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## Enhancing Transition to Employment

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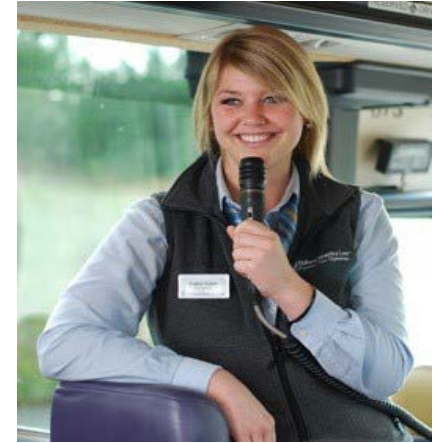
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# Enhancing Transition to Employment for Graduating Students



**Rene Reese**  
**College of Charleston**

# Job Search Toolkit

Help for people with disabilities who are looking for employment



Local agencies

Online jobs

Federal jobs

**How do I use this toolkit?**

Start my own business

Online support

SSI

# What's this Toolkit for? How can it help me?

*This toolkit is full of information on local, state, and national resources that will help you*

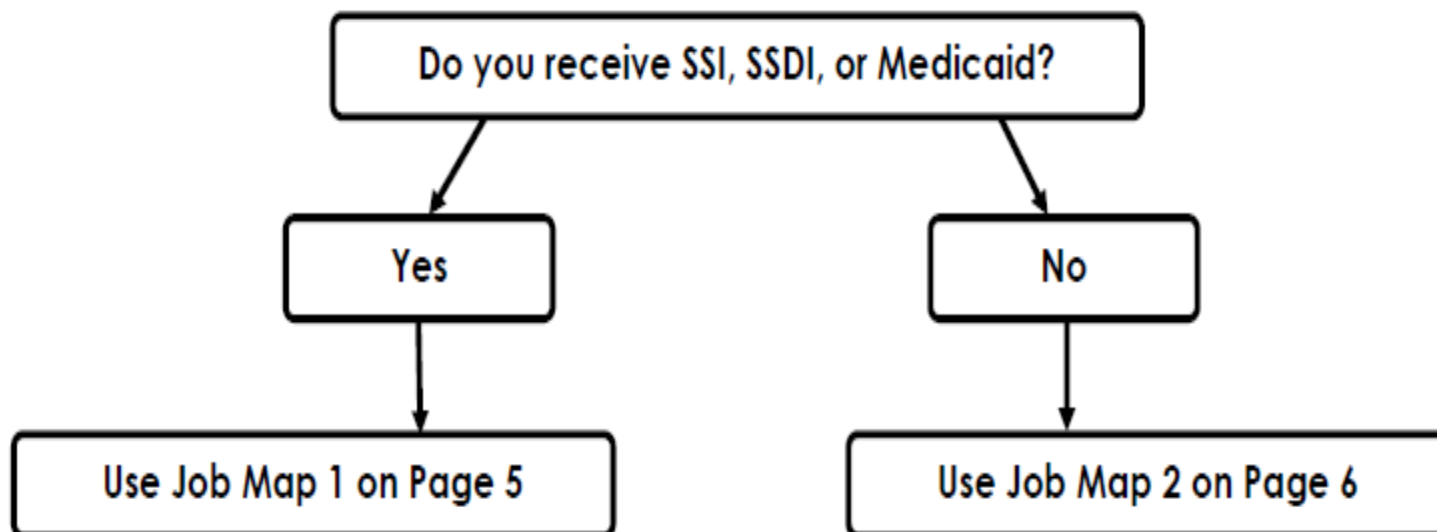
- ~ find a job
- ~ figure out what type of work you want to do
- ~ complete job applications
- ~ make or update your resume
- ~ start your own business
- ~ apply for jobs

Some people with disabilities may receive SSI, SSDI, or Medicaid

**Medicaid** is a government health insurance program.

**Supplemental Security Income (SSI) & Social Security Disability Insurance (SSDI)** are government programs that provide money (also called benefits) to some people with disabilities that are unable to work.

Step 2 - Answer the questions in the flow chart below to find out which Job Map to use



# How do you want to find a job?

I want someone to help me look for a job.

