

September 9, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-08
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: National Disability Employment Awareness Month and Disability Mentoring Day

1. Purpose. To provide information about National Disability Employment Awareness Month and Disability Mentoring Day.
2. Background. October is National Disability Employment Awareness Month. During October, private sector, federal, state, and local governments and advocacy organizations will plan events and programs that showcase the abilities and skills of job candidates who have disabilities. Disability Mentoring Day, which takes place this year on Wednesday, October 19, 2005, is one of the highlights of the month. On Disability Mentoring Day, young people with disabilities across our nation spend a day finding out firsthand about the skills and education needed to succeed in the workplace of the 21st century. At the same time, employers gain increased appreciation of the talent represented by today's youth with disabilities and a better understanding of how workers with disabilities can help them in meeting their workplace needs.
3. Action. In observance of National Disability Employment Awareness Month and Disability Mentoring Day, Job Corps centers and contractors should highlight ongoing efforts to increase awareness about the abilities of people with disabilities, and the many benefits of employing them. Suggested activities include the following:

- Participate in Disability Mentoring Day activities. For a fact sheet, promotional materials, and information on local activities, visit www.dmd-aapd.org.
- 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 conducting the event (e.g., provide students to set up, clean up, act as greeters, distribute materials, etc.).
- Invite a trainer to the center to provide staff or center-wide training about a disability-related topic. Suggested topics include awareness and basic etiquette for interacting with or referring to people with disabilities; learning disabilities instructional and accommodation strategies; attention deficit disorder; psychotropic medications; relay service and text telephone; sign language, or barrier-free access.
- 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 the Job Corps program 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) <http://www.dol.gov/odep/> for publications designed to assist people with disabilities who are seeking employment and educate employers about hiring people with disabilities.
- 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.¹
- Partner with a disability organization to conduct a community service project (e.g., clean up a local park, waterway, recreational area).
- Work with local business industry council to set up a job fair or open house featuring center trades and show types of accommodations and how they are used in that particular field.

¹ The Business Leadership Network (BLN), www.usbln.com an employer-focused group that promotes the inclusion of people with disabilities in the workforce and marketplace, may be able to recommend an employer in your area. Companies participating in the BLN program are committed to hiring qualified job applicants with disabilities and encourage other employers to do the same.

- 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
- Highlight the activities of students with disabilities in the center newsletter.
- Gather information on hiring individuals with disabilities and disseminate to employers, including development of flyers and newsletter perhaps featuring students with disabilities who have been successfully placed.

For more information on the Job Corps disability program, visit the Job Corps Disability Web Site, www.jobcorpsdisability.com/.

4. Expiration Date. October 31, 2005.

5. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or e-mailed to grove.barbara@dol.gov.

² Most disability service providers and centers for independent living are aware of the needs in the local community.