

# Identification of Student- Employees with Disabilities

**Burdick Job Corps  
Outreach & Admissions Counselors  
File Review Team Members**

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teamwork

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# NDCPD Job Corps Disability Resource Center



**U.S. Department of Labor  
Employment & Training Administration**



- The North Dakota Center for Persons with Disabilities (NDCPD) is a University Center of Excellence on Developmental Disabilities, Education, Research and Services.
- The Disability Resource Center is funded by a grant from the US Department of Labor to assist Job Corps Centers in developing a comprehensive approach to working with student-employees with disabilities.

# Training Goals

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- Increase Burdick's capacity to identify students with disabilities prior to arrival on center so that appropriate accommodations and plans can be put in place for student success.

# Training Goals (cont.)

## ■ Pre-training Packet

- Included materials to increase disability awareness and identifying characteristics.

## ■ Hands on Training

- Provide information and practice that will:
  - increase ability to determine if applicant has a disability &/or need for accommodation
  - increase collection of necessary documentation prior to enrollment.

# Training Goals (cont.)

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- What would you like to get out of this training?

# Challenges to Identification

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- Applicants willingness to self-disclose
- Lack of familiarity with disability characteristics or terminology
- Missing or partial documentation
- Time
- Others challenges...

# Strategies for Proper Identification

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- Present Benefits of Self-Disclosure
- Note Observations
- Ask Probing Questions
- Request Further Documentation
- Share Information

# Present Benefits of Self-Disclosure

- How do we present the Job Corps program?
  - It may help to let applicants know that all Job Corps student-employees have a plan (Career Development Plan).
  - This plan includes:
    - the ways a person learns best and
    - any strategies they use to be successful learners.

# Note Observations

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- Observe
  - Dress
  - Speech
  - Eye Contact and Body Language
  - Comfort Level
  - Ease in Completing Application
- Observations taken together
  - Avoids talk of school & difficulty completing application

# Ask Probing Questions

- Ask Questions using...
  - Observations like...
    - I've noticed from your application that you had trouble in school. What did you use to help you in class?
  - Personal Experience like...
    - When I was in school, I struggled with tests. I talked to my teacher about it and he/she gave me extra time. If you're having difficulty on the job, how would you handle it?

# Request Further Documentation

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- Documentation
  - IEPs
  - 504 Plans
  - Juvenile Justice Plans
  - Social Histories
  - Evaluations
  - Testing
  - Medical Records/Medication Lists

# Share Information

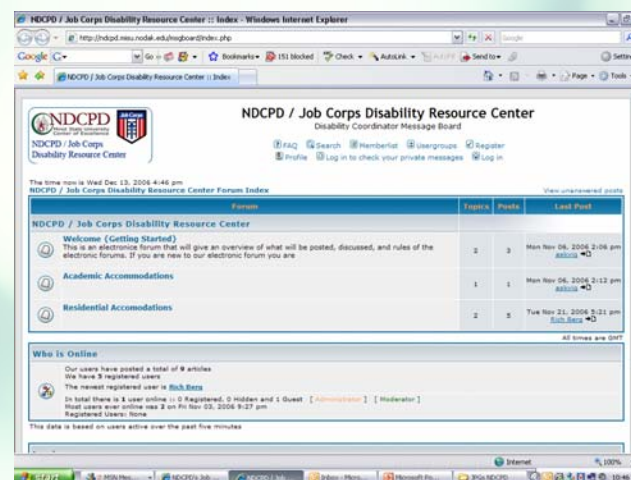
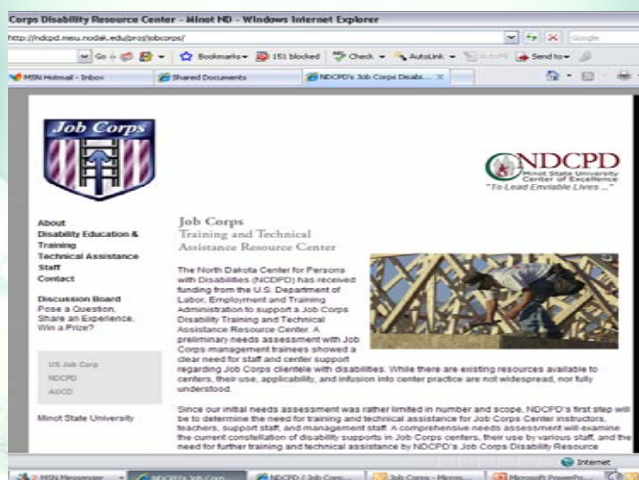
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- File Checklist
- CIS system
  - Accommodation Plan
  - Case Notes

# File Review Practice

- Identify:
  - Disability or Areas of Concern
  - Types of Accommodations
  - Follow-up
    - How would you Present Job Corps
    - What Observation would you Note
    - Additional Question you might Ask
    - Further Documentation Needed
    - What Information should be Shared with Others

# Learn More



- NDCPD Job Corps Disability Resource Center  
[www.ndcpd.org/jobcorps](http://www.ndcpd.org/jobcorps)
- NDCPD Job Corps Disability Resource Center Message Board  
[www.ndcpd.org/msgboard](http://www.ndcpd.org/msgboard)
- Job Corps disABILITY Website  
<http://www.jcdisability.jobcorps.gov>