-----  
I want to know what agencies can help me.

Go to  
Section  
3

I want to do my own job search and apply for jobs on-line.

-----  
I want to know what websites to look for jobs on.

-----  
I think I can find my own job.

Go to  
Section  
4

I want to start my own business.

-----  
I want to find local and on-line resources and people to help me start a business.

Go to Section 6



**Are there  
local agencies that can  
help me in person?**





# How do you choose whom to work with?

1. Find the agencies that offer the services you want in the chart below.
2. Then look at the following pages to learn more about their services and how to get started.

<i>What they offer:</i>	<i>Agency Names:</i>					
	SC Works	Palmetto Youth <small>(Ages 16-21)</small>	Goodwill	** Voc Rehab	** Disabilities Board	** Berkeley Citizens Inc.
Job Search Assistance	x	x	x	x	x	x
Job Readiness Training	x	x	x	x	x	x
Internships		x	x	x		
Vocational Training	x	x	x	x	x	x
On-the-Job Training	x	x	x	x	x	x
Benefits Counseling			x	x		
Vocational Assessments	x	x	x	x	x	x
Employment Network	x		x	x		
Resume Assistance	x	x	x	x	x	x
Services are Free	x	x	x	x	x	x
	<i>Offer services to people with and without disabilities</i>			<i>** Offer services only to people with disabilities</i>		

**Job Search Assistance** - Help finding and applying for jobs, including writing coverletters and posting resumes.

**Job Readiness Training** - Teaches the skills you need to find and keep a job. Includes things like resume writing, interviewing, filling out job applications, soft skills like body language, communication skills and customer service training.

**Internships** - Offers an opportunity to try out a job to see if it's a good fit and/or to gain experience.

**Vocational Training** - Training in a specific career. Some examples are customer service, pharmacy tech, food service, custodial, etc.

**On-the-Job Training** - Training is provided at the employer's business. You learn the specific job skills while working in the job and you earn a paycheck.

**Benefits Counseling** - An expert that shows you how your SSI, SSDI, or Medicaid will be effected when you begin working.

**Vocational Assessments** - Helps you decide what jobs and or training may be a good match for you.

**Employment Network** - Helps people who receive SSI and SSDI because of a disability and who want to work. Also called the Ticket to Work Program.

# SC Works

## Overview of the services they offer

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

SC Works (which is also called the One-Stop or Trident Works) provides a wide variety of services to help you find a job. Services include help with creating resumes and cover letters, searching and applying for jobs, workshops that teach job readiness skills, interest and skill assessments, WorkKeys testing, as well as on-the-job training and vocational skills training.

SC Works will help you find employment in your local area, and they'll also help you expand your job search if you are interested in relocating. They also provide services for and with the South Carolina Department of Employment and Workforce (DEW) <https://www.dew.sc.gov>.

## Who can use their services?

You do not need to have a disability in order to use the services at SC Works. Everyone is eligible to use their services.

## How much does it cost?

There's **no cost** for the services; they are free.

## What services do they offer?

SC Works helps with job search as well as application assistance and job training. Specific services are listed below.

# SC Works

**What services do they offer?** continued

## **Application Assistance**

SC Works will help with your resume, cover letter and other materials.

## **Education and Workforce Training**

If you need additional training in order to obtain a job, SC Works can help you find a training that's a good match for your skills and interests. They may also be able to help pay for the cost of the training.

There are information sessions each week in different locations around the Charleston Area.

- SC Works Berkeley, SC Works Dorchester, and SC Works Charleston.

## **Adult Education**

GED classes and literacy classes are offered at SC Works.

## **Resource Center**

SC Works has resource centers where you can use the computers to search for jobs, build or update a resume, find information on community resources, practice typing tests, etc.

## **Employability Workshops**

SC Works offers free workshops focused on gaining employment. Topics include Your Job Search, Resume Writing, Interviewing Skills and Workplace Etiquette.

## **WorkKeys Testing**

WorkKeys is a job skills assessment that measures "real world" skills and abilities that employers believe are critical to job success. WorkKeys assessments measure proficiency in three key areas:

# SC Works

## How can I get started using their services?

You can begin using the services at SC Works by visiting any of their offices. You don't need an appointment to begin using their services. Or, you can get started online at [www.scworks.org](http://www.scworks.org).

