

the road to work!

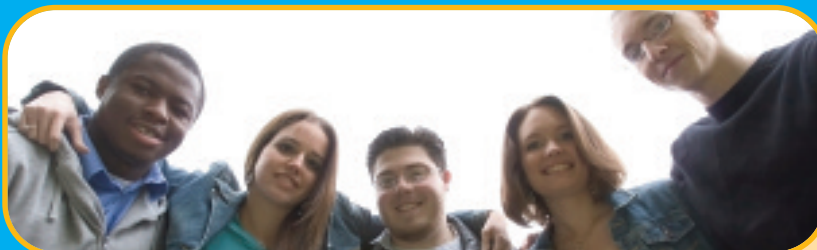
Youths

4

Advocacy



presents



Speak-Up Action Manual
on Finding and Keeping Work

Introduction: **WE WELCOME YOU ON THE ROAD TO WORK!**

We are a team of self-advocates with *Youths 4 Advocacy* (Y4A). Y4A is a project that supports youths to speak up and plan their futures.

As emerging leaders, we want YOU to have the steps that you need to get a job that's right for you. There are lots of opportunities—you can start your own business or you can find a traditional job—it's *your* choice!

We want you to find your passion...what gets you excited will lead to your dream and that dream leads you to the work that you want to do!

It's important to have the confidence and the support to succeed. Use the steps in this book. Enjoy your travels on the road to work!

— *The Y4A Team*



Your skills as a self-advocate will help you get on the road to work and arrive at a job you want.

Self-Advocacy is....

- **Speaking up** for yourself.
- **Asking** for what you need.
- **Negotiating** (reaching an agreement)
- **Knowing** your rights and responsibilities.
- Using **resources** that are helpful to you

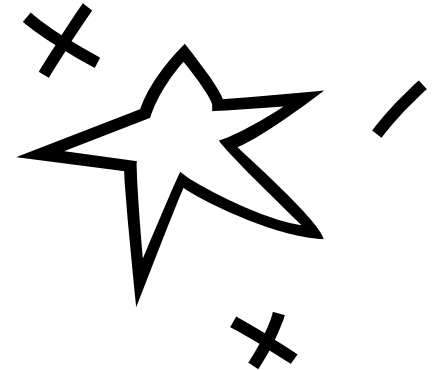
*As a self-advocate, you make **choices** about your life. Making choices means that **YOU** determine the life you want to lead*

Self-Determination is...

- **Freedom:** to make your own life decisions
- **Authority:** to decide how you spend your money
- **Support:** to reach your goals
- **Responsibility:** to give back to the community
- **Confirmation:** that self-advocates lead the way

How do YOU want to feel about work you do?

Our Y4A team agrees that a good job lets us feel **confident, independent, and in control.** It gives us a sense of freedom and makes us proud.



“The Road to Work” can be used in:

- Classrooms
- Job clubs
- Youth groups
- Mentor meetings
- Circle employment team

The Road to Work



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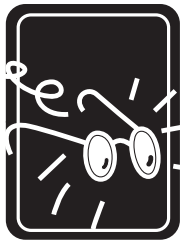
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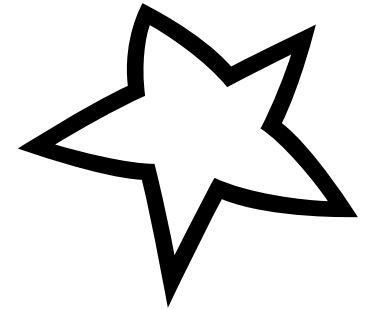
www.self-advocate.org



Step 1 - GET FOCUSED

A – WHAT IS MY DREAM JOB?

Some people think that it is not practical to think about a dream job because it isn't real. But, knowing your dream job can point you toward the job you want. Not everyone will be president of United States, but many people will work in public service. Not everyone will be a heart surgeon, but many people will work in the health care field. **So dream on!**



ACTIVITY:

SCENE – IN THE FUTURE

Directions:

1. Name one **job** that you think is a great job to have. You can pick a job that you plan to do one day, or pick a dream job—your choice!
2. **Imagine** it is 10 years from today:
 - Figure out the year
[This year: 2010 + 10 = 2020]
 - Figure out your age
[Your age now: 16 + 10 = 26]
3. **Imagine** that you have had **this job** for the past several years. You are very successful and you enjoy sharing your experiences. You may even think “way back to 2009” when you were first interested in this work!
4. **Imagine** today you are a guest on a local cable TV show with host _____ (make up a name of someone you don't know). This show is called _____. It features interviews with people about their work.

