I Want To Work!
I Know I Can!

Because
my boss encourages me...

A guide to helping young people achieve competitive, integrated employment!
Introduction

• Do you work with young adults who are setting goals for their future? This guide is a roadmap to planning, deciding and preparing for employment.

• It is a resource that provides information on the goal setting process and helpful websites. We hope that it will encourage and support all youth to achieve competitive, integrated employment.

• Each section of the guide can be explored individually. We encourage conversations with young people. It includes useful topics for instruction and training. It also lists an array of websites that provide additional information.

• The appendices to this guide include charts that summarize various topics in the guide and can be used as a template to create local community resource mapping.
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1. A Roadmap to Work

2. Decide if I Want to Work
3. Find My Allies People who believe YOU Can Work
4. Find careers that are best for me Discover My Talents
5. What education and training do I need to prepare for my career
6. Where can I find a job?
7. Employment Support: Who will help me find and keep a job?
2. Motivation: Decision Time - Do I 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.
Do you want to explore the idea of working?  
Here are some ideas and resources

• 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 Joanne Fabric. Learn how to tie flies at a fishing shop. 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)
Work: Check each statement 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 workshop 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.
If you are still in high school or adult school

• Advocate for yourself. Share your plan with your transition 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 transition 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.
• If you are not sure about your career goals, you might request a career assessment.
• It is important to ask that you have the opportunity to explore jobs in the community. It is also important to ask for the chance 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.
If you attend 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 through college fairs.

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 services to help you pass classes 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
  www.californiacolleges.net
  www.cccco.edu
I need some questions answered

• When you think about working, you might have many questions.
• Connect with a mentor who can help you find answers to your questions.
• Ask family members, friends and caseworkers.
• Only you can decide to work. Your questions are important.
• What questions do you have?
  1.
  2.
  3.
  4.
  5.
3. **Expectations: Find My Allies who Believe I 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 are 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 tell people who are helping you through school, the Regional Center, or through Department of Rehabilitation 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.
Expectations are important.  
Here are some resources for family members and others.

The biggest challenges families face

- **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 [www.tknl.com](http://www.tknl.com)

- **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](http://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, Department of Rehabilitation  
  [www.db101.org](http://www.db101.org),

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

1. What do you like to do?
   Do you have hobbies? How do you spend your free time? What do you enjoy with friends? This gives you clues about what you like to do. 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.

2. 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.

3. 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.

4. 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 talents

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 in the worksite called a situational assessment to explore the job.

Taking interest surveys can help people identify careers they like. Visit www.cacareerzone.com or careersurfer.

There are lots of surveys on the web. These IPAD apps might help:

If you are not sure what talents or skills you have, there are surveys you can take on line.

The Multiple Intelligence inventory helps you find your talents.

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

Multiple Intelligences inventories
http://gse.gmu.edu/research/mirs/miresources/
California Career Zone lets you assess yourself and explore your interests. Then it matches your interests to careers or job families. It lets you know how much you would earn. Then you Make Money Choices and find out how much it will cost you to live in your favorite city.

Check out cacareerzone.org
A Way to Match Interests and Jobs Opportunities in industries with the potential for wages and jobs

Another way to think about jobs is to discover what you like.

One way to identify interests is to consider what type of work you like.

**Doers** like to work with tools, equipment, and work outdoors.

**Thinkers** like to read, study, think, discover.

**Creators** like to use their imagination, and be artistic.

**Helpers** like to help people.

**Persuaders** to like sell things and encourage or convince people.

**Organizers** like to be neat and orderly.

Use Labor Market Information to identify Opportunity

Industry Sectors that have wages and jobs

- Advanced Manufacturing
- Advanced Transportation
- Agriculture / Natural Resources
- Energy
- Global Trade and Logistics
- Health
- Digital Media
- Life Science Bio -Tech
- Retail Hospitality Tourism
- Small Business

Source: www.doingwhatmatters.cccco.edu

Resources that help you explore your interests:

- [Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf](https://www.mbaea.org/documents/resources/)
- [http://www.capregboces.org/ProgramsServices/E dSupportServices/RSE-TASC/PDFs/PictoralInterestInventory.pdf](http://www.capregboces.org/ProgramsServices/EdSupportServices/RSE-TASC/PDFs/PictoralInterestInventory.pdf)

Compiled by Sue Sawyer, CA Transition Alliance www.catransitionalliance.org
This chart matches your interests to jobs in different industries.