## Locations and Contact Information:

### **SC Works Charleston**

1930 Hanahan Road, Suite 200

North Charleston, SC 29406

Phone: (843) 574-1800

Toll Free: (888) 226-1606

### **SC Works Berkeley**

100 S. Highway 52

Moncks Corner, SC 29461

Phone: (843) 761-4400

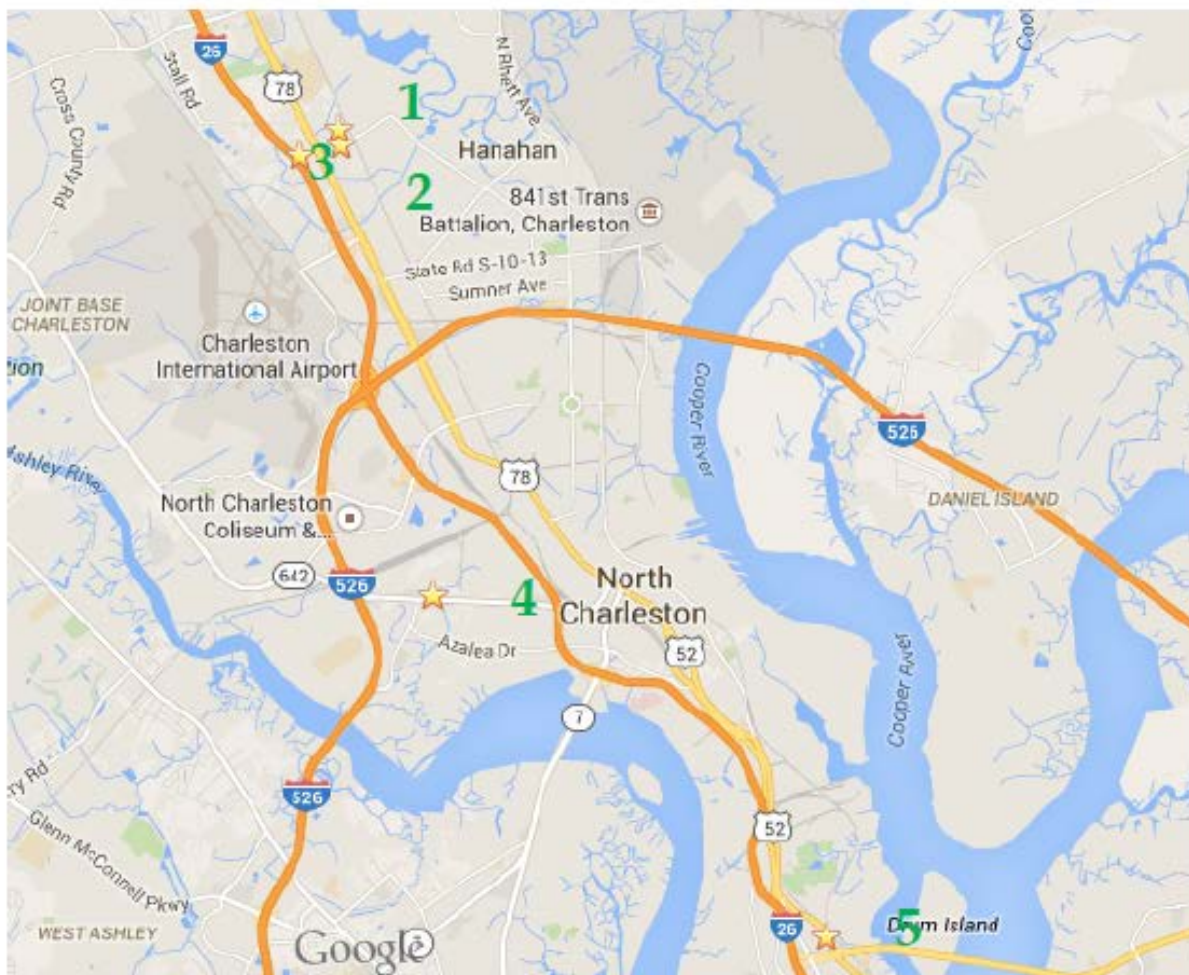
### **SC Works Dorchester**

2885 West 5<sup>th</sup> North Street

Highway 78

Summerville, SC 29483

Phone: (843) 821-0695



**1. SC Works Charleston Center**  
 1930 Hanahan Road, Suite 200  
 North Charleston, SC 29406

**2. Palmetto Youth Connections**  
 1930 Hanahan Road, Suite 200  
 North Charleston, SC 29406

**3. Goodwill Industries**  
 2150 Eagle Drive, Suite 100  
 North Charleston, SC 29406

**4. SCVRD Charleston**  
 4360 Dorchester Road  
 North Charleston, SC 29405

**5. Disabilities Board of Charleston County**  
 995 Morrison Drive, Suite 100  
 Charleston, SC 29403

**Where can I look  
on-line to find jobs?**

## Where can I look on-line to find jobs?

This section contains job search websites that you can use to search and apply for job openings on-line.



**Many of the job sites can only be used by people with disabilities.**

**Some sites will require you to register on their website before you can search their openings.**

All of the job search sites are free and they won't charge you a fee to register.





## Where can I look on-line to find jobs?

**disABLEDperson Inc.**

**<https://www.disabledperson.com>**

DisABLEDperson.com is a national job board that has job openings from companies who are looking to hire people with disabilities. You can search their job openings without registering.

Registration is free.

**The Sierra Group Recruit Disability**

**[www.recruitdisability.org](http://www.recruitdisability.org)**

Recruit Disability connects people with disabilities to job openings at companies that want to hire workers with disabilities. You can search their openings without registering.

Registration is free.





## Where can I look on-line to find jobs?

### **Getting Hired**

**[www.gettinghired.com](http://www.gettinghired.com)**

GettingHired was launched in 2008 with the sole purpose of helping people with disabilities find a job. You will definitely find local job openings on this site. You can also search their job openings without having to complete their registration form. Registration is free.