Who:

- 1. TV show host
- 2. TV show guest(s)

Where:

TV studio: Weekly interview show about people and their jobs

What:

TV show host welcomes the studio audience to the show,
_____ (insert the name of the show that you picked)!

They applaud and the first guest is introduced.

5. The TV show host can ask the guest a few questions, then ask the studio audience for more questions to ask the guest.

Some interview questions:

“Now that you have been a _____ (insert the job that the guest picked earlier) for nearly 10 years...”



- What do you like **best** about your work?
- What **challenges** have you dealt with?
- How do you **stay focused** on the job?
- What are some **responsibilities**?
- What are you most **proud** about your work?
- What have you **learned** over the years that helps you work well?
- What **advice** do you have for someone who is interested in your work?

Be sure and **thank** each guest with a round of applause!



6. After your show is over, “**come back**” to the present and talk about what it was like to enact the show:

- What did you learn about **yourself**?
- What did you learn about your **job interests**?



Step 1 - GET FOCUSED

B – HOW DO I FIND OUT ABOUT JOBS?

Did you know that there are hundreds of different kinds of jobs? It's important to learn about different jobs so you know your choices. This information can help you find work that interests **YOU**.

To find out about jobs, visit on-line:



The National Collaborative on Workforce and Disability for Youth has information about youth employment. www.ncwd-youth.info



Youthhood has a job search guide and skills information. www.youthhood.org/jobcenter



To learn more about a job you can:

- Talk with someone who has the job
- Ask a job counselor
- Read about the job
- Watch someone do the job



Questions you can ask about a job:

- What do you enjoy most about this job?
- What do you enjoy least?
- What is most challenging for you?
- How did you learn your skills?
- How did you get started?
- What advice do you have for someone interested in this work?

Here are some job categories.

- Arts/crafts
- Child care
- Computers
- Construction
- Events and hospitality
- Food service
- Health care
- Housekeeping
- Landscaping
- Manufacturing
- Natural
- Resources/Environment
- Office work
- Sales/Marketing
- Teaching/Training
- Tourism
- Transportation
- Writing

What other jobs do you know about?

C – WHAT SKILLS DO I HAVE? WHAT SKILLS DO I NEED?

Everybody needs skills to do a job. You may already have some skills that you need to do work that you want.

Activity:

List Your Skills


Directions:

1. Make a list of skills needed for each job that interests you.
2. For each skill, check the box if you have it or if you need it.
3. Find out how to get other skills you will need.

A Job that Interests Me: _____	<input checked="" type="checkbox"/> Check one:	
List Skills/Experience Needed for this Job	I Have this Skill/experience	I Need this Skill/Experience
1.		
2.		
3.		
4.		
5.		

Career assessments can help you decide what jobs may be right for you.

To learn more about careers, talk with a **career counselor** or **vocational rehabilitation counselor**.

Visit the NC Division of
 Vocational
Rehabilitation at
dvr.dhhs.state.nc.us



Step 1 - GET FOCUSED

ACTIVITY: IT'S YOUR CHOICE

Directions: Ask for support as you think about these questions on work. Then fill in your answers.

WHERE

Do you want to work...

Indoors? *Or* **Outdoors?**
 Close to home? *Or* **Far** from home?

WHEN

Do you want to work ...

at **Night?** *Or* during the **day?**
 Weekdays? *Or* **Weekends?**
 Part-time? *Or* **Full-time?**
 Seasonally? *Or* **Year-round?**

HOW

Do you want to work...

With a group? *Or* **On your own?**
 With the public? *Or* **Away from** the public?
 With your **hands?** *Or* With your **words?**

“ The main thing that inspires me to put my writing out in the world is a deep desire for people to know they’re not alone in their thoughts and feelings. Both good and bad. I wrote many poems out of frustration over the government; others I wrote because I was overflowing with love. ”

Megan Jones
self-advocate and poet

“ You learn leadership, responsibility, and team work skills [on the job] that are much harder to learn from books...I had the opportunity to interact with coworkers and students from various backgrounds, which expanded my understanding of many cultures. ”

Alan Chase, Chairperson,
National Youth
Leadership Network,
NC Disabled Students
Coalition

D – WHAT IS A MICRO-ENTERPRISE?

Many people think that a job means that you work for someone. Another way to have a job is to work for yourself—it's called a **micro-enterprise**. Many people with and without disabilities have started a micro-enterprise.

Maybe you would like to do this, too.

ACTIVITY:
EITHER/OR!

Directions:

Read each line and decide which choice is best for you. Put a check ✓ next to the line under the column for “*Employment*” or for “*Micro-enterprise (Self-Employment)*.”

