

August 31, 2001

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 01- 04

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: National Disability Awareness Month and National Disability
 Employment Awareness Month

1. Purpose. To provide information about National Disability Awareness Month and National Disability Employment Awareness Month to Job Corps staff and contractors.

2. Background. October is National Disability Awareness Month and National Disability Employment Awareness Month. During October, centers should highlight their ongoing efforts to increase awareness about the abilities of people with disabilities and the many benefits of employing them. Additional activities may include the following:

- Invite a trainer to the center to provide staff or centerwide training about a disability-related topic. Suggested topics include awareness and basic etiquette for interacting with/referring to people with disabilities; instructional/accommodation strategies; learning disabilities;¹ attention deficit disorder; psychotropic medications; relay service/text telephone; sign language; or barrier-free access.

- Learn about other Disability Awareness Month events in your area and offer to provide information about the Job Corps program at the event or assist in

¹ Several centers have used the video *How Difficult Can This Be? (Fat City video)* for learning disabilities training and we highly recommend it. The video helps others understand the issues related to a learning disability, especially how a person feels when learning is a struggle. The video is available from www.ldonline.org.

conducting the event (e.g., provide students to set-up, clean-up, act as greeters, distribute materials, etc.).

- Participate in Disability Mentoring Day, October 24, 2001, a national effort to promote the employment of people with disabilities through personal mentoring. With support from the American Association of People with Disabilities, local communities bring students and employers together for informational sessions about career opportunities and one-on-one mentoring with volunteers in the public and private sectors. For more information visit www.aapd-dc.org.
- Invite disability service providers (vocational rehabilitation, center for independent living, services for the blind, local high school) to the center so they can learn more about Job Corps and to discuss how the organizations and center can work together to meet the needs of students with disabilities.
- Contact the Office of Disability Employment Policy (ODEP) for information on disability awareness and reasonable accommodation, as well as, information for people with disabilities who are seeking employment. ODEP's 2001 Educational Kit is available without cost and has excellent information about hiring people with disabilities to provide to employers in your community.²
- Invite a speaker to the center to do a presentation on a disability-related topic. Suggested presenters include an athlete with a disability; a person from a guide-dog or assistance-dog organization; a panel of presenters with disabilities who could discuss their workplace accommodations; and, an employer from the local area who is recognized for disability employment practices.³
- Partner with a disability organization to conduct a community service project (e.g., clean-up a local park, waterway, recreational area).
- Complete a project for people with disabilities in the community (e.g., construct a ramp to make a person's home more accessible, make repairs to a group home, conduct a fundraiser for a local program that trains assistance dogs and is dependent on donations).

² ODEP can be contacted at 202-376-6200 or www.dol.gov/dol/odep

³ ODEP may be able to recommend an employer in your area who participates in their Business Leadership Network (BLN) program. Companies participating in the BLN program are committed to hiring qualified job applicants with disabilities and encourage other employers to do the same.

- Highlight the activities of students with disabilities in the center newsletter.

For the most current information on the Job Corps disability initiative, visit the Job Corps Disability Web Site at www.jobcorpshealth.com/disability.

3. Action. In observance of National Disability Awareness Month and National Disability Employment Awareness Month, Job Corps centers and contractors should conduct and participate in disability-related activities.

4. Expiration Date. October 31, 2001

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116 or e-mail at BGrove@doleta.gov.