### **Think Beyond the Label**

**[www.thinkbeyondthelabel.com](http://www.thinkbeyondthelabel.com)**

Think Beyond the Label connects job seekers with businesses who are actively recruiting job candidates with disabilities. There are a lot of local job openings listed on this site. Also, they don't require you to register on their site in order to search their job openings. Registration is free.

### **ABILITY Jobs (Formerly JobAccess)**

**<http://abilityjobs.com>**

ABILITY Jobs is the largest job board for job seekers with disabilities. ABILITY Jobs has a long history of bringing employers and job seekers with disabilities together. They require you to register with them before you can search their job openings. Registration is free.

## Where can I look on-line to find jobs?

Job Search Sites that are open to everyone —

People with and without disabilities can use the sites below to look for jobs.

<http://www.snagajob.com>

<http://www.simplyhired.com>

<http://www.sciway.net/jobs>

<http://www.jobs.sc.gov>

<http://www.indeed.com>



**Does the  
Federal Government  
hire  
people with disabilities?**

# Does the Federal government

## Hire people with disabilities?

People with disabilities are able to apply for jobs with the Federal Government through the traditional hiring process.

In addition, the Federal Government has a non-competitive hiring process for people with disabilities called the Schedule A.

This section of the Toolkit contains information on the Schedule A.



# Does the Federal government Hire people with disabilities?

## Schedule A Hiring Process

People with disabilities can be appointed to Federal jobs through a non-competitive process called the Schedule A. The Schedule A is a special hiring process for people with disabilities.

You can apply using the Schedule A if you are a person with an intellectual disability, a severe physical disability, or a psychiatric disability.

Being eligible for the Schedule A will help you in the hiring process, but it will not guarantee you a Federal job. In order to be selected you will need to show that you meet the qualifications of the specific job that you are applying for. (With or without a reasonable accommodation)

Employees hired under the Schedule A are held to the same performance standards as all other Federal employees.

Please review the information on the following pages for more detailed information on the application process.