✓	Employment	✓	Micro-enterprise { <i>Self-Employment</i> }
	Have a boss		You are your own boss
	Negotiate your work hours		Make your own hours
	Focus = finding a job		Focus = creating your business
	Form a circle employment team to support you		Form a circle of business friends (COBF) to support you
	Fill in applications; write your resume		Write your business plan with the support of your COBF
	Talk to people about possible work and interview for jobs		Talk to people about your micro-enterprise idea and take steps
	You may work with others who do this work		Your business may be one of a kind
	Participate in one work activity		Participate in many work activities: advertising, finance, supervising employees
	Check in with your boss		Check in with your COBF
	TOTAL (Add the number of checks in this column)		TOTAL (Add the number of checks in this column)

Which column has the most checks? That may be the best choice for you.



STEP 2 - GET READY

A – HOW DO I GET MORE SKILLS?

Find out the skills you need for a specific job, then:

- Volunteer to help do a job so you can learn
- Get on-the-job training
- Take a class
- Do an internship

YOU CAN GET EXPERIENCE:

1. **Get involved** in the community—recreation, youth groups, self-advocacy groups, volunteer sites, etc.
2. **Participate** in leadership training
3. **Volunteer**
4. Become an **AmeriCorps member**
5. Get more **training**

Volunteer work is working without pay on a project that helps others. It is a good way to give back to your community while you get work experience.

AmeriCorps is a national service program. Since 1993, members have helped their communities in education, public health, disaster preparedness, environmental clean-up. AmeriCorps provides job skills training for members who generally commit for two years.

An internship is temporary work. Interns do basic tasks as they learn about the business.

- Internships can be
 - Full-time or part-time,
 - Paid or unpaid,
 - At nonprofits or at companies.

- Internships can help you:
 - Decide if you like the work,
 - Get hands-on experience,
 - Gain confidence.

.....
Skills that you need for most jobs include being able to:

1. Be on time
2. Dress for the job
3. Speak up about **all** accommodations you need
4. Listen well
5. Get along with others
6. Stay focused
7. Manage your time
8. Solve problems
9. Ask questions
10. Show respect and appreciation
11. Keep learning

B – WHAT IS A CIRCLE EMPLOYMENT TEAM?

A strong support system can help you find a job. Invite people to join you as your circle employment team.

The team is to listen to you and give you feedback on your ideas.

Be sure to find professional friends with different experiences and resources to support you.

And remember to thank them!

ACTIVITY: **CREATING MY CIRCLE EMPLOYMENT TEAM**

Directions:

Fill in this table with the names of people who will support your efforts to find work. Be sure to ask them first...

This networking tool will help you keep track of your contacts.

Role	Name	Contact info. phone/email	How they might help	What you want to ask	Date of contact	Response and follow-up ideas
Teacher						
Counselor, advisor						
Friend						
Coach						
Family members						
Neighbor						
Club member						
Self-advocacy group member						



Step 2 - GET READY

C – HOW CAN I GET SUPPORT? HOW CAN I GIVE SUPPORT?

Try this idea for getting support:

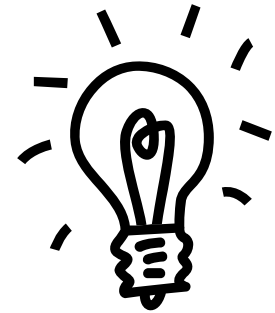
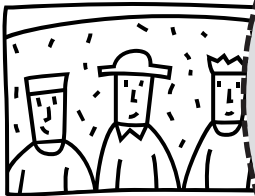
Form a Circle of Friends.

A **Circle of Friends (COF)** is a group of people who agree to meet regularly to support someone to reach personal goals.

COF members are usually friends, family members, co-workers, neighbors, church members and sometimes service providers and/or school staff members.

COF members offer ideas, provide support and sometimes help take action.

*(See **Circle of Business friends [COBF]** under micro-enterprise on page 20.)*



Think about joining a community board or committee. You will give a voice to youths in your community. This is a good opportunity to advocate and to influence policies and programs as you learn.

Guidelines for giving support:

- 1. Listen** fully.
- 2. Understand** if the person needs advice, or a chance to “vent” – sometimes it’s both!
- 3. Ask how the person is feeling.** Naming feelings lets you know more about how to be helpful. Is the person confused, frustrated, disappointed, discouraged, stuck?
- 4. Help** the person find something positive in the situation. What is going well?
- 5. Name some strengths.**
- 6. Think of others** who may be good resources in the situation.
- 7.** You can try to **brainstorm ideas**, look on the internet, ask more questions. Find new choices for dealing with the situation.

