

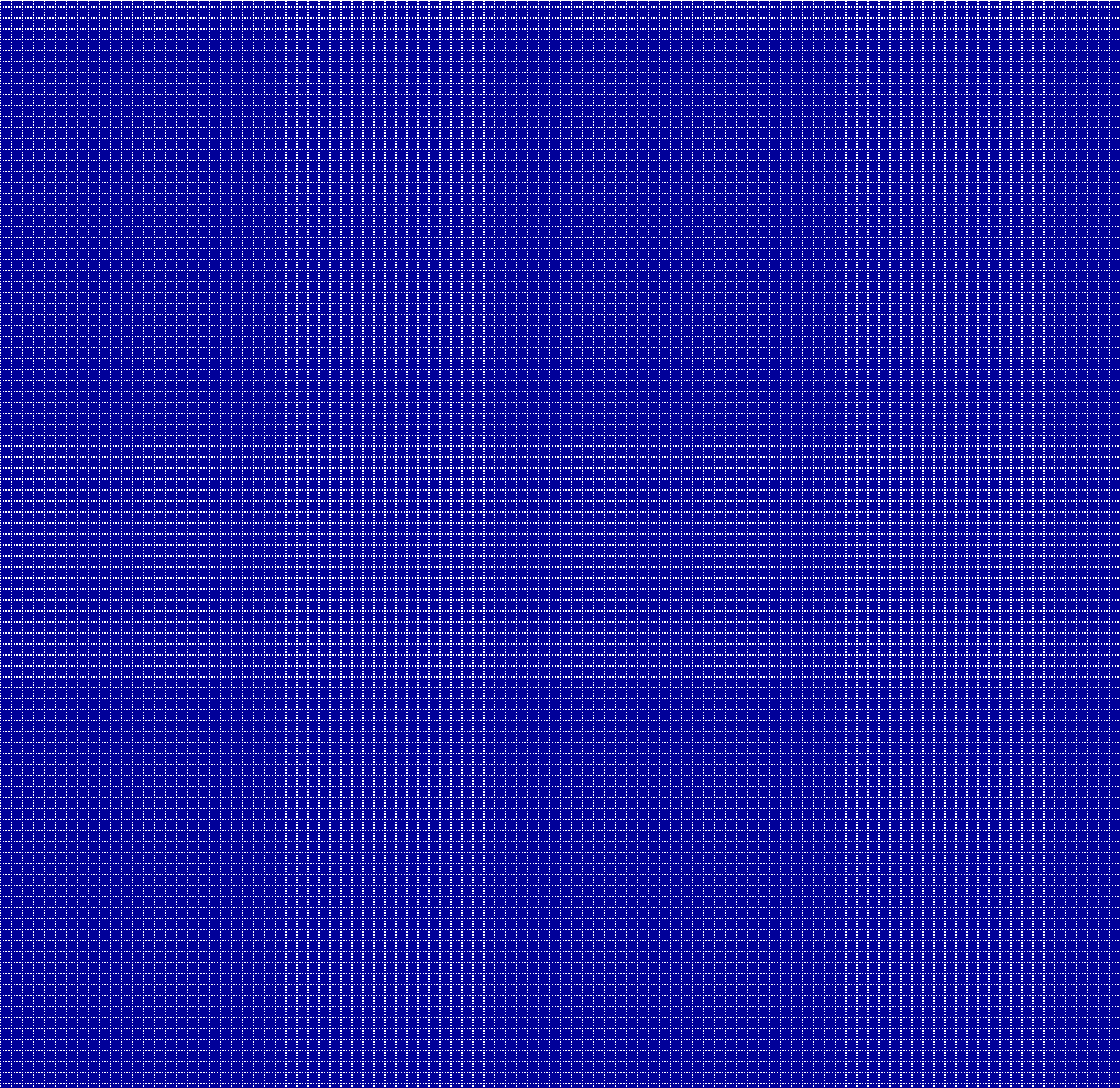
# Job Search Toolkit

Help for people with disabilities who are looking for employment

TPSID Project

College of Charleston

<http://tpsid.cofc.edu>



*We hope you find this Toolkit useful and informative.*

*It's designed to help graduates of the post-secondary education programs for students with intellectual disabilities connect to resources and agencies that will help them find employment opportunities in the Charleston, SC area.*

*The resources in this Toolkit will also be useful to other students and adults with disabilities that are looking for a job.*

To request this Toolkit in an alternative format contact [reeserd@cofc.edu](mailto:reeserd@cofc.edu)