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

Ask someone to help you use these tools to identify jobs that match your interests.

Resources that help you explore your interests:
- [https://www.mbaea.org/documents/resources/Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf](https://www.mbaea.org/documents/resources/Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf)
- [http://www.capregboces.org/ProgramsServices/EdSupportServices/RSE-TASC/PDFs/PictorialInterestInventory.pdf](http://www.capregboces.org/ProgramsServices/EdSupportServices/RSE-TASC/PDFs/PictorialInterestInventory.pdf)

Are there any jobs that interest you?
1.
2.
3.
4.
5.
Some more ideas

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

Multiple Intelligences inventories
http://gse.gmu.edu/research/mirs/miresources/
5. **Training: What Education and Training do I 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

**Career Certification**
3 months – 18 months
Gives you a license or Certificate to qualify for a career

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

**College Degree**
2 – 4 years or more
Prepares you for professional careers.

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

Also check out:
Community Education  Internship  Volunteering  Work Experience

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

• 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]
  • Employment Development Department Labor Market Division  [www.edd.ca.gov/lmid]
  • O’NET – Occupational information system  [www.onetonline.org]
  • My Next Move is a website that ties opportunities to local options  [www.mynextmove.org]
  • Occupational Outlook Handbook  [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.
This is job information from My Next Move, a national website of career information.

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
Where Can I Find the Training Jobs Require?

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
• Employment Development Department Labor Market Division  www.edd.ca.gov/lmid
• O’NET – Occupational information system  www.onetonline.org
• My Next Move is a website that ties opportunities to local options  www.mynextmove.org
• Occupational Outlook Handbook  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.
6. Employment Opportunities: Where can I 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 Job Center in your community.
- Ask Regional Center or Department of Rehabilitation for help to find a job. Ask you teachers 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.

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? Some jobs are outdoors work or inside work- which do you prefer?
- 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?
This is the information you find when you visit a business website. This is Petco.

Look for the words careers or opportunities on the front page of the website.

It tells you what Jobs people have at Petco!

You can explore jobs.

You can find out if there are jobs at your local Petco.
Employers hire people who have 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.
Do You Have Your Employment Portfolio?

When you apply for a job, it is important to have these documents:

- Picture ID from DMV or a Driver’s License
- Social Security Card
- Birth Certificate

The following page lists examples of items you might want to copy for your employment portfolio. They 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.
## Ideas for your Employment Portfolio

- **Employment Portfolio**
  - Copies of your plans for the future
  - Interest Inventories and Reflection
  - Career Research
  - 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

  Individuals who are self advocates should have the freedom to decide what to put in their portfolio and how to or whether to use portfolio resources.

  Another resource is the TIPS Document at [www.shastacareerconnections.net](http://www.shastacareerconnections.net)

  Additional resources are available through the Career Café [www.cacareerbriefs.edu](http://www.cacareerbriefs.edu) and the Individualized Learning Plans [www.ncwd-youth/ilp](http://www.ncwd-youth/ilp)
Some more hints to find a job

Here are a few hints:

• 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 and

• 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.
Job Search Hints

FIND OUT WHO IS HIRING
Common Search Tools:
Monster/Hot Jobs, CareerBuilder, Craigslist, EDD/Cal Jobs
Staffing Agencies - take advantage of educational information.
Don’t forget Personal Contacts!
Social Media lets you know who is hiring --
LinkedIn, Facebook, YouTube

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 & 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; you can cut & paste information

RESUME
Professional, Unwrinkled, & 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

USE AN 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)

Background Checks will verify your Social Security Number & 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 & personality - and it is legal to deny you employment.

JOB HISTORY
Employers are looking for a Pattern of Responsibility & 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.

INTERVIEW
You have 3 minutes to impress!
Dress slightly “above” the position
No backpacks, cell phones, or drinks
Go 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?

WHEN EMPLOYERS COMPARE APPLICANTS, THEY ASK:
Are they trainable?
Do they have the skills & education the job requires?
Will they have good attendance?
Were they confident, friendly, alert?

Use the Web to Research Businesses/Companies.
Know what Positions are open & gain Information about the Business before you apply.

Compiled by Sue Sawyer, CA Transition Alliance www.catransitionalliance.org
7. Employment: Who will help me find and keep 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, 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
- **Transportation Services** to get to and from work.
8. Other Supports: What else do I need?