D – WHAT IS SUPPORTED EMPLOYMENT?

Supported employment lets people with disabilities do real work in the real world for real pay! This person-centered approach develops goals and strategies to find the right job and be successful in that job. Services may include job coaching and assistance to businesses.



Supported employment is available for traditional jobs and for micro-enterprises.

Learn more about supported employment:



The North Carolina Association for Persons in Supported Employment is a great place to start! This is a network of individuals, employers, employment specialists, and many others. www.ncapse.org



The Arc of North Carolina offers supported employment in some areas of our state. Check out the web site for more information. www.arcnc.org/services/supported_employment



The North Carolina Division of Vocational Rehabilitation has funding to provide supported employment across the state. <http://dvr.dhhs.state.nc.us/>



A local management entity (LME) is an agency that oversees human services in your community. Some LMEs fund supported employment. Go to the web site for the NC Division of Mental Health/Developmental Disabilities/Substance Abuse Services to find out how to contact the LME in your area. www.ncdhhs.gov/mhddsas/services



The NC Division of Mental Health/Developmental Disabilities/Substance Abuse has information about supported employment funding through CAP MR/DD waiver. Contact the www.ncdhhs.gov/mhddsas/cap-mrdd

Being independent does **NOT** mean you have to do everything by yourself!



Being independent means you can speak up for yourself to ask for support you need to reach your goals.





STEP 3 – GET ON THE ROAD TO WORK

Now you are ready to plan your job search!

A – HOW DO I FIND JOB OPENINGS?

- Check with your support team for ideas
- Contact people who may know about openings
- Go to local newspaper web sites on the internet, including *Craigslist*

B – HOW DO I COMPLETE A JOB APPLICATION?

ACTIVITY: APPLICATION PRACTICE	
1.	Download applications from web and practice filling them out:  http://jobsearch.about.com/od/jobappsamples/a/employmentapp.htm You will find lots of different questions that applications may include.
	 http://www.freejobapplication.net/sample-job-applications/ You will find applications from real companies for your practice.
2.	Look up dates, addresses, and other information that you need.
3.	Save copies of your applications so that you need to look up information only once.

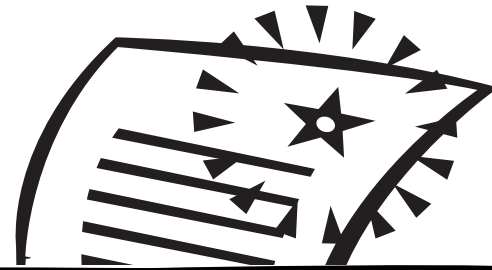
Did you know?

MOST people find their job by word of mouth? So be sure to let people know you are looking for work!



C – HOW DO I WRITE A RESUME?

A good resume clearly shows your skills, interests, and abilities.



ACTIVITY: **CREATE YOUR RESUME**



www.sample-resume-template.com - Has lots of resume examples that you can use

Directions:

Go to a web site that has resume examples.
Find one to use as a guide to write yours.

See sample resume and cover letter on page 26.

Be sure to use these tips and ask for support! You can get free help at a local community college.

TIPS for a good resume	➔	What this shows about you as a worker:
Start with your current or most recent job then list the rest...	➔	This shows that you are organized.
Describe your work responsibilities clearly and briefly... <i>(If you have not had a job, show your volunteer experience)</i>	➔	This shows that you communicate well.
Check for correct spelling...	➔	This shows that you are careful in your work.
Avoid abbreviations...	➔	This shows that you don't take unnecessary shortcuts.
Check that you have not left out words...	➔	This shows that you pay attention to detail.
Ask at least two people to proof your resume...	➔	This shows that you can ask for support.
Make sure your spacing is not crowded; delete any extra spaces...	➔	This shows that you are consistent in your work.
Be ready to make lots of changes so that your resume is the best it can be...	➔	This shows that you have patience and take pride in yourself and your accomplishments.



Step 3 - GET ON THE ROAD TO WORK

D – HOW DO I PREPARE FOR AN INTERVIEW?

It's a good idea to practice. Here is an activity that is as fun as it is useful.

Get ready to enact a job interview. YOU play the role of the boss who is hiring.

Ask someone else to play the role of you for the interview.

ACTIVITY:

SCENE: YOU'RE THE BOSS!

Directions:

Who: 1. *Job applicant* (pick someone to play YOU)

2. *Employer* (YOU play this role)

What: You are interviewing someone for a job opening: _____. You want to find the right person for the job. Tell about the job and ask questions about skills

Where: Office

Actors get ready:

- *Job Applicant:* Think about your skills and interest in this job.
- *Employer:* Write four or more questions that you want to ask this job applicant.

