feeling stronger emotionally, and practical actions to consider
- Live Now: Keep Doing the Work You Love
 http://www.livenow.info/GetLiving/WorkingSchool/KeepDoingtheWorkYouLove.html
 Funny and honest perspective from a PD patient about working



Work Incentive Resources

- Working While Disabled How Social Security Can Help https://www.ssa.gov/pubs/EN-05-10095.pdf
 How earnings affect your benefits, what to report to SSA, and a summary of work incentive programs
- ► Ticket to Work Program https://www.chooseworkttw.net/about/index.html
 Career services for SSDI beneficiaries age 18-64 who want to work
- ► Ticket to Work Service Providers https://www.chooseworkttw.net/findhelp/
 Search by state and Benefits Counseling (WIPA) as the Provider Type or "Has Benefits Counselor on staff" to narrow results



Work Incentive Programs

- Section 1619(a) 1619(b)
- ► Impairment Related Work Expenses (IRWE) and Blind Work Expenses (BWE)
- Plan to Achieve Self Support (PASS)
- Achieving a Better Life Act 2014 (ABLE Account)
- Students with Disabilities
- Expedited Reinstatement
- For more information, visit these websites:
- www.SSA.gov/disabilityresearch/wi/1619b.htm
- www.choosework.ssa.gov



Vocational Rehabilitation

- Vocational rehabilitation (VR) organizations support people with disabilities by helping to place them in the workforce
- ► Local or national VR offices can assist with career exploration and resume development, as well as finding, training for, and keeping a job



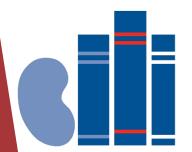
Office Of Vocational Rehabilitation (OVR)

- Vocational rehabilitation (VR) offices are operated by the states instead of being public/private organizations
 - Can result in wait times for services
 - But, that enables them to access more grants to help with things like financing participants' educational goals, continued training, or assistive technology
- Even after job placement, employers and employees get ongoing support from VR professional staff
 - ▶ Job training, guidance on the ADA regulations, information on disability and employment guidelines, and facilitation of tax credits
- For more information, visit this website: https://askjan.org/concerns/State-Vocational-Rehabilitation-Agencies.cfm



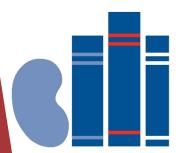
Employment Networks (EN)

- If a patient chooses the TTW program, they can either seek free services from Employment Network (EN) service providers or their state's Office of Vocational Rehabilitation (OVR)
- An EN is a public or private organization that contracts with SSA to provide services like career planning and coaching, job search assistance, job placement, ongoing employment support, and benefits counseling
 - ▶ ENs can be local, provide services across more than one state, or be nationwide
 - ▶ Patients can work with ENs in person, over the phone, or via email
- To obtain services from an EN, a patient's goal should be total self-sufficiency, because ENs are paid by SSA when a client transitions off disability
- ENs may be a good option if your patient wants very personalized and local assistance, is anxious to start working quickly but still has concerns about their benefits, or is experiencing long wait times for services at OVR
- ▶ For more information, visit these websites:
- https://www.chooseworkttw.net/about/meet-your-employment-team/index.html
- http://www.chooseworkttw.net/findhelp/



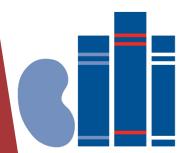
Workforce Development Centers

- ► Each state and most counties have a local workforce development center that provides career coaching and job search help, hosts hiring events and job fairs, connect people to staffing agencies, and provide people with training and education opportunities
- ► These services are free and available to anyone regardless of age, income level, disability or benefits status, profession, etc.
 - ► They can be a wonderful place to begin a job search, including for young people whose previous job experience may be minimal or those looking for temporary, seasonal work
- For more information, visit these websites:
- http://www.careeronestop.org/
- http://www.careeronestop.org/localhelp/americanjobcenters/find-american-job-centers.aspx



Independent Living Centers

- ▶ Independent Living Centers are typically non-residential, private, non-profit, consumer-controlled, community-based organizations providing services and advocacy by and for persons with all types of disabilities
- ► Their goal is to assist individuals with disabilities to achieve their maximum potential within their families and communities.
- There are nearly 500 ILCs in the USA and many are state-supported
- ► For more information, visit these websites:
- www.ilusa.com/links/ilcenters.htm
- www.virtualcil.net/cils/



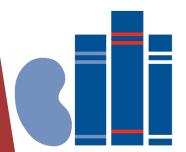
Working With Social Security Disability & The Trial Work Period