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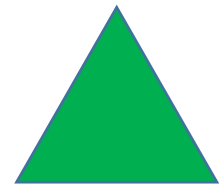
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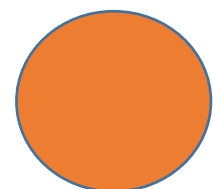
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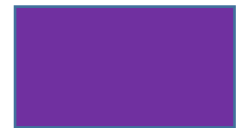
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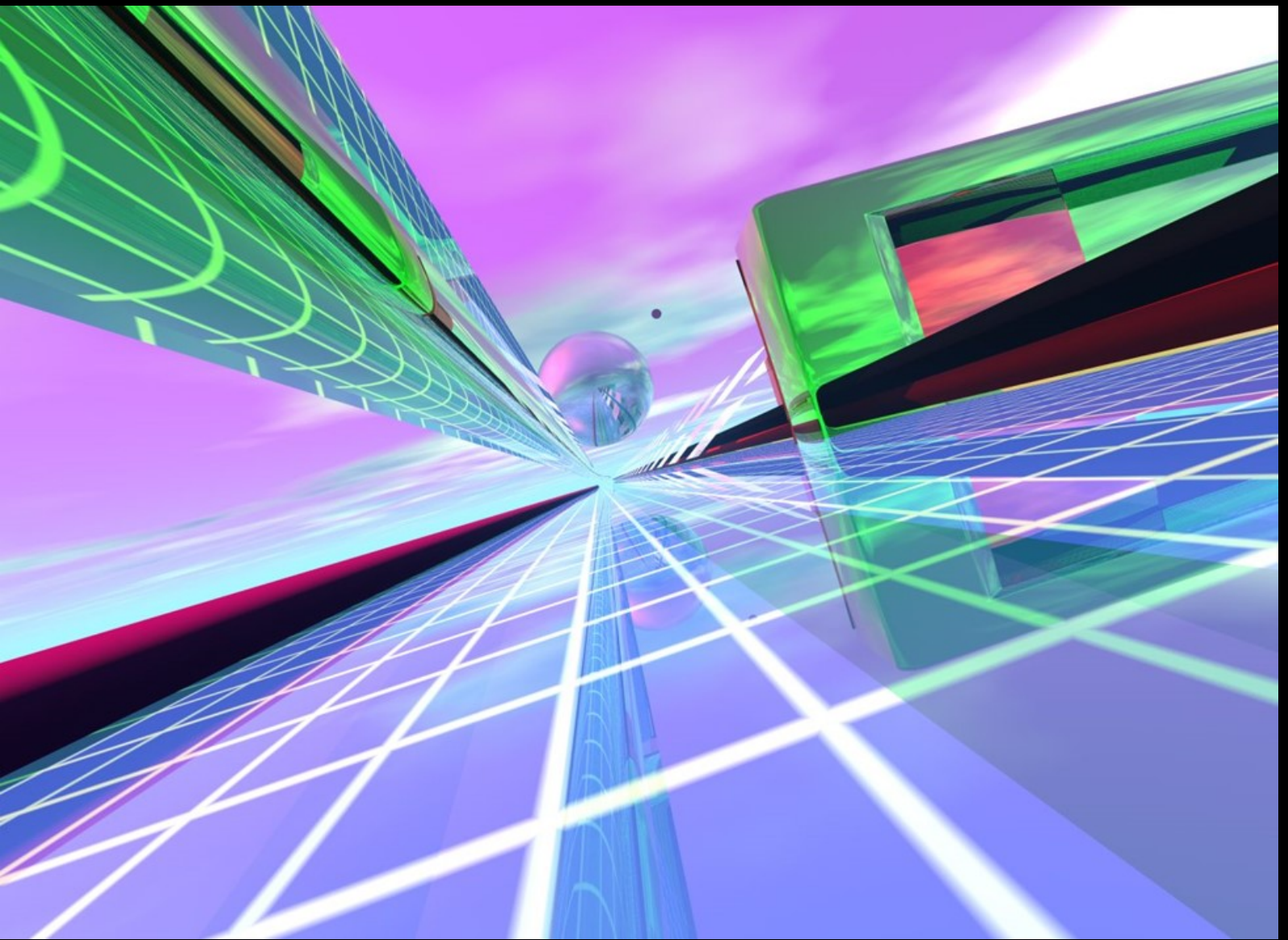


1

**What's this Toolkit for?**

**&**

**How can it help me?**



## 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

↙ Start Here ↙ Start Here ↙ Start Here ↙ Start Here ↙ Start Here

# 2

**How do I use this Toolkit?**

**&**

**Where do I start?**



# How do I use this Toolkit? Where do I start?

This Toolkit contains a lot of information. Not everyone will need or use all of the information and not everyone will start at the same place in the Toolkit. Each section of the Toolkit gives a short description of the information and may also contain a chart, diagram or map to help you move in the right direction. To get started, follow the steps below.

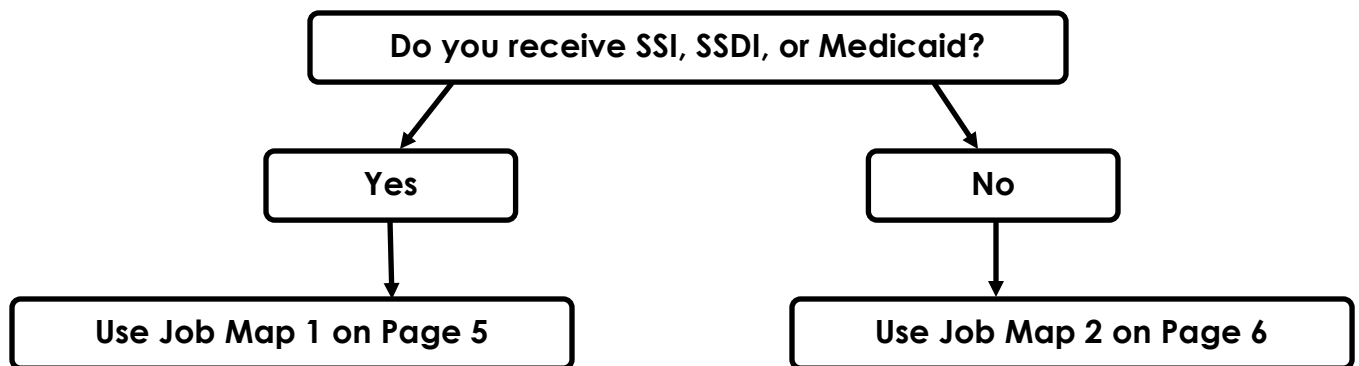
## Step 1 - Read the information in the box below