- Place yourselves where the scene will begin.
- Imagine that you ARE your character.
- Take a moment to sense how your character feels.
- Listen for **Action!** and begin the interview

Freeze the scene:

- After a few minutes, listen for **Freeze!**
- Step out of your role and talk about how your character feels.
- What went well? What do you want to change?
- What will happen next?

When actors are set, call Action!

- Continue the scene.
- **Freeze** the scene again to talk about what happened.
- Now, switch roles and continue again!

“ Whether you start with traditional job, or go right into [a micro-enterprise], you can choose. You may think it's going to be small, but it can turn into something else—and you may not have to be stuck in a rut. ”

*David Taylor, Jr.,
Self-Advocate and
Owner, RaceCar Water
Boy, LLC*

Be ready to answer these questions in your interview:

What do you think you would like about this job?

Tell me about your volunteer activities and experience.

Were you ever part of a team?

Why do you want to work with our company? Have you seen our web page?

How do you get along with others?

How do you deal with problems?

What are your strengths?

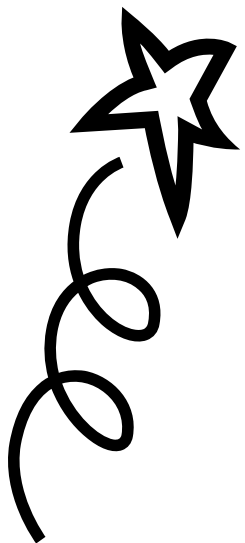


Your interview is a good time for you to ask your questions about the job and the company

[Hint – write your questions ahead of time and bring them with you.]

Some suggestions are:

- What are the **responsibilities** of this position?
- What will be the **first tasks** of the job?
- Who would be my **supervisor**? Can we meet?
- What are some ways that people can **advance** in this company?
- What is the **day-to-day** work like?
- What do you **like best** about working here?
- **Why** is this job open?



10 STEPS TO A GREAT INTERVIEW:

1. **Find out** all you can about the place of work.
2. Have **transportation** plans set.
3. Have **clothes ready** the night before – see page 23: Dress Your Best.
4. Get **plenty of sleep** and have a **good breakfast**.
5. Arrive a little **early**.
6. Know the **name** of the person who will interview you.
7. Bring **extra copies** of your application or resume to offer.
8. **Be professional** – greet, introduce yourself.
9. **Answer questions** and **ASK** your questions, too.
10. **Thank the interviewer** and send a thank you email or note.





Step 3 - GET ON THE ROAD TO WORK

E – HOW DO I HANDLE QUESTIONS ABOUT DISABILITY?

It is illegal to ask some questions in a job interview. *For example:*

- What’s the nature of your disability?
- What caused your disability?
- Do you need treatment or special leave for your disability?

How can you handle questions about disability if you are asked?

1. You can **give the information**, if you don’t mind.
2. You can **answer the “intent”** of the question.

Illegal Question - What is your disability?	
Your choice Answer directly	1. I have cerebral palsy.
Your choice Answer the intention of the question:	2. Though I have a disability, my abilities and experience match the job requirements, and I would be able to do this job well.



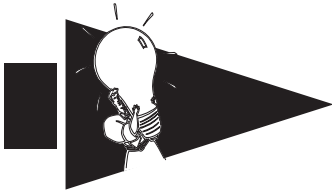
NOTE: You may want to tell about your disability in the interview. You can talk about accommodations that allow you to do the work successfully. **This shows your “can-do” attitude, too!**



Other illegal questions include asking about:

- Race
- Religion
- National origin
- Birthplace
- Age
- Marital/family status

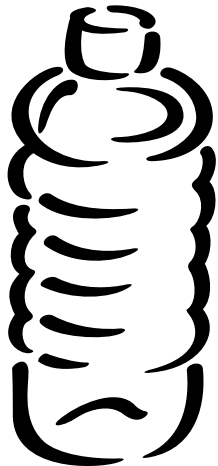
These questions are illegal because it would be discriminatory to exclude someone from a job depending on this question.



STEP 4 – GET ON THE ROAD TO A MICRO-ENTERPRISE

Micro-enterprise is **self-employment** that is customized for you. It is work based on your abilities, but includes your disability, too, because you have the accessibility you need. Customized means that your work can fit your schedule and abilities and it includes the accommodations you need.