- If a patient wishes not to utilize the TTW program, they can seek employment on their own
- For SSDI recipients, there is a 9-month Trial Work Period that allows people to test their ability to work while still receiving their full benefits, regardless of income
- After the Trial Work Period ends, the income limits begin for how much someone can earn and may include an Extended Period of Eligibility (EPE) for 36 months
- Section 301 allows individuals in a Vocational Rehabilitation program to keep Medicare and SSDI/SSI after medical recovery such as transplant
- ▶ Continuation of Medicare Coverage allows individuals to keep Medicare at least 93 months after the trial work period
- All work activity should be reported to Social Security
- Expedited Reinstatement may occur if an individual is unable to work
- ▶ For more information, visit these websites:
- https://www.ssa.gov/pubs/EN-05-10095.pdf

For patients who receive SSDI/SSI

https://www.ssa.gov/redbook/

For educators, counselors, and anyone working with patients



Working With Social Security Retirement

- Individuals who take Social Security Retirement benefits at full retirement age may work and keep all of their SSR
- Individuals who take SSR prior to their full retirement age and earn more than certain amounts may have their benefits reduced
- When individuals reach full retirement age SSA will recalculate benefits
- For More Information:
- www.ssa.gov/pubs/EN-05-10069.pdf
- www.ssa.gov/planners/retire/
- www.ssa.gov/planners/retire/whileworking.html



Ex-offenders:

- ► Jobs for Felons Hub http://jobsforfelonshub.com/
 Free employment guide, support, & list of felon-friendly employers
- ► Federal Bureau of Prisons

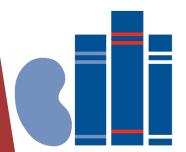
 https://www.bop.gov/business/employing_former_inmates.jsp

 Summary of business incentives for employing former inmates
- ► Career One Stop http://www.careeronestop.org/exoffender/index.aspx
 Good local resource list, interviewing guidance, & job search advice



Veterans:

- Department of Labor Veterans http://www.dol.gov/vets/
 Provides employment resources, expertise, and protects vets' employment rights
- Office of Disability Employment Policy Veterans https://www.dol.gov/odep/return-to-work/employee-veterans-wounded-warrior.htm Return-to-Work toolkit for vets & wounded warriors
- ▶ Job Accommodation Network http://askjan.org/topics/veterans.htm
 Vet-specific reasonable accommodations & resource list
- Vet Jobs http://vetjobs.com/
 Military job board
- ► Hire Heroes USA https://www.hireheroesusa.org/
 Free transition workshops, personal career coaching & employment prep counseling



Long-term unemployed:

- New Guide, New Destinations
- http://www2.deloitte.com/content/dam/Deloitte/us/Documents/about-deloitte/us-job-seekers-handbook-new-guide-new-destinations.pdf
 A comprehensive but practical handbook for job seekers to navigate out of long-term unemployment



Seniors:

- ► AARP http://www.aarp.org/work/
 Making career changes & working at age 50+
- ► AARP Foundation & SCSEP Program

 http://www.aarpworksearch.org/Pages/OurPrograms.aspx

 In 22 states, SCSEP provides subsidized training to low income people 55+ & assists with securing permanent employment guidance, & job search advice



Youth:

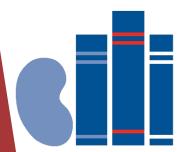
- ► Office of Disability Employment Policy Youth

 https://www.dol.gov/odep/categories/youth/index-Youth.htm

 Information & Resources for Youth transitioning into adulthood & employment
- ► Kidney & Urology Foundation Scholarships & Awards

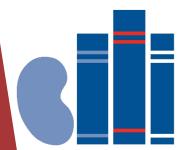
 http://www.kidneyurology.org/Patient_Resources/scholarships.php

 Academic scholarships for college-bound patients & awards program for individuals to stimulate education and life goals
- Social Security Resources to Assist Youth with the Transition to a Successful Adulthood https://www.ssa.gov/redbook/eng/resources-youth.htm
 Comprehensive resource directory for youth with disabilities



Visually Impaired Resources

- American Federation for the Blind: http://www.afb.org/default.aspx
 The American Foundation for the Blind (AFB) sees a world where people with vision loss have equal access and opportunities to excel at school, at work, and in their communities. Award-winning programs and services address the most pressing needs of people with vision loss. They change lives—breaking through barriers, challenging misconceptions, and expanding possibilities.
- ► Blind Institute of Technology: www.blindit.org
 This organization is relatively new and helps IT savvy blind/vi people gain employment. This resource is for blind/vi people who have IT skills. The BIT is looking to become a national organization but is mainly operating in Colorado.