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

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

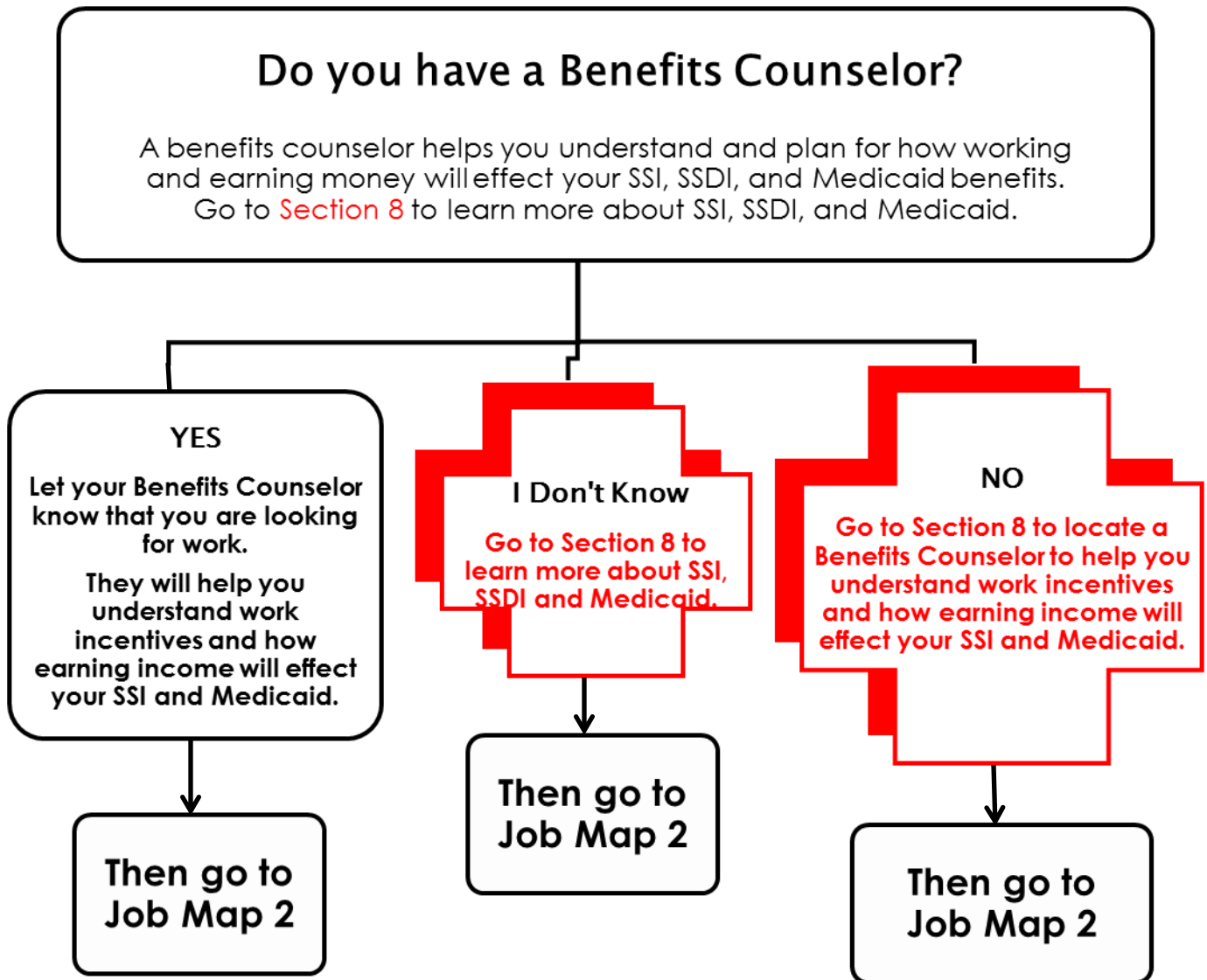
**Supplemental Security Income (SSI) & Social Security Disability Insurance (SSDI)** are government programs that provide money (also called benefits) to some people with disabilities that are unable to work.