Everyone who works needs to have

• A Place to Live-
• Transportation
• Friends and A Social Life
• Money

• If you need help with any of these items, let your contact at school, the Department of Rehabilitation or Regional Center know so they can refer you to help in your community.
If you live on your own, you need to learn these skills and about these resources in your community.

**Independent Living Skills**

- **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

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

- **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

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

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

- **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
  - www.familysupportclearinghouse.org
  - www.jumpstart.org
  - Disability Benefits 101.org
  - Social Security www.ssa.gov
  - Veterans Benefits www.va.gov
  - Financial Literacy Education www.familysupportclearinghouse.org
  - www.jumpstart.org

- **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

**Housing and Other Resources**
- Information and Referral
- Independent Living Skills Training
- Housing
- Advocacy
- Assistive Technology
- Peer Mentoring
- Contracted Services
- Community Education

**City / County Housing Departments**
- Independent Living Skills Centers
- Regional Center/Vendors
- Catholic Social Services
- Services for Deaf and Hard of Hearing
- PAS Toolkit www.ncwd-youth.info/Pas-Toolkit

**Disability Financial Planning**
- Disability Benefits 101.org
- Social Security www.ssa.gov
- Veterans Benefits www.va.gov
- Financial Literacy Education www.familysupportclearinghouse.org
- www.jumpstart.org
Transportation

Community Access

- Agencies provide Mobility Training
- Use Public Transportation
  - Know schedules
  - Know routes, pick up points
  - Know options (bus, taxi, on demand)

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

Community Access

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

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 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

Independent Living Skills

Community Education

- Parks and Recreation Department
  - On Line Courses
  - Webinars
  - You Tube
  - Career Technical Courses
  - Explore hobbies through businesses
  - Local Museums, Art Galleries
  - Community College
  - Library

- AT&T Accessibility Services

  Universal Accessibility
  - E-Readers, Netbooks, Notebooks

Public Library

- Free access to computers and lots of information

Disability Services

- TTY for Speech/Hearing Impaired Only
- Interpreters, including ASL
- Accommodations for Service Animals
- Alternative methods for completing Driver’s License written exam
- Specifically designated counters for disabled individuals
- Disabled Person Parking Placard-License plate

Veterans Administration

- Practice tests at www.dmv.ca.gov
- Department of Motor Vehicles
- Department of Rehabilitation

- Agencies that provide adaptive driving vehicles and mobility assistive devices
- Department of Rehabilitation

- Disabled Person Parking Placard-License plate
- Department of Motor Vehicles

- Public Transportation
  - Demand Response Service for public transportation
  - Specialized transportation services available through disability-serving agencies
  - Maps
  - Agencies provide Mobility Training

- AT&T Accessibility Services
The following charts helpful tools.

They have a variety of information for you and your team to explore.

Websites
Hints to find a job
Essential Skills for Employment
Resources in your community
Self Advocacy skills to create your person-driven plan
Appendices

Websites for national and statewide programs
Hints to find a job: The employer perspective
Essential Skills for Employment: A compilation of employment skills
Resources in your community: Resource mapping
Self Advocacy skills to create your person-driven plan
Match Interests to Jobs-Ties Labor Market information to Interests and most common jobs related to the industries
Essential Skills for All Teens- A compilation of independent living skills
Additional Information and Web Resources

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

  • **Department of Rehabilitation:** [http://www.dor.ca.gov](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.disabilityrightsca.org](https://www.disabilityrightsca.org) - Disability Rights California provides advocacy help for Californians with disabilities.

  • **California Developmental Disability 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/](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](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](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/](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](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.
And some more resources

• CalJOBS\textsuperscript{SM}: [http://www.edd.ca.gov/Jobs_and_Training/CalJobs.htm](http://www.edd.ca.gov/Jobs_and_Training/CalJobs.htm) - CalJOBS\textsuperscript{SM} 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](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](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.sccd.ca.gov/regionaloffices.htm](http://www.sccd.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.
Tell Us Your Plan
Career Ideas
Training Ideas
Work Ideas

Tell Us What You Want and Need

What is Your Plan?
Explore career options- through print, web media
Explore postsecondary education options
Submit applications, take qualifying tests
Use labor market info. to guide choices
Develop resume
Submit applications / resume on line
Interview strategies

Self Exploration
What did you learn about yourself?
Envision your future: Picture life 5 years from now:
Where do you want to live and work? What do YOU want to do?
Create your own plan for your future!

