



Rehabilitation Research and Training Center on Aging with a Disability

FACT SHEET

USING JOB ACCOMMODATION TO KEEP YOU WORKING

by

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- Have you experienced changes in your function since the onset of your disability?
- Are certain job tasks harder to perform than they used to be?
- Do mobility problems make it difficult to get into or around the worksite?
- Does fatigue make it difficult to make it through a work day?

If you answered yes to any of these questions, you may be one of a growing number of people with long-term disabilities who are experiencing functional changes that can impact work. Job accommodations, however, may compensate for functional changes and help you maintain employment.

WHAT YOU SHOULD KNOW

- Job accommodations fall into three broad categories: job modification, changes to the environment and assistive technology.
- Accommodations are frequently inexpensive.
- You have a right to reasonable accommodation under the Americans with Disabilities Act (ADA) if your employer has 15 or more employees. It is your responsibility to ask for an accommodation. Be as informed as possible when you approach your employer. It helps if you can describe your problem, identify possible solutions and/or know what resources are available.
- Many people ignore problems until it's too late and employment is jeopardized. Don't wait, make your needs known!

ACCOMMODATION EXAMPLES

Job Modification

Exchanging job tasks with co-workers
Flexible work hours
Omitting nonessential tasks

Environmental Changes

Ramps
Larger stalls and grab bars in restrooms
Automatic door openers
Improved lighting

Assistive Technology

Speaker phones or head sets
Adjustable height work surfaces
Wrist or arm supports
Magnification aids for reading

WHERE CAN I GET HELP?

Listed below are a variety of resources that may help you. In addition, your employer may have an ADA or disabilities coordinator who can help you with the accommodation process.

<p>ABLEDATA Macro International 8455 Colesville Road, Suite 935 Silver Spring, MD 20910 (800) 227-0216 www.ABLEDATA.com</p>	<p>Provides information on assistive technology and rehabilitation equipment from a database of over 23,000 product listings. Information is free by phone or by searching their web site. There is a small fee for mailed information.</p>
<p>Job Accommodation Network (JAN) West Virginia University P.O. Box 6080 Morgantown, WV 26506-6080 (800) JAN-PCEH http://janweb.icdi.wvu.edu</p>	<p>A free information and referral service to solve work related problems. Can suggest devices and/or job or building modifications based on functional limitations, abilities and job tasks.</p>
<p>Regional Disability and Business Technical Assistance Centers (DBTAC) (800) 949-4232 (Your call will be routed to the DBTAC in your region)</p>	<p>There are ten regional DBTAC offices that provide ADA information and copies of ADA documents. They also can provide informal guidance in understanding the law.</p>
<p>Vocational Rehabilitation Services</p>	<p>Each state has a department that provides vocational services to help individuals get or keep their jobs. Services can include evaluations to identify appropriate accommodations and/or funding for assistive technology or modifications needed. Find the local office of your state's Vocational Rehabilitation agency by looking in the telephone book for the State/Government listings or "Disability Services" under the "Community Services" heading.</p>
<p>Technology Act Programs</p>	<p>These programs are the result of the Technology-Related Assistance for Individuals with Disabilities Act of 1988. They offer information and referral for evaluation and equipment recommendation in your state as well as assistance with identifying funding or equipment lending sources. Call (703) 524-6686, extension 313, to identify the telephone number of your state's Tech Act program or search the RESNA web site at www.resna.org.</p>

For additional information on accommodations, contact Project Threshold at pthreshold@aol.com