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

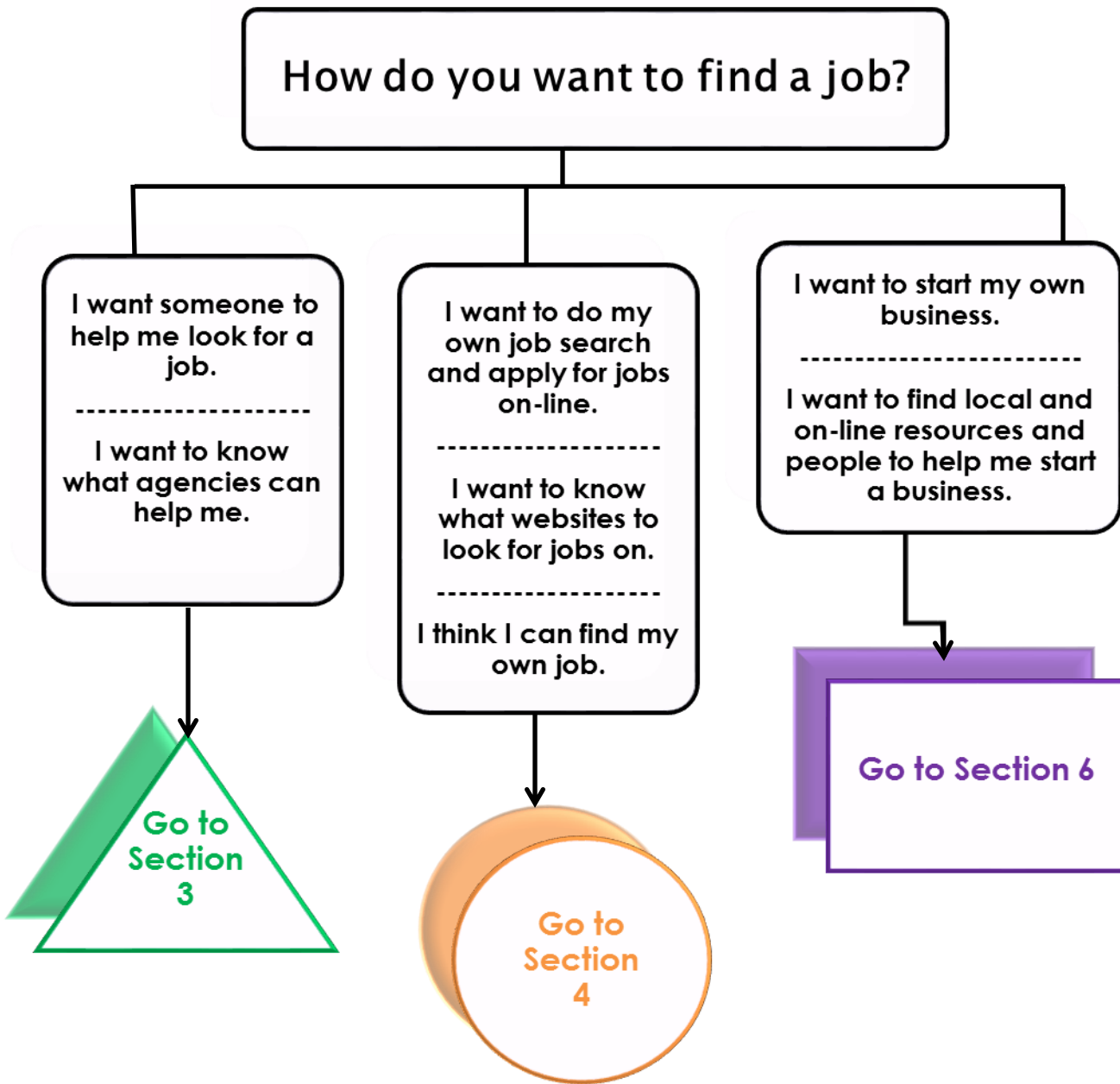


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# Job Map 1 – If you receive SSI, SSDI or Medicaid start here



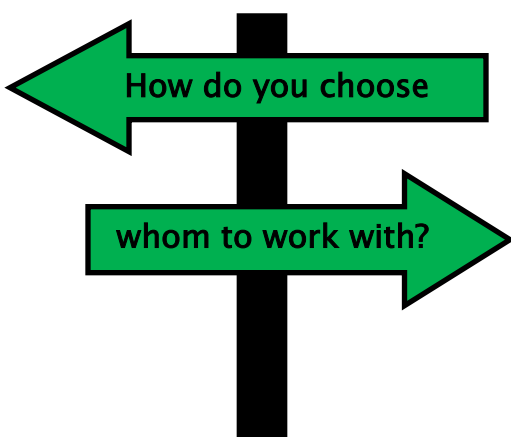
# Job Map 2 – For All Job Seekers



**3**

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

## Local Employment Services



This section contains information on local agencies where you can meet with someone and get help in person with your job search.

It doesn't matter what type of work you'd like to do, each agency can help you with your job search, and help you decide what type of work might be a good match for you.

### Use the guidelines below to find an agency that can help you.

1. First look at the chart on the following page to find out what services each agency offers.
2. Find the agencies that offer the services that you want; like help finding a job or training.
3. Go to the pages that follow the chart (pages 10-24) to find more information on the agencies that you're interested in and how to contact them.
4. Look at the maps on pages 25-26 to see where the agencies are located and which ones are located near you.
5. "How to get started" information is included for each agency. Use that information to get in touch with the agency and "get started" with your job search.

# 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.

What they offer:	Agency Names:					
	SC Works	Palmetto Youth (Pages 16-21)	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
	Offer services to people with and without disabilities			** Offer services only to people with disabilities		

**Job Search Assistance** - Help finding and applying for jobs, including writing cover letters 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.

#### Job Searching

SC Works will help you find current job openings in the area. They will also help you find job openings outside the local area if you want to move to another location.

You can also use SC Works services online, where you can search for and apply for job openings, post your resume for employers to see, and find out about training opportunities.

# 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:

- Communication: Business Writing, Listening, Reading for Information, Writing
- Problem Solving: Applied Mathematics, Applied Technology, Locating Information, and Observation
- Interpersonal Skills: Teamwork



# 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

## What if I live outside of the Charleston Area?

There are Career OneStops like SC Works throughout the United States. To locate a OneStop Career Center in another area visit [www.careeronestop.org](http://www.careeronestop.org) or call (877) 872-5627.

# Palmetto Youth Connections

## Overview of the Services they offer

[www.palmettoyouth.com/trident.html](http://www.palmettoyouth.com/trident.html)

Palmetto Youth Connections helps young people prepare to enter the workforce. They help 17-21 year-olds develop the skills and abilities that will qualify them for today's jobs openings.

### Who can use their services?

You must be a youth between the ages of 17-21 and have a barrier to employment. Having a disability is considered a barrier and will qualify you for the program if you are between the ages of 17-21.

### How much does it cost?

There's **no cost** for the services that Palmetto Youth provides.

### What services do they offer?

- Job Readiness Workshops
- GED and High School Diploma Assistance
- Internships
- Vocational Training
- National Certifications
- Supportive Services

### How can I get started using their services?

You can check out their website or call them and ask about their weekly information sessions.

### Location and Contact Information:

Palmetto Youth Connections  
1930 Hanahan Road, Suite 200  
Charleston, SC 29406  
Phone: (843) 574-1897

# Goodwill Industries of SC

## Overview of the Services they offer

[www.palmettogoodwill.net](http://www.palmettogoodwill.net)

Goodwill Industries of SC provides job training and employment services. They help people develop the skills necessary to get and keep a job.

### Who can use their services?

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

### How much does it cost?

There's **no cost** for the services that Goodwill provides. The services are free.