# Does the Federal government Hire people with disabilities?

## Schedule A Hiring Process....continued

### Step 1: Get your Schedule A documentation

To apply using Schedule A, you will need to submit documentation that proves you have an intellectual disability, severe physical disability, or psychiatric disability. This is called "Proof of Disability Documentation". This documentation shows that you are eligible to apply using Schedule A because you have a disability. It's best to have this letter ready before you apply under Schedule A.

You can request Proof of Disability Documentation from:

- Your doctor
- A licensed medical professional
- A licensed rehabilitation professional, such as SC Vocational Rehabilitation
- A federal or state agency that issues disability benefits, such as Social Security

The Proof of Disability Documentation needs to say that you are eligible to apply using Schedule A. It does NOT need to include your specific disability, medical history or need for accommodation. Sample "Schedule A Letters" can be found at [www.dol.gov](http://www.dol.gov).

# Does the Federal government Hire people with disabilities?

## Schedule A Hiring Process....continued

### Step 2: Apply for job openings using the Schedule A

#### Approach 1: Apply through USAJOBS

You can start by searching for a position and applying online through the USAJOBS website. Information on how to apply through USAJOBS is on pages 38 -39.

#### Approach 2: Apply directly with the agency using the Schedule A process

Most agencies have a Disability Program Manager (DPM) or Selective Placement Program Coordinator (SPPC) whose job is to help the agency recruit, hire, and accommodate people with disabilities.

Contact the DPM or SPPC at the agency where you want to work and ask how to apply for the job using the Schedule A hiring process for people with disabilities. They can work with you to make sure your resume and application are considered through Schedule A.

Go to [www.opm.gov](http://www.opm.gov) to find a list of Selective Placement Program Coordinators (SPPC) in each agency.

It's best to apply for a position through the regular vacancy announcement on USAJOBS and then follow-up with the SPPC/DPM.

Contacting the SPPC/DPM can take time and it's important that you meet the application deadline that's listed in the job announcement.



# Does the Federal government Hire people with disabilities?

## Applying for a position on USAJobs

[www.usajobs.gov](http://www.usajobs.gov)

USAJOBS is the federal government's official site for job information. Most federal job openings are advertised on this site and it includes thousands of job openings.

### Searching the [usajobs.gov](http://www.usajobs.gov) website

- The website lets you do a quick job search by location and keywords. You can also use the advanced search option to look for openings in a particular agency or career field.
- You can save your job searches once you create an account. You can also receive e-mail updates when new job openings are posted.

### Apply for Jobs

When you find a job that you want to apply for, create a USAJOBS account and start preparing your application materials. You can also create an account before you find a job to apply for.

#### Step 1: Prepare your resume

To apply for a federal job, you need a resume. You can create a resume directly on the USAJOBS website using the "resume builder" feature. Or, you can upload an existing resume.

#### Step 2: Complete the documents for the job vacancy

In addition to the resume, you may need to submit other things in order to apply for the job. The job announcement will tell you what to include in your application package (such as a writing sample, cover letter, or transcripts from high school or college).

You may also need to complete an occupational questionnaire. This is a set multiple choice questions. This questionnaire helps the hiring agency decide if you have the required job skills and experience.

## Does the Federal government Hire people with disabilities?



**Get your resume added to the  
Recruitment and Referral Database**

**The Federal government has a database of candidates with disabilities who are eligible to apply for employment through the Schedule A.**

**Federal and private employers that are interested in hiring people with disabilities can search this database and find employees to fill their job openings.**

**After you complete the Schedule A you can choose to add your resume to this database of job candidates.**

**If you are interested in being added to the database you can submit your resume and disability documentation to Bender Consulting Services via e-mail at [resume@benderconsult.com](mailto:resume@benderconsult.com) or through their website, <http://benderconsult.com>.**

**Where can I find help  
to start  
my own business?**

## Where can I find help to start my own business?

This section contains information that will be helpful to people with disabilities that want to start their own businesses.

Each of the websites listed in this section has a large amount of information on-line. On the following pages, you'll find a description of the services and resources that they offer.

In addition to these resources, SC Vocational Rehabilitation listed on pages 17-19 may be able to help you.



# Where can I find help to start my own business?

## The Abilities Fund

### Overview of Services

<http://abilitiesfund.org>

Abilities Fund has a number of programs and services available to entrepreneurs with disabilities. Some of their services are open to any individual in the US with a disability and some services are available based upon where you live or other factors. Please check each program for specific eligibility guidelines.