Visually Impaired Resources

Business Enterprise Program (BEP):

The Randolph-Sheppard Act was signed into law on June 20, 1936 by President Franklin D. Roosevelt. Leading the fight to get the bill passed, Leonard Robinson, a blind attorney, enlisted the help of Senator Morris Sheppard and Congressman Jennings Randolph. The Act granted individuals who were legally blind the authority to operate vending facilities on federal property. A directory of contacts for the BEP program for each state:

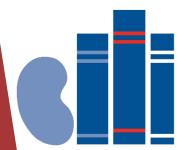
http://www.blind.msstate.edu/training/business-enterprise-program/local-resources/

A great news story that explains the BEP program: https://www.youtube.com/watch?v=2l2zktge9sQ



Visually Impaired Resources

- Foundation Fighting Blindness: http://www.blindness.org/
 The mission of the Foundation is to drive research providing preventions, treatments and cures for people affected by blinding retinal diseases
- ► National Federation for the Blind: https://nfb.org/
 The National Federation of the Blind provides public education about blindness, information and referral services, scholarships, literature and publications about blindness, aids and appliances and other adaptive equipment for the blind, advocacy services and protection of civil rights, employment assistance and support services, development and evaluation of technology, and support for blind persons and their families.



Self-Directed Employment Resources

- ► O*NET On Line: https://www.onetonline.org/
 Explore different careers, skill requirements, salaries, & hiring information
- ▶ Department of Labor's Work Opportunity Tax Credit: https://doleta.gov/business/incentives/opptax/eta_default.cfm Federal tax credit for employers to hire people from certain target groups (ex. OVR referrals, veterans, TANF recipients, and others)



Online Resources For Job Seekers

- www.211.org: Find local assistance with training, employment, food pantries, affordable housing and support groups
- www.Benefits.gov: Find out what government benefits you may be eligible for while unemployed
- www.CareerOneStop.org: Learn how to write a resume, cover letter or thankyou letter. Also get tips on interviewing and negotiating your salary
- www.NationalJobBank.com: Search jobs by occupation and location



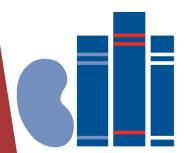
Online Resources For Job Seekers

- www.GettingHired.com: Look for employment with companies that are committed to hiring people with disabilities
- www.HireDS.com (Hire Disability Solutions): Use this job placement service to find a job that will work around your disability.
- www.PublicLibraries.com: Your local library may offer free job search assistance via seminars, webinars, workshops, and even one-on-one career coaching in some places
- www.MySkillsMyFuture.org: Find job opportunities based on your previous job experience and skills



Online Resources For Job Seekers

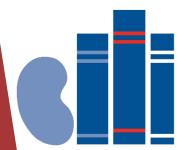
- www.BLS.gov/ooh (Occupational Outlook Handbook): Get detailed information on what specific jobs entail, the training and education needed, earnings and expected job prospects
- <u>www.DOLETA.gov</u> (United States Department of Labor): Learn about federal government job training and worker dislocation programs, as well as how to file for unemployment insurance benefits
- www.CareerOneStop.org/Reemployment: (Worker Reemployment): Learn how to apply for unemployment insurance, as well as what resources can help you with child care, groceries and other necessities



Job-Seeker Tools

When looking for a job while managing CKD, questions around how to assess your skill level, how to craft a resume and how to interview effectively may come to mind. The following tips and resources can help you answer those questions and give you some guidance so you can better market your skills:

- **1. Polish your resume.** In many cases, your resume is your first impression. Make it a good one. Prior to starting your job search, make sure your resume is accurate, is up to date and includes all the relevant information.
- ▶ 2. Develop your personal "pitch." A lot of interviews start with the interviewer saying, "Tell me about yourself." When an interviewer says this, they're looking for a one- to two-minute explanation of what makes you a standout candidate. In your "pitch," tell them your work background, your accomplishments, why you want to work at their organization and what your goals are. Write it down, practice it out loud, perfect it and be ready to deliver it on interview day.
- **3. Make a list of two or three skills you'd like to improve.** Assess your skill level and determine how you can be better. Employers want to know that you have a thirst for learning and improving. Think about the ways you can build on your skills and become a better employee. Read books, attend seminars or conferences and tell your prospective employer you're doing so.