### What services do they offer?

- Computers to search online job listings and write/print resumes
- Job leads
- Faxing/ photocopying
- Resume writing assistance
- Assistance with online job applications
- Staff trained to assist persons with disabilities in finding employment

### What specific services do they offer?

#### Pre-Employment Training Program

During the 40-hour Pre-Employment Program Goodwill teaches the skills necessary to find and maintain a job. This soft-skills training includes: resume writing, interviewing tips, "dress-for-success classes", and customer service training.

# Goodwill Industries of SC

## What specific services do they offer? continued

### **Ticket-to-Work Program**

The Ticket-to-Work program offers help to people who receive Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) and who want to work. The program provides employment and training services that will help Ticket holders go to work and earn a paycheck.

### **Training**

Goodwill provides job training and job placement services. They also provide career counseling, vocational assessments, job readiness and soft skills training. In addition, they offer sheltered workshop employment.

### **Goodwill provides job training in the following areas:**

- Food Service
- Retail
- Custodial
- Maintenance
- Shelf Stocking

## How do I get started using their services?

Job search and training services are offered at the Goodwill Job Link and Prosperity Centers listed on the following page. You can visit one of the locations to get started or call and ask for an appointment.

# Goodwill Industries of SC

## Locations and Contact Information:

Goodwill Industries – North Charleston  
2150 Eagle Drive, Suite 100  
North Charleston, SC 29406  
Phone: (843) 566-0072

Goodwill Industries – Johns Island  
1758 Main Road  
Johns Island, SC 29455  
Phone: (843) 414-9743

Goodwill Industries - Knightsville  
825 Orangeburg Road  
Summerville, SC 29483  
Phone: (843) 414-4883

Goodwill Industries – Moncks Corner Prosperity Center  
325 East Main Street  
Moncks Corner, SC 29461  
Phone: (843) 761-6033

Goodwill Industries – Summerville Prosperity Center  
222 Old Trolley Road  
Summerville, SC 29485  
Phone: (843) 285-7880

Goodwill Industries – Walterboro  
112 Robertson Blvd  
Walterboro, SC 29488  
Phone: (843) 782-4010

## What if I live outside of the Charleston area?

Goodwill provides services all throughout the United States. For services outside the Charleston area, please visit Goodwill's main website at [www.goodwill.org](http://www.goodwill.org).

# SC Vocational Rehabilitation

## Overview of the services they offer

<http://scvrd.net>

SC Vocational Rehabilitation helps people with disabilities develop an employment goal and become employed. They provide a variety of services, including medical, counseling, education, and training.

## Who can use their services?

You must have a documented disability and be able to benefit from VR services that would lead to competitive employment.

## How much does it cost?

There's no cost for determining if and how SC Voc Rehab can help you. The service is free. Planning and job placement assistance is also free.

If you need tools or training in order to reach your employment goal, SC Vocational Rehabilitation may be able to pay for all or some of the costs. The amount will be based on your family resources and your level of need.

## What services do they offer?

### Traditional services include:

- Vocational assessment
- Career planning
- Individualized plan for employment
- Counseling and guidance
- Job placement assistance

**Additional services** include supported employment and job retention services.

**Specialized services** include occupational therapy, physical therapy, pain management, a prosthetics and orthotics clinic, computer training and nutritional counseling.

# SC Vocational Rehabilitation

**What services do they offer?** continued

## **Work Training**

Work Training helps develop positive work behaviors and the physical stamina needed for successful adjustment to a new job. Participants work in a production-oriented environment under the close supervision of a job coach at a VR training center. The job coach helps participants learn work tasks and adjust to the work requirements.

## **On-the-Job Training**

On-the-job training can be provided by a prospective employer. A “job ready” client works for an hourly rate of at least minimum wage while learning the skills of the job. If the training is successful, the client is expected to be employed in the same or a comparable position.

## **Classes**

Classes to help prepare for employment include:

- Classes that address how specific disabilities affect work ability.
- Pre-employment classes on how to fill out job applications, develop interview skills and develop an understanding of an employer's expectations.
- Employment classes for “job ready” clients include job-seeking groups, advanced interview skills and other topics.

## **Job Placement**

Vocational Rehabilitation helps with job placement and many clients also find their own jobs.

# SC Vocational Rehabilitation

## How can I get started using their services?

You can apply for services at one of your local VR offices. They are listed below.

### Locations and Contact Information:

SCVRD Charleston  
Work Training Center  
4360 Dorchester Rd  
North Charleston, SC 29405  
(800) 832-7526

Berkeley and Dorchester Counties  
2954 South Live Oak Drive  
Moncks Corner, SC 29461  
(843) 761-6036  
(866) 297-6808





# Disabilities Board of Charleston County

## Overview of the services they offer

[www.dsncc.com](http://www.dsncc.com)

The Disabilities Board of Charleston County (DBCC) is part of a statewide network of disabilities and special needs boards created by the SC Legislature. They contract with the SC Department of Disabilities and Special Needs (SCDDSN) to provide services and supports to people with intellectual disabilities, autism, head and spinal cord injuries, and related disabilities.

Services and supports include early intervention, service coordination, child services, adult day services (vocational and non-vocational programs), and residential services.

## Who can use their services?

You must be eligible for services from the South Carolina Department of Disabilities and Special Needs (SCDDSN) in order to qualify for services offered by the Disabilities Board of Charleston County (DBCC).

Eligibility determination begins with a screening that's completed by a provider chosen by SCDDSN. To be considered eligible by SCDDSN, the person must have a severe, lifelong disability, such as intellectual disability, autism, traumatic brain injury or spinal cord injury. For more information about the eligibility determination process, please visit the SCDDSN website at <http://ddsn.sc.gov>.