## Guide to Self-Employment - Disability.gov

### Overview of Services

[www.disability.gov](http://www.disability.gov)

Disability.gov has a Self-Employment section that provides numerous resources to help you start your own business. In addition, it has a "Guide to Self-Employment" to connect you to programs, services, government agencies and organizations that can help you become a small business owner.

Some of the topics include:

- Where Can I Get Advice on Starting a Business?
- Where Can I Find Information about Writing a Business Plan?
- Where Can I Get Financing to Start a Small Business?



**Where can I find  
employment tips  
and tools on-line?**

# Where can I find employment tips and tools on-line?

## My Next Move

### Overview

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

My Next Move can help you find out what your interests are and how they relate to the world of work. You'll find job and career options that are a good match for your interests and work experience. You'll also have an opportunity to explore and search different career fields. My Next Move is part of O\*NET.

## Career One-Stop

### Overview

<http://careeronestop.org>

This website is a resource for job-seekers, including those with disabilities. You can search for jobs, explore different careers, get resume writing tips, job interview strategies, etc.

## Disability.gov

### Overview

[www.disability.gov](http://www.disability.gov)

Disability.gov has a list of employment resources including a "Guide to Employment". It also has information on benefits, education, health, housing, technology, and transportation for people with disabilities.

**What will happen  
to my SSI & Medicaid  
when I start working?**



# What will happen to my SSI & Medicaid when I start working?

## SSI,SSDI, and Medicaid

### Overview

[www.socialsecurity.gov](http://www.socialsecurity.gov)

The Social Security Administration (SSA) pays Social Security Disability Insurance benefits (SSDI) and administers the Supplemental Security Income (SSI) program.

If you receive either of these disability benefits (SSI or SSDI) and you begin working, you must report any income you earn to the Social Security Administration (SSA).

However, this does not mean that the amount of your benefits will be affected or that you will immediately stop receiving disability benefits.

Benefits Counselors, also called Community Work Incentives Coordinators can help you learn about the work incentives that are available to help reduce the risk of trying work.

It's also possible to keep your Medicaid coverage when you begin working and earning income.

Visit SSA on line at [www.ssa.gov](http://www.ssa.gov) or [www.socialsecurity.gov](http://www.socialsecurity.gov) to learn more and to make an appointment with your local Benefits Counselor/Community Work Incentives Coordinator. Their services are free.

You can also call the SSA at (800) 772-1213.

## What will happen to my SSI & Medicaid when I start working?

### Ticket to Work Program

#### Overview

<http://choosework.net>

The Ticket to Work Program is a program of the Social Security Administration. It's a free program that helps people who receive disability benefits (SSI or SSDI) return to work or go to work for the first time.

If you receive SSI or SSDI and are between the ages of 18 - 64, you qualify for Ticket to Work Services.

The Ticket to Work Program gives you choices of where to receive employment services.

Ticket Holders assign their tickets to an Employment Network (EN) to obtain employment services, career counseling, job placement, vocational rehabilitation services, or other support services that are necessary to achieve their work goal.

The Ticket to Work website includes a "Ticket to Work Employment Resource Database" where you can search for local Employment Networks (ENs) and Vocational Rehabilitation Agencies.



# How to use at your location & Questions

How to get started

Local agencies

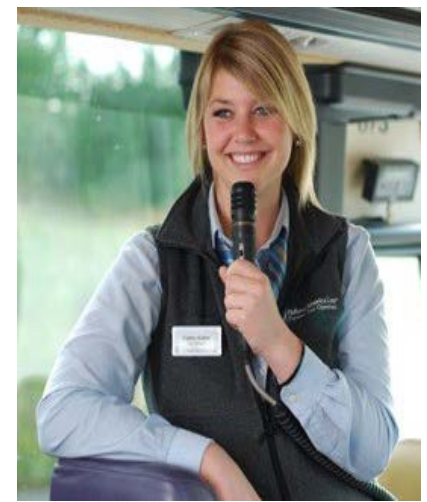
Online Jobs

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