

Make Your Job Work for You!

**Accommodations and Setting Yourself
Up for Success**

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A Brief Introduction

- My name is Kate Thompson
- I work at the West Des Moines Public Library as a reference librarian
- I have ADHD and am parent to two kids with ADHD, autism and anxiety.
- Iowa Family Leadership Training Institute



Accommodations

What is an Accommodation?

A change or adjustment to duties, environment or hiring process that helps a person with a disability do a job.

What it's not: lowering job standards.

It changes HOW the work gets done.

It gives everyone a fair chance to succeed at work.

What Works, Works!

- What is helpful to you?
- Find a list of possible accommodations for your disability to give you ideas
- Have solutions in mind when you talk to an employer

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Accommodation Examples

1:1 Meetings

Fake Deadlines

Busy Hands

Keep Moving

Brainstorm

Partnering



Isolation

Environment

Training Refreshers

Visual Aids for
Deadlines/Projects

Workplace Accommodations

- Every autistic employee is different and will need different accommodations
- Examples of some of my accommodations
 - Natural light source in my cubicle
 - Can wear noise-cancelling headphones when working in noisy areas
 - Allowed to alternate between tasks in quiet and noisy areas
 - I am allowed to stim if necessary

More Accommodation Examples

- Most of the communication between my supervisor and I is written
- Most work instructions I receive are either in written format
 - If not, I am allowed to take notes
- If my psychiatrist or therapist has an opening for an appointment, I am allowed to take time off on short notice
- Problems and solutions: Many accommodations are cheap or free, same goes with issues that occur once employment starts

Accommodation Ideas

Job Accommodation Network (JAN) www.askjan.org

Sample letters Create your own profile

ADA National Network adata.org

ADA Terms Legal advice Trainings

Search for your disability + accommodation:

There are resources specific to mental health, physical, neurodevelopmental, physical, etc.

Your Turn

Talk at Your Table

If you are working right now:
What would help make your job
easier?

If you're looking for work, what
help do you need right now?

If you had a job that didn't
work out, what did you learn?

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Talking to Your Work

Accommodations for Self-Advocates

Put requests in writing

Prepare documentation (diagnosis, accommodation letter)

Be ready to answer questions about your disability:

- How is your job impacted?
- What solutions have worked for other people?
- How will this make it easier for you?

Understand the process may be slow

Accommodations Process

Covered Under Americans with Disabilities Act of 1990 (ADA)

- with documentation
- with limitations
- “major impairment”

Includes accommodations during hiring

Disclosure tips

Advocate for Yourself

Getting Help

Vocational Rehabilitation (Voc Rehab)

Helps you prepare for employment and find work that meets your interests

Transition Planning/IEP

Getting Ready

Supportive care

Transportation needs

Time management

Using your free time for recovering AND relaxing

Taking Care of Yourself

Are your mental and physical needs being met?
The “normal tax”

Using services to help you with changes in your life

Making your appointments for mental and physical health care

Sunshine! And exercise!

Speak Out!

Join work committees

Share experiences with others

Events like today

Your Turn

Talk at Your Table

What have you learned about yourself in your work experiences?

What one step will you take next to make work better for you?

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Resources

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Transition Planning

<https://www.askresource.org/resources/4-plus-services>

Job Accommodation Network

<https://askjan.org/myjan/>

Iowa Vocational Rehabilitation Services

<https://workforce.iowa.gov/vr>

Partnerships in Employment Technical Assistance Center

<https://www.communityinclusion.org/>

The ARC of Iowa

<https://www.thearcofiowa.org/>

Disability Rights Iowa

<https://disabilityrightsowa.org/>

CFI Support for Careers

<https://cfiowa.org/services/supported-employment-for-individuals-with-disabilities/>