A. WHAT STEPS DO I NEED TO TAKE?



David Taylor, Jr. is a self-advocate who started his own business, RaceCAR Waterboy, LLC in 2006. This is a NASCAR-related business that sells bottled water at racing events. David travels around the country to present workshops about starting a micro-enterprise. He wrote a book, *Micro-Enterprise: 25 Step Business Plan Workbook*. Here are some of David’s suggestions:

- It is important to start a **Circle of Business Friends** (COBF). A COBF is a group of professionals who will agree to meet with you regularly to support you and assist you with parts of the business that you cannot do. It’s a good idea to invite members with experience in bookkeeping, advertising or marketing, insurance, legal issues, and other expertise. Ask COBF members to commit to one year.
- As you think about the business you want to start, begin to tell the story of what your business will be. This story will help you create a plan using the 25 Steps.
- Figure who will want your service or product, the money you will need, the right legal structure for your business, and other parts of your plan.

There are lots of resources to help you!

“ My micro-enterprise, Advocacy in Action, LLC gives me money and I love doing it.

I work two jobs. I work at Carrboro Century Center and I have my own business. I have contracts for my own business speaking with groups about self-determination, accessibility, and transportation. ”

Ellen Perry

Ellen got leadership experience when she started a Girl Scout Troop. The founder of Girl Scouts was deaf and she inspired Ellen to want to be a leader. Now Ellen inspires others.



4 -GET ON THE ROAD TO MICRO-ENTERPRISE

B – HOW CAN I FIND OUT ABOUT MICRO-ENTERPRISES?

These are great resources!

David Taylor, Jr. wrote a workbook about his experiences.

To order *Micro-Enterprise: 25 Step Business Plan Workbook* contact David Taylor, Jr. at racecarwaterboy@yahoo.com, 704-883-2748.



<http://dvr.dhhs.state.nc.us/>

ThNC Division of Vocational Rehabilitation Services



www.sbtcd.org

Resources to become a small business owner are found at college campuses throughout North Carolina and online.



www.sba.gov/aboutsba/sbaprograms

Visit your Small Business Administration/Small Business Center. A community near you has a Small Business Development Center (SBDC). It may be located at a university campus or at your local community college. An SBDC is a free service for small business owners that provides free input on your plan. You can meet with experts to finalize your plan.




www.fieldus.org/Publications/state.asp

Micro-enterprise directory: Find out about micro-enterprises near you.



Q. How do I find people for my **Circle of Business Friends (COBF)**?

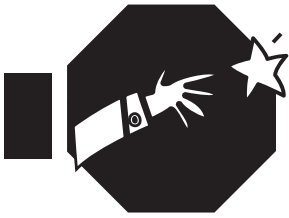
A. Ask people you know who have the expertise that you need. David Taylor, Jr. suggests checking into civic groups like the Kiwanis or Lions Club. Think about contacting people at community businesses and organizations that you know; those folks may contact others and soon you have the COBF that you need. Your faith community can also be a good source. *See the section on – Creating your team (page 11)* to get started. In some communities, SCORE can be a free resource to partner with you.  See www.score.org (Click on *Local Resources*).



“ I was part of the [Micro-enterprise] Training in May 2003. I will be forever grateful to the North Carolina Council on Developmental Disabilities for the project that made me “think outside the box” and gave me my life in the real world. ”

David Taylor, Jr.,
Owner, RaceCar
Waterboy, LLC
Micro-enterprise





STEP 5 – YOU’VE ARRIVED AT WORK!

A – WHAT ARE MY RIGHTS AS A WORKER?

As you start working, think about some other important questions. For example, what about health insurance? If you are not covered by your parents, you may need to learn how to obtain insurance yourself. You can talk with your support team about this.

How does working affect my benefits?



Check these resources and learn about your employment rights:

www.yourtickettowork.com

Ticket to Work to learn about working and not losing benefits.

In 2006, the rules changed to provide better opportunities for people with disabilities to work.



<http://dvr.dhhs.state.nc.us/>

Employment Networks (ENs) and Vocational Rehabilitation (VR) agencies can assist Social Security Administration beneficiaries with disabilities to obtain work



associationdatabase.com/aws/NCDA/pt/sp/interests_disabilities

The National Career Development Association (NCDA) promotes the career development of all people over the life span. NCDA provides a connection to a select few valuable resources.



How do I talk about my accommodation needs?

<http://youth.eeoc.gov/disability.html>

Visit **Youth at Work** for information



www.jan.wvu.edu/

Job Accommodations Network (JAN) – provides employers, people with disabilities and their families members in information job accommodations, self-employment.

Know your Rights!