Find A JOB
Find a job using job search tools: American Job Center, Craigslist, Monster/Hot Jobs CareerBuilder
Labor Market Information-EDD.ca.gov/Lmi
Employment services (WIOA/One Stop Agencies Temporary Employment Agencies
If you have a disability, request help from Department of Rehabilitation or your Regional Center

Explore Education and Training Options
Post secondary education options
On the job training
Short term training for a specific job
Apprenticeship, Internship Certification College Degree- 2 year, 4 year +More

Web Based Training
On line courses, webinars Tutorials
Check out employment agencies that have training modules

Independent Living Skills

Career Exploration
Explore careers on line with O’NET, California Career Zone-www.californiajobs.info
My Next Move – www.mynextmove.org
Talent Knows No Limits
Other options for exploration: Hobbies, Talk with people-informational interviews, job shadowing, career fairs, community events

Job Exploration in the community
Job Shadow Job Tryout
Situational Evaluation

If you are in school-
Explore through internships, Volunteering, project-based learning, service, work based learning, or career pathways

How about becoming an Entrepreneur?
(running your own business)
Do you have an interest that could become a service or product you sell?
• Do you want to be your own boss?
• Are you confident you can succeed?
• Do you have resources to get started?
• Can you “stick with something for a long time”?
• Are you organized?
• Do you have a business plan?
• Can you keep track of what you will sell and how much charge for your products or services?
• Do you have a business advisor?
• How will your advertise and • let people know about your business?
Employability Skills Framework
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.ncw-youth.info/lip

Good communication skills
Leadership Qualities
Positive Attitude
Flexibility and Adaptability
High Standard for Performance
Good Work Ethic
Accuracy, Reliability, Productivity
Acceptance of responsibility
Willing to learn and keep learning
Ability to analyze and evaluate
Teamwork

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

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
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

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

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

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
www.dol.gov/odep

Communication Skills
Enthusiasm & Attitude
Teamwork
Networking
Problem Solving & Critical Thinking
Professionalism

Technical skills required for each occupation: www.onetonline.org
And My Next Move

Labor Market Information identifies industries /careers with highest potential for opportunity and wages.
Essential Life Skills for All Teens

**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
- 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

**Transportation Community Access**
- Drive/Maintain Car & Driver's License
  - Buy Car, Buy Insurance
  - Registration
  - Pump gas
  - Maintain Vehicle (oil, fluids)
  - Maintain, Change Tires
  - Follow Traffic Laws/Safety

**Use Public Transportation**
- Know Schedules
- Know Routes, Pick-up Points
- Know Options (Bus, Taxi, On-demand)
- 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
- Develop, Maintain Healthy Family Relationships

**Postsecondary Options**
- Explore Career Options -- Print, web, media
- Explore Postsecondary Education Options
- Submit applications, take appropriate tests
- Apply Decision-Making Skills
- Use Labor Market Info. to guide choices
- Develop Resume
- Submit Applications/Resume on line

**Employability Skills**
- Communication Skills (Listen, Speak, Customer Service)
- Interpersonal Skills (Leadership, Social Skills, Teamwork)
- Personal Qualities / Work Ethics
- Thinking Skills (Analyze, Prioritize, Visualize, Problem Solve)
- Application of Core Academic Skills
- Use of Technology
- Manage Resources, Time
- Understand Value of Lifelong Learning
- Be Adaptable

**Self Determination & Self Management**
- Know Yourself -- Your Strengths, Limitations
- Manage Your Time
- Set Priorities
- Monitor Your Performance
- Balance Your Responsibilities and Priorities
- Adapt and Accept Change
- Advocate for Yourself to Meet Your Needs
- Learn from Mistakes

**Use Technology at Work, Home, Socially**
- Use Social Media Responsibility
- Know Cyber Presence
- Validate Sources of Information
- Maintain Safe Identity
- Maintain current knowledge of technology/applications

**Be A Lifelong Learner**
- Be curious & interested to learn new things or apply old info in new ways
- Seek Opportunities to Learn -- in Classroom, with Computers, with Books, with People
- Learn From and With Others -- Share what you Learn -- Recognize You are Not "The Expert"
- Take in Information -- Analyze it, join it with other information, then apply it

- Believe in Yourself