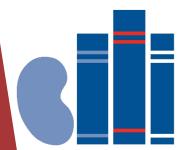
Job-Seeker Tools

- ▶ 4. Prep for a behavioral interview. Companies want to know how you'll perform when faced with obstacles in the position you're interviewing for, so oftentimes they'll conduct a behavioral interview. During this kind of interview, the employer will ask questions that will get you to reveal real-life examples that show how you handled a certain situation on the job. For example, the interviewer might ask, "Have you encountered a di cult situation with a past supervisor and, if so, how did you handle it?" The objective behind asking these kinds of questions is to predict how you'll handle challenges at their organization. Before your interview, practice answering these kinds of questions.
- **5. Do your research.** If you're interviewing for a job, it's fair to assume that you'll be asked why you want to work for the organization. One of the things that will make you stand out is having in-depth knowledge of the organization and the job. Start with the organization's website. Study its products and/or services. Also check out its social media presence on websites such as Facebook, Twitter and LinkedIn.
- **6.** Request an informational interview. An informational interview isn't a job interview. Rather, it's a way for you to define your career options or find out more about a company. The best way to find out what a company or job is really like is to talk to people who already work there. Don't expect a job offer out of an informational interview; think of it as additional research.



Job-Seeker Tools

- **7. Network.** Because many jobs aren't posted or advertised publicly, one of the best ways for job seekers to uncover career opportunities is through personal connections.
- **8. Volunteer.** Not only is it good to help others, volunteer positions can help you gain references or turn into jobs. If you aren't already and can fit it into your schedule, begin volunteering for an organization that focuses on something that interests you. And be sure to highlight your volunteer experience on your resume and/or job application.
- **9. Talk to the right person.** Although many job searches are performed online, there's value in speaking to someone about a job you're interested in. Figure out who is the best person to talk to at the company you're pursuing (usually the human resources or hiring manager) and give that person a call. The worst that can happen is they don't have time to speak with you. The best that can happen is you gain valuable insight about the kind of qualifications they look for or if they have a job that might be a good fit for you.
- ▶ 10. Change your attitude. Instead of focusing solely on what a job can bring to you, focus on what you can bring to the job. Develop a service-orientated mentality and attitude. During your interview, vocalize how your skills will serve the company and help it succeed.



Create An Action Plan

Start looking for work by making a plan to:

- Create a resume and apply for jobs
- Schedule interviews
- Research the positions prior to the interviews
- Send thank-you notes within 24 hours after interviews
- Follow up on the status of the interviews within seven days



The Key Components Of A Resume Or Job Application

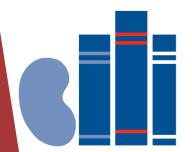
A resume and/or job application tells employers about your skills, experience and work history. Use it to highlight facts that prove you're qualified for the job and that you will bring sought-after skills to the job. Here are some of the components that you may want to include in your resume, or that you may be asked for in an application.



Resume

Personal Information

- ► Name, address, city, state, zip code, phone number, email address Education and Experience (same on job application)
 School(s) attended, degrees, graduation dates Certifications
 Skills and qualifications
- Employment History (current and prior positions) Employer, Job title and responsibilities, Starting and ending dates of employment

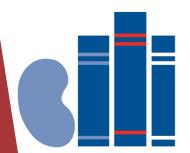


Job Application

Personal Information

Name, address, city, state, zip code, phone number,

- email address
- Are you eligible to work in the United States?
- If you're under the age of 18, do you have an employment certificate?
- ► Have you been convicted of a felony within the last five years (information about convictions varies based on state law)?



Job Application

Employment History (current and prior positions)

- Employer (including address, phone, email and supervisor's name)
- Job title and responsibilities Job title and responsibilities
- Starting and ending dates of employment Starting and ending dates of employment
- Salary
- Reason for leaving
- Permission to contact previous employer



Questions?

Chat box or unmute phone line #6







Thank You for Attending Today!

Please complete Feedback Form









Bureau of Labor Statistics offers statespecific information on your labor market, like which employers are hiring in your city the most, top 10 occupations in your area, and salary information.

http://www.bls.gov/bls/ofolist.htm

Career One Stop is sponsored by the US Department of Labor. Information is provided about career exploration, training, and jobs. www.careeronestop.org

Department of Labor offers information about employment rights, laws, and disability employment resources.

www.dol.gov

https://www.dol.gov/odep/pubs/fact/ada.htm

Disability Resources offers a listing of resources by state for a variety of specific disabilities, such as blindness, deafness, and diabetes. www.disabilityresources.org



► 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,
national origin, sex (including pregnancy),
age (40 or older), religion, or disability.
1-800-669-4000