If you are eligible for services, they can help you determine what you need, identify resources, and plan and coordinate services with other agencies.

## How much does it cost?

Services are free to eligible individuals with disabilities.

# Disabilities Board of Charleston County

## **What services do they offer?**

DBCC provides employment opportunities for people with disabilities. Services include supported employment and vocational programs.

## **The specific services are below:**

### **Employment Services (Supported Employment)**

A Job Coach will help you identify your interests, strengths, and needs. They will also help you find a job and provide on-the-job training. Once you begin your job, they will continue to work with you to help make sure that you are successful on the job.

### **Vocational Programs**

DBCC offers a large variety of vocational training and work options. They provide people with disabilities with the opportunity to learn work skills and earn a real paycheck. Information on their programs is below and continues on the next page.

### **Delicious Delights Bakery**

Workers learn a wide variety of job skills in the bakery and catering industry. They prepare breads, rolls, and other baked goods for Charleston area restaurants and businesses.

### **Hope Services Woodshop**

Workers produce survey stakes, hubs and pallets for local businesses.

# Disabilities Board of Charleston County

## **What services do they offer?** continued

### **Enclaves and Mobile Work Crews**

Enclaves are when people work in community businesses with a supervisor from the Disability Board on-site to provide support and direction. The jobs may be in the community or in one of the facilities operated by the Disability Board.

The enclaves work in retail stores, manufacturing plants, and other Charleston businesses. Mobile work crews include a flyer distribution crew, a grounds keeping crew, and lawn and landscaping work.

### **Center-Based Programs**

The jobs at the center include assembly, packaging, labeling, bulk mailing, and other work.

## **How do I get started using their services?**

Call the office of Family Support Services at (843) 805-5800 to apply.

They will provide you with information and connect you to the initial screening provider.

After initial screening, they will help you with the eligibility determination process, which is done through the SC Department of Disabilities and Special Needs (SCDDSN).

## **Location and Contact Information**

Disabilities Board of Charleston County  
995 Morrison Drive  
Suite 100  
Charleston, SC 29403  
Phone: (843) 805-5800



## Berkeley Citizens, Inc.

### **Overview of the services they offer**

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

Berkeley Citizens, Inc. (BCI) provides individuals with developmental disabilities with a variety of residential options and adult day workshops that provide employment opportunities. BCI is funded through the South Carolina Department of Disabilities and Special Needs, grant programs and donations from private companies and individuals.

### **Who can use their services?**

BCI eligibility guidelines depend on each individual and their particular circumstances. Please visit the BCI website at [www.berkeleycitizens.org](http://www.berkeleycitizens.org) to see a list of eligibility requirements.

### **How much does it cost?**

There may be costs involved. To ask about costs, call BCI at 843-761-0300 and ask to speak with someone in the Family Services Department.

### **What services do they offer?**

BCI provides employment opportunities for people with disabilities.

# Berkeley Citizens, Inc.

## What Specific services do they offer?

### **Berkeley Industries Adult Sheltered Workshop**

The work includes small assembly, disassembly, salvage, recycling, packaging and all aspects of mailing. Workers are paid wages based on the US Department of Labor (DOL) regulations for sheltered workshops.

### **Competitive Employment**

They will help you find a job. After you are hired, a Job Coach will work with you and teach you the specific job skills so that you will do the job well and be successful.

### **Enclave and Mobile Crews**

Jobs include assembly line work and janitorial services. You will work in local businesses and you will have a supervisor from Berkeley Citizens that will work with you on the job and provide all of your training and supervision.

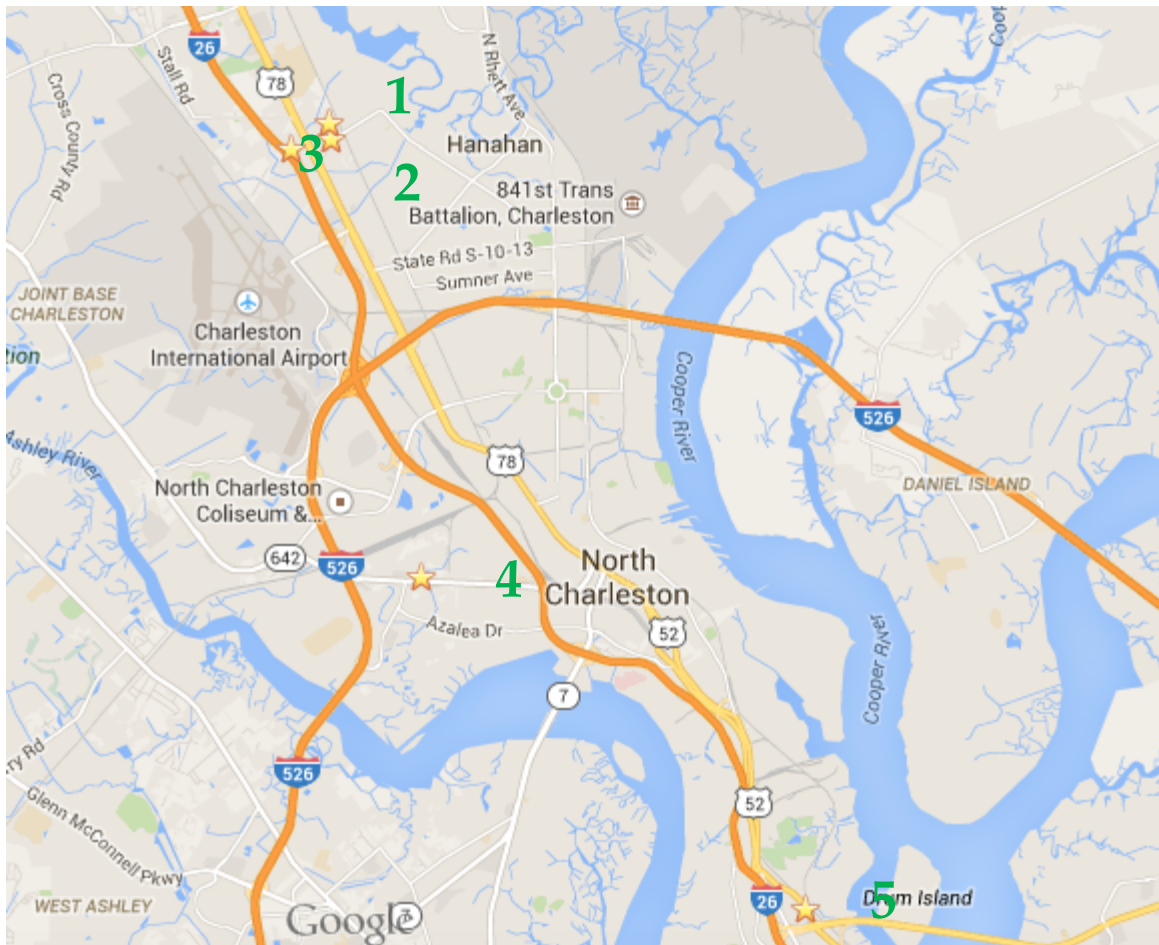
## How to get started using their services:

