

Opening Doors Newsletter

A publication to promote the inclusion of individuals with disabilities within AmeriCorps programs.

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Job Accommodation Process

JAN, the Job Accommodation Network, published a 5 step process for managing successful work-site accommodation outcomes. The 5 steps include;

- 1) Define the Situation;
- 2) Perform Needs Assessment;
- 3) Explore Alternative Placement Options;
- 4) Redefine the Situation; and
- 5) Monitor Accommodations.

This process considers each individual's uniqueness of needs. Situations and solutions are given to provide clarity for comprehension and probable scenarios that reflect accommodation needs and/or requests. Take a moment to check out this 15 page article which provides a detailed explanation of the process. A supervisor will maximize the ability of the member and the supervisor's supportive role will ensure appropriate accommodation placement. The article also provides a one page flow chart to download as a quick reference guide.

Please remember that it is not appropriate to assume that an individual with a disability may need an accommodation. Each accommodation process should be conducted case-by-case. The publication may be found at:

<http://www.jan.wvu.edu/media/JobAccommodationProcess.html>

Personal Assistance Services in the Workplaces

Personal Assistance Services (PAS) may be defined as devices or people that assist a person with a physical, mental, cognitive or sensory disability with tasks the individual would perform for them self if they did not have a disability.

Filing, retrieving work materials that are not accessible, travel assistance, planning and decision making, reading mail to an employee, etc. may include work-related PAS. PAS in the workplace does not include skilled medical care. It may even be a co-worker performing the service. Our work force will continue to accommodate the employability of individuals with disabilities. PAS can promote the economic self-sufficiency, independent living, and full integration of people with disabilities into society.



The dynamics of inclusion are present in our work-our lives-our world. Thank you for your efforts toward promoting disability inclusion. Call or email with any questions or concerns; 406- 444-5547 or kbean@mt.gov.