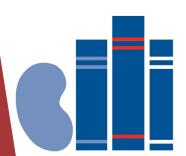
www.eeoc.gov

https://www.eeoc.gov/facts/ada18.html

Federal Employment (Schedule A):

- Schedule A is a non-competitive hiring process, meaning that people with qualifying disabilities are distinguished from the general applicant pool and given preferential hiring status for positions within the federal government.
- To qualify, you must meet the qualifications of the job you're interested in and have your disability documented in a letter. Your physician or licensed vocational rehab counselor, or any agency that provides you with disability benefits, can write the letter on your behalf.

https://www.opm.gov/policy-data-oversight/disability-employment/hiring/



Independent Living Centers are typically non-residential, private, non-profit, consumercontrolled, community-based organizations providing services and advocacy by and for persons with all types of disabilities. Their goal is to assist individuals with disabilities to achieve their maximum potential within their families and communities. There are nearly 500 ILCs in the USA. Many are statesupported. This site offers a search engine to help find a center near you.

www.ilusa.com/links/ilcenters.htm
www.virtualcil.net/cils/

▶ Job Accommodation Network (JAN) of the US Department of Labor's mission is to facilitate the employment and retention of workers with disabilities by providing employers, employment providers, people with disabilities, their family members and other interested parties with information on job accommodations, self-employment and small business opportunities. 1-800-526-7234

http://janweb.icdi.wvu.edu



► Life Options Rehabilitation Program is specifically targeted for ESRD patients and has a wide variety of resources and tools to address employment, daily living, and education.

1-800-468-7777

www.lifeoptions.org

▶ **Life Options** developed a booklet called *A Kidney Patient's Guide to Working & Paying for Treatment*. It discusses school options for students and provides information about going from school to work.

www.lifeoptions.org/catalog/pdfs/booklets/employment.pdf

National Council on Disability (NCD) is an independent federal agency composed of members appointed by the President of the United States, by and with the advice and consent of the U.S. Senate. NCD provides advice to the President, Congress, and executive branch agencies to promote policies, programs, practices, and procedures that guarantee equal opportunity for all individuals with disabilities, regardless of the nature or severity of the disability and to empower individuals with disabilities to achieve economic self-sufficiency, independent living, and inclusion and integration into all aspects of society. NCD serves people with disabilities by publishing information and recommendations meant to enhance the quality of lives for people with disabilities. 202-272-2004





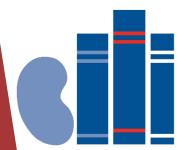
- National Disability Rights Network provides protection and advocacy for individuals with disabilities. Resources and information are offered to assist the disabled with jobs to remain employed and those without jobs to understand their options. A search tool is available to locate resources by state. www.ndrn.org
- National Rehabilitation Information Center (NARIC) has an abundance of disability and rehabilitationoriented information organized in a variety of formats designed to make it easy for users to find and use.

1-800-346-2742

www.naric.com

- Social Security Administration's website: <u>www.ssa.gov</u>
- resource to provide health professionals with an understanding of the disability programs administered by the Social Security Administration. It explains how each program works and the kinds of information a health professional can furnish to help ensure sound and prompt decisions on disability claims.

www.ssa.gov/disability/professionals/bluebook/



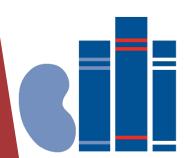
➤ Social Security's "Red Book" is a summary guide to employment supports for individuals with disabilities under the Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) programs.

www.socialsecurity.gov/redbook/eng/main.htm

SSA's Work Site has Ticket to Work information. https://www.ssa.gov/work/

with disabilities ages 18 through 64 who are receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. The goal of the Ticket to Work Program is to assist beneficiaries in obtaining employment and working towards financial independence. The Ticket Program may be key to accessing vocational rehabilitation, training, and placement services, as well as other services and supports to help reach employment goals. Information about employment networks is included.

www.yourtickettowork.com



Supplementary Educational Resources

- Many colleges have financial aid and grants for students with disabilities, and if there is a disabled students' advisor or office, they can help with access. For those receiving SSI/SSDI, work incentives programs or DVR can potentially offset some tuition.
- FinAid! Provides information about scholarships and fellowships for students with disabilities www.finaid.org/otheraid/disabled.phtml

- Kidney & Urology Foundation of America offers scholarships and achievement awards to assist patients in reaching educational or career goals. Scholarships are available to patients, family members, and donors. www.kidneyurology.org
- The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education.

 www.ed.gov/programs/fpg/index.html