Call BCI at (843) 761-0300 and ask to speak with someone in the Family Services Department. Or, if you would like to talk with someone in person, visit the BCI office at 1301 Old Highway 52 in Moncks Corner. They're open Monday - Friday, from 8am to 4pm. A map of their location is on page 26 of this Toolkit.

## Location and Contact Information

Berkeley Citizens, Inc.  
1301 Old Highway 52  
Moncks Corner SC 29461  
Phone: (843) 761-0300

## Maps



**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

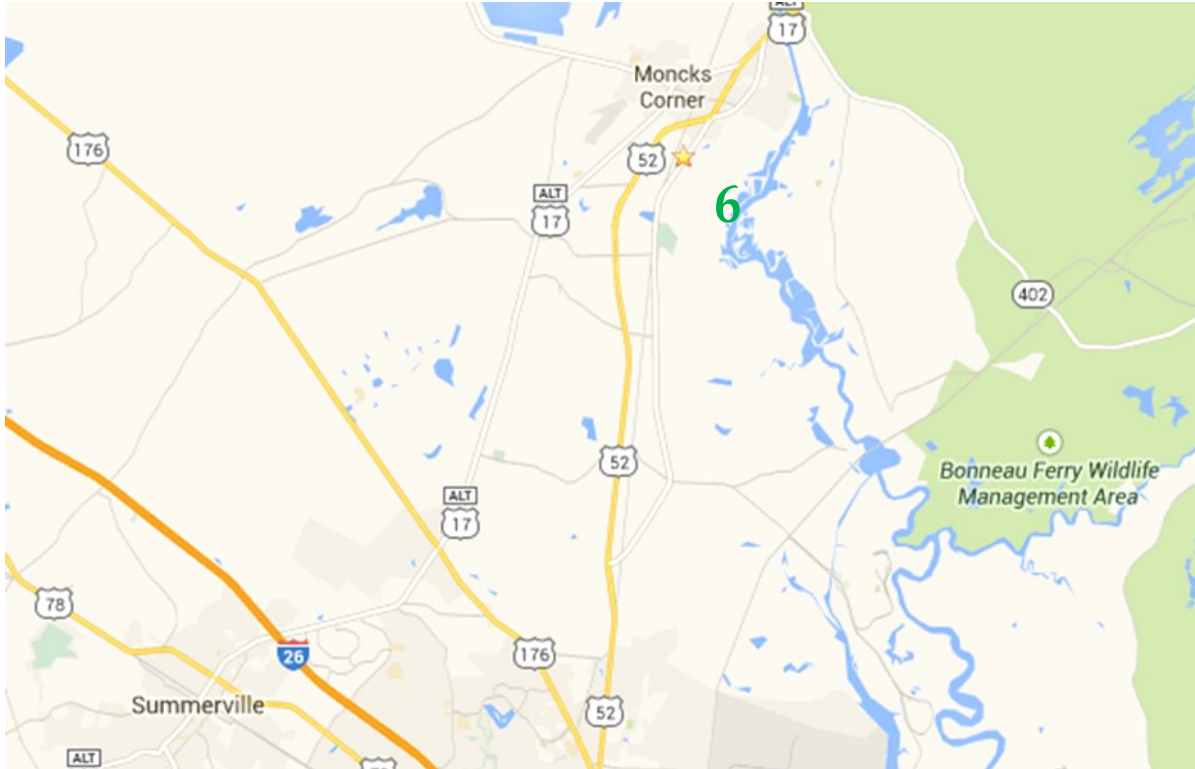
**4. SCVRD Charleston**

4360 Dorchester Road  
North Charleston, SC 29405

**5. Disabilities Board of Charleston County**

995 Morrison Drive, Suite 100  
Charleston, SC 29403

## Maps



### **6. Berkeley Citizens, Inc.**

1301 Old Highway 52  
Moncks Corner SC 29461

# 4

**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.



Job search sites that are open to everyone and that don't require you to have a disability in order to apply for their jobs are listed on page 32.

## 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?

### **Career Opportunities to Students with Disabilities - COSD Career Gateway**

**<http://www.cosdonline.org>**

COSD is only for college students with disabilities.

COSD's Career Gateway lets college students with disabilities search for job openings.

Their website offers webinars for both employers and students with disabilities.

COSD also holds conferences each year for employers and students with disabilities.

Registration is free.