The laws enforced by US Equal Employment Opportunity Commission (EEOC) against disability discrimination provide job applicants and employees with four basic rights:

1. An employer can not treat you differently because you have a disability.
2. Harassment (teasing or bullying) in your workplace based on a person's disability is against the law.
3. You have the right to request reasonable accommodations at your workplace.
4. Employers can not discuss your medical information with others, unless they have a need to know the information.



Step 5 - YOU'VE ARRIVED AT WORK!

B – HOW DO I GET ALONG WITH OTHERS?

- Show a **positive attitude**.
- **Respect others** – be kind and supportive. Don't gossip!
- **Look at the person** as you talk and listen.
- **Ask** about what you don't understand.
- **Negotiate** – come to an agreement when possible. Agree to disagree when you have a difference of opinion.
- **Use feedback** to do your job better.

ACTIVITY:

I CAN HANDLE IT!

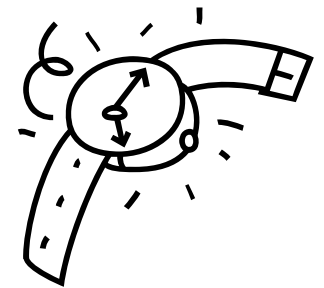
Directions:

Challenging situations will come up with work. You need to know how to handle them. Start by naming how you feel. Then figure out what you can do and what you can say; ask for support to get other ideas. Here is a chance to practice.

1. Look at Lee's situations below. Make up a challenge for each and talk about the questions.
2. Act a scene about a situation so you can try out your ideas of what Lee can say and do.
3. Act the scene again and say and do something different. Then you can decide the best choice.
4. Act the scene again and play a different part.

The Situation:	How does Lee feel?	What can Lee do?	What can Lee say?
Lee's boss gives confusing directions, saying: _____			
Lee has a customer who makes demands by saying _____			
A co-worker is distracting Lee by _____			

“ **The minute technique** – I had a moment when I worked at a food shelter. This guy was asking for way too many sandwiches. I told my manager I can't take this! I'm on the edge of breaking loose. I need to go in the back. My manager said, Go ahead, David, break some boxes! I did that and it was my way of getting myself back. It can feel like you are a contestant on Wheel of Fortune and you don't know what letter to choose! ”



C – HOW DO I DRESS PROFESSIONALLY?

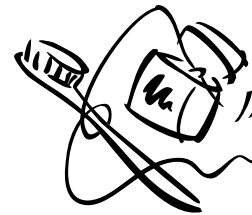
Your appearance on the job counts for a lot. How you appear is a way of showing how you feel about yourself and your job.

Here is a checklist to help you remember to “dress your best”

- ✓ Shower
- ✓ Wash and comb hair
- ✓ Brush/floss teeth
- ✓ Use deodorant
- ✓ Shoes in good shape -- not athletic
- ✓ No athletic or t-shirts; men wear a shirt with collar and buttons
- ✓ No hats
- ✓ No words on clothing
- ✓ Plan clothes ahead of time to wash and make any repairs
- ✓ Clothes should match and not have stains or wrinkles
- ✓ Remember not to wash clothes that need to be dry cleaned

Look for tag in back or side seam that tells you how to care for the item

- ✓ If you wear a jacket – it should be professional and a good fit



“ It’s not disability that defines rights. It’s always going to be a matter that we hear offensive things- -we should not let that shatter us. We can become what we want to become. ”

David Chadderton
Y4A Emerging Leader

Partners in
Policymaking™
Graduate

**Different jobs have different dress guidelines.
Be sure to find out!**



Budget Items This month is	A Fill this in at the beginning of the month: This month I plan to spend: \$ _____	B Fill this in at the end of the month: This month , I actually spent: \$ _____	C Difference: Spend more than planned? less than planned? How much? \$ _____
Rent/mortgage			
Food – groceries			
Food – eating out			
Personal Assistance			
Health - therapy /medicine/equipment			
Clothing			
Laundry			
Transportation			
Phone			
Cable and internet service			
Personal Care Items			
Hair care			
Entertainment			
Gifts			
Contributions/ donations			
Savings			
Miscellaneous/Other			
TOTAL:			

“ You can protect your income so you don’t have to worry about losing it. ”

Megan Jones
poet and self-advocate

“ I have to divide my income up—I’m saving for a couch and I save a little each month. My rep payee is helping me save. ”

Robyn Dorton
trainer and self-advocate

Earn it-Save it- Watch it Grow:

Do you know about PASS? Plan for Achieving Self-Support (PASS) allows a person with a disability to set aside income for a specific period of time in order to achieve a work goal. You may be able to have a PASS if you receive SSI benefits, or if you qualify for SSI, or receive SSDI. There is no limit to the number of successful PASS plans a person may use in a lifetime.



www.passplan.org

Chris Werks
321 Main Street
Anytown, North Carolina 27510
555-333-2222
chriswerks@email.com

January 5, 2010

Dear Ms. Smith,

I am interested in the program assistant position at Anytown Children's Museum. I saw the listing in The Anytown News.

