

State Council on Developmental Disabilities  
Employment Advisory Committee  
Presents: *Learn About* Series

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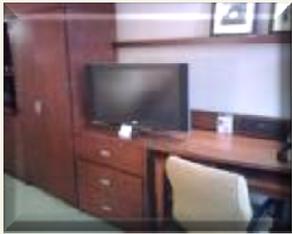
# Accommodations on the Job



**Presenter:**  
Liz Lyons

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# Job Accommodations



Changes in the workplace made by the employer that make it possible for people with disabilities to work side-by-side with others.



Accommodations are always person-centered

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# American with Disabilities Act



A federal law that prevents discrimination because of disability.

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## The law says:



Reasonable accommodations should be made at work for employees with disabilities.

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# Accommodations on the Job

## Some Ideas for help with **READING**



Read to the person or provide an audiotape.

Use a computer that reads for the person.

**Highlight important words.**

Use pictures or symbols.



Think



Plan

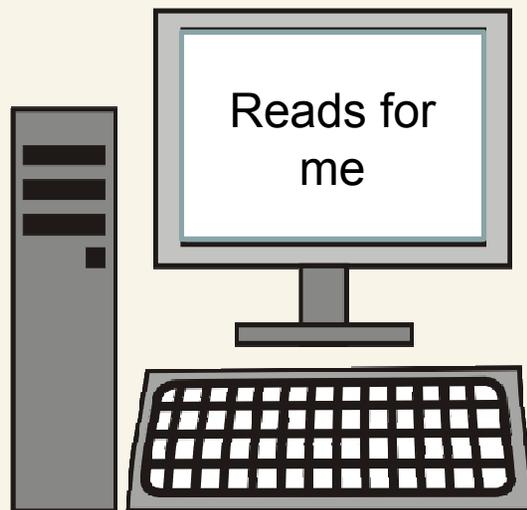
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# What Worked For Me



## Kurzweil 3000

Special computer program  
that reads for me.



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# Accommodations on the Job

## Some ideas for help with **WRITING**



Use a template or form.

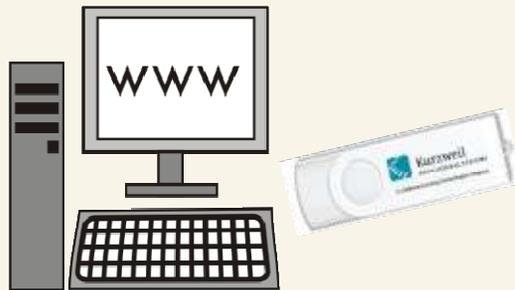
Use a computer that writes after hearing words.

Use someone to write the person's answer.

Use a voice-activated recorder or person talks.

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## What Worked for Me



**Kurzweil 3000**  
helped me with writing.

### Naturally Speaking



Speak into microphone, the computer typed what I said.

Employees proof read my documents.  
Forms were created for my computer

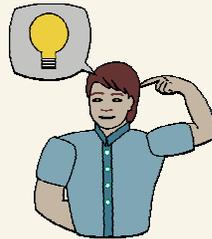
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# Accommodations on the Job

## Some ideas for help with **MEMORY**



Use a voice-activated recorder.



Use written reminders and checklists.

Remind the person.



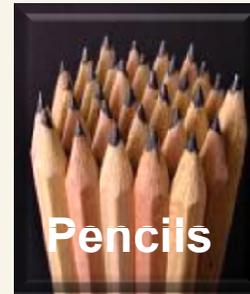
Post written or picture instructions on machines they use at work.

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# My Accommodations



Pictures to show me what items I needed to order.

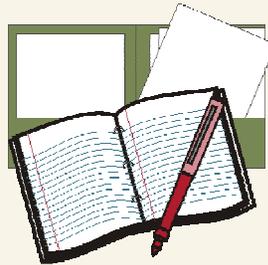


Tape recorder to explain what tasks I needed to complete.

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# Accommodations on the Job

## Some ideas for help with **ORGANIZATION**



Keep work area free of clutter.



Use color-coding.

Divide large jobs into smaller tasks.