### **Disability Jobs**

**<http://disability.jobs>**

The job openings on this site are from companies that want to hire of people with disabilities. This is a my.jobs microsite and it's sponsored by the Society for Human Resource Management (SHRM). You can search job openings without registering. Registration is free.



## 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?

Job Search Sites that are open to everyone —

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

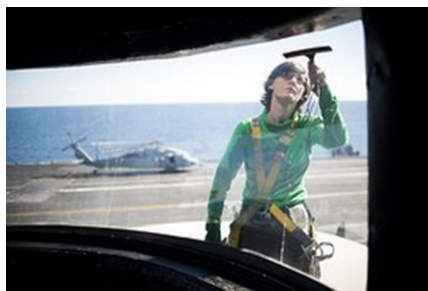
<http://www.snagajob.com>

<http://www.simplyhired.com>

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

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

<http://www.indeed.com>



5

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?

## Applying for a position on USAJobs .....continued

### **Step 3: Disability Documentation**

Upload your Proof of Disability Documentation for the Schedule A to your online application.

### **Step 4: Submit your Application Package**

Read the job announcement carefully! Make sure that you include all of the required documents and that you complete all required questionnaires.

If you are missing any of the information that was asked for in the job announcement, then your application will be considered "incomplete" and it will be rejected.

### **What happens after you submit your application?**

The agency will usually contact you about the status of your application. If you also applied on USAJOBS, then you will be able to check the status of your application on their website. If you haven't heard from the agency after a reasonable amount of time then you should call the DPM, SPPC, or the HR Specialist that was listed on the job vacancy to follow-up on your application.

If the agency is interested in interviewing you, someone from the agency will contact you to set up an interview. If you need an accommodation for the interview, you should let the DPM, the SPPC, or the HR Specialist listed on the job vacancy know as soon as the interview is scheduled.

If the agency wants to hire you, you will be offered the position after you accept an offer of employment. If you think that you will need an accommodation to perform the job duties, you'll want to let them know as soon as you accept the offer. You want to give the agency plenty of time to get your accommodations in place to ensure you will have what you need on your first day of work.

## 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>.



# 6

**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?

## US Business Leadership Network

### Overview of Services

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

The US Business Leadership Network (USBLN) is a national non-profit that promotes disability inclusion in the workplace, supply chain, and marketplace.

The USBLN Disability Supplier Diversity Program is the nation's leading third party certification program for disability-owned businesses.

## US Small Business Administration

### Overview of Services

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

The US Small Business Administration helps Americans start, build and grow businesses. They also have resources specifically for people with disabilities that want to start their own business.



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

## Job Accommodations Network - JAN

### Overview of Services

<http://askjan.org/entre/index.htm>

The Job Accommodation Network (JAN) provides assistance, consulting, and mentoring services to individuals with disabilities.

In addition to their on-line “Information for Entrepreneurs” section, they will also help you on an individual basis.

Some of the help that they can provide includes: self-employment and small business development expertise, referrals to business planning, financing strategies, market research, e-commerce, independent contracting, and home-based business options.

JAN will send you a packet of information designed specifically for you and your business goals. They have consultants available who can provide you with ongoing supports and all of their services are free.

# 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?

# 7

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

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

This section contains websites that offer tips and tools for success on the job.

There is information on assistive technology, how to request job accommodations, interviewing techniques, resume writing and communication skills. You will also find interest inventories and career assessments to help you decide what type of work you'd like to do.

The websites are listed on the following pages and each has a description of what they offer.



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

### Job Accommodations Network (JAN)

#### Overview

<http://askjan.org>

The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment.

It has a Searchable Online Accommodation Resource (SOAR) that lists types of accommodations that might be helpful for specific disabilities.

It also has information on finding a job and starting your own business.

### O\*NET

#### Overview

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

The Occupational Information Network (O\*NET) is the nation's primary source of job information.

O\*NET On-Line is an interactive application for exploring and searching different jobs and career areas.

The O\*NET database has information on jobs, such as wage rate, job description, physical and educational requirements, etc. The database is available at no cost.



## 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.

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

### **ADA National Network (formerly DBTAC)**

#### **Overview**

**<http://adata.org>**

The ADA National Network provides information, guidance and training on the Americans with Disabilities Act (ADA). This is not an enforcement or regulatory agency, but a helpful resource supporting the ADA's mission to "make it possible for everyone with a disability to live a life of freedom and equality."

(Formerly known as DBTAC, the Disability and Business Technical Assistance Center.)

### **ODEP**

#### **Overview**

**[www.dol.gov/odep](http://www.dol.gov/odep)**

The Office of Disability Employment Policy (ODEP) provides national leadership on disability employment policy by developing and influencing the use of evidence-based disability employment policies and practices, building collaborative partnerships, and delivering authoritative and credible data on employment of people with disabilities.



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

### SC Assistive Technology Program - SCATP

#### Overview

[www.sc.edu/scatp](http://www.sc.edu/scatp)

The South Carolina Assistive Technology Program (SCATP) is a federally funded program that gets technology into the hands of people with disabilities so that they can be more successful.

As part of a national network of technology-related assistance programs, their goal is to enhance independence, productivity and quality of life for all South Carolinians through access to assistive technology devices and services.

They provide a device loan and demonstration program, an on-line equipment exchange program, training, technical assistance, and publications.



# 8

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

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

This section contains information on Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), and Medicaid.

If you receive SSI, SSDI, or Medicaid you may want to work but you may wonder how these benefits will be effected if you start working.

Some people may worry that they will lose all of their monthly cash benefits (SSI or SSDI) or that their medical insurance (Medicaid) will end if they start working.

It's very important that you know how these benefits will be affected when you start working and earning money.

SSI, SSDI, and Medicaid all offer work incentives that can extend your cash benefits and medical coverage when you 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.



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