I enjoy children and I get along well with them. As a children's party assistant and as a volunteer at Anytown Public Library I have had much experience working with children. I will continue my education toward a career working with children.

My communication skills are excellent and I believe that my positive attitude would make me an asset to the programs at the Museum.

I would like to meet with you and discuss my qualifications. Please contact me at **chriswerks@email.com** or 555-333-2222. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Chris Werks

Chris Werks
321 Main Street
Anytown, North Carolina 27510
555-333-2222
chriswerks@email.com

Experience

Dan's DVD Store, First Avenue, Anytown, NC, 2008 - present

- Sort DVDs
- Provide customer service
- Operate register

Children's Party Assistant, First Avenue, Anytown, NC, 2006 - present

- Plan and prepare for parties
- Assist with activities
- Set up and serve refreshments

Achievements

Peer Leader Team Member, *Anytown, NC*, 2009

Volunteer Experience

Anytown Thrift Store Sales, *Anytown, NC*, 2009

Children's Librarian Aide, *Anytown Public Library*, 2009

Interests

Girl Scouts
Reading

Education

Anytown High School
Anytown, NC, 2006 – 2010

RESOURCES *You can find resources and opportunities for participating in your community. As you get involved you learn new skills and begin to know more people. The resources below are for youths, some are specific to youths with disabilities.*



The Federal Government www.fdic.gov

Offers this booklet: *Taking Control of Your Finances: A Special Guide for Young Adults.*



The North Carolina Disability Action Network www.ncdan.org

NC DAN brings members of the disability community together to claim our power as citizens and take action. NCDan works on local, state and national issues of concern for North Carolinians with disabilities.



North Carolina Mayor's Committee for People with Disabilities *Check local government web sites*

Find out about the Mayor's Committees where you live and how to join. You can give input to improve the lives of people with disabilities in your town.



Alliance for Disability Advocates www.alliancecil.org

Learn about this important resource for youths and for adults with disabilities.



Youths 4 Advocacy www.self-advocate.org

Find resources for speaking up!

Youths across the country are speaking up, becoming leaders, and making changes so that everyone will participate in their community! *Check out these examples---*



National Youth Leadership Council www.nylc.org

The National Youth Leadership Council's mission is to build strong communities with young people through service learning. It offers research literature, student conferences, service initiatives and awards.



Youth Leadership International www.leaders.org

Youth Leaders International is a modern, vibrant, and fun organization for today's youth and tomorrow's leaders that provides leadership training and programming through mentoring, life skills, and service projects.



Youth Leadership Development Information Clearinghouse www.youthleadership.com

An online resource on youth leadership development information, with news and events, and a community forum.

Make sure you are getting fair pay! Know what other workers earn who have a job like yours. If you think you are due for a salary raise, meet with your boss about this.

1. Be ready to say all your **job tasks** that you do well.
2. Know what the **going rate** is for your job.
3. Ask your circle employment team to help you **practice negotiating**.

ACKNOWLEDGEMENTS

Emerging Leader Members of The Y4A Advisory Committee:

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Designed by:

Woodwardcommunications.com



SPECIAL THANKS TO:

Carrie Ambrose – for excerpts from her curriculum: *Career Exploration*

David Taylor, Jr. – for information from his workbook:

Micro-Enterprise: 25-Step Business Plan Workbook, Copyright 2009

(To order: Contact David at racecarwaterboy@yahoo.com)

Project (STIR) Steps Toward Independence and Responsibility The University of North Carolina Center for Developmental Disabilities, Carolina Institute for Developmental Disabilities. **Copyright 2009**



UNC
CAROLINA INSTITUTE FOR
DEVELOPMENTAL DISABILITIES

“ When you’ve got stumbling blocks, find some ways around the hurdle rather than trying to leap over them. ”

Megan Jones
Self-Advocate
and Writer

You may reproduce this booklet for educational purposes. Please acknowledge the Youths 4 Advocacy project at the University of North Carolina Center for Development and Learning (CDL), Carolina Institute for Developmental Disabilities.

The CDL is a University Center for Excellence in Developmental Disabilities Education, Research, and Service.

Y4A is funded by the US Administration on Developmental Disabilities as a Project of National Significance.

www.self-advocate.org