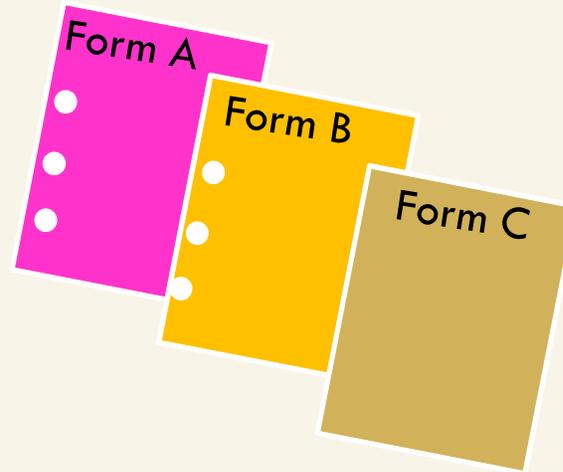


Use symbols or pictures instead of words.

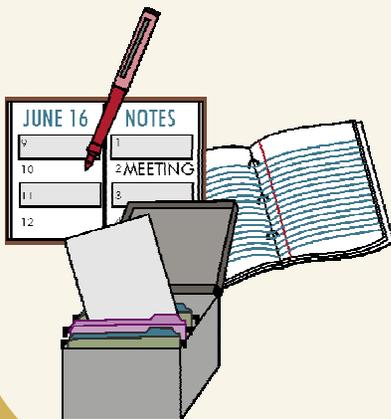
Use printed labels, not hand-written labels.

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# My Accommodations



Color coded paper for the different forms.



Printed labels in cabinets and on paper dividers.

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# Accommodations on the Job

## Some ideas for help with **COMPLETING THINGS ON TIME**



Use verbal reminders.

Use written or picture reminders for tasks.



Use alarm watch or beeper.

Arrange materials in order of how they are used.

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# My Accommodations



Alarm on my computer.



Use trackball, not a mouse on computer.

Keyboard is user-friendly.

Special chair and footrest.

Work area big so a job coach can help.

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# Accommodations on the Job

## Some ideas for help with **SOCIALIZING**



Use positive feedback, rewards or chart.



Use co-workers as mentors.

Use job coach or training videos to learn about the workplace and make friends.



Provide disability awareness training.

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# My Accommodations



I received positive feedback.

I used different videos to explain:



How to use my computer software.



How to deal with other people.

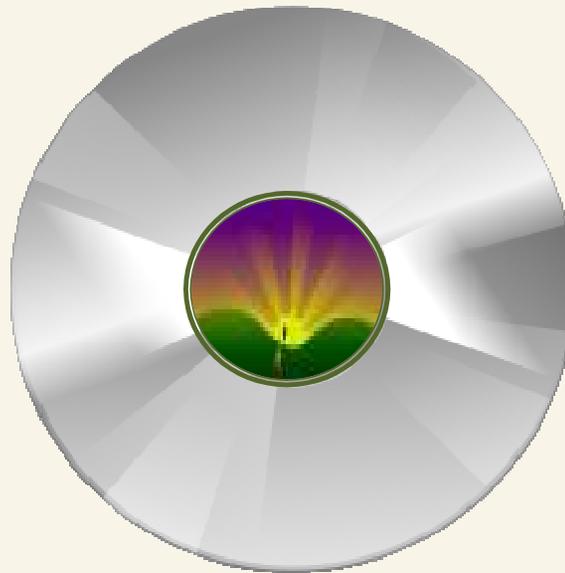
How to complete job tasks.

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## Watch DVD

# Community Reflections

Video from New Day Conference  
SCDD Presentation



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# Summary



## Good to Know

You have the right to “reasonable” accommodations.  
Accommodations do not need to cost a lot of money.  
Accommodations can be things or help from people.  
Support and accommodations are different for each person.  
Ask for support, if you need it.

**YOU CAN WORK!**

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# Internet Resources



Presenter - Liz Lyons  
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**[1] U.S. Equal Employment Opportunity Commission**

[www.eeoc.gov/facts/intellectual\\_disabilities.html](http://www.eeoc.gov/facts/intellectual_disabilities.html)

**[2] Job Accommodation Network**

[www.jan.wvu.edu/media/employmentmrfact.doc](http://www.jan.wvu.edu/media/employmentmrfact.doc)

**[3] US Department of Justice: ADA**

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

**[4] Kurzweil Educational Systems**

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

**[5] Nuance Corporation [Dragon software]**

[www.nuance.com](http://www.nuance.com) Dragon NaturallySpeaking

**[6] DDS – “Ways to Make Complex Ideas Simple”**

<http://dds.ca.gov/ConsumerCorner/WaysComplex.cfm>

**[7] Harvard Law School Project on Disability**

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