



## Self Assessment Tool

### Section: Volunteer and Employment

#### **Expanding opportunities for all is good for business.**

Based on the understanding that involving individuals with disabilities as volunteers and employees strengthens organizations, this section will explore the steps necessary to create a welcoming work environment. In this section you will find questions about communication and awareness, staff training, creating volunteer and intern opportunities, and making reasonable workplace accommodations.

- To facilitate communication with multiple team members, print out a full list of questions.
- Please be sure to save your work periodically. If you do not save routinely, work may be lost. To save, click “Save and continue later” bar at the top of the page. You will be prompted to write your email twice. Wait 5-10 minutes, then check your inbox for a link to continue.
- Don’t use the back button on your browser page. Information may be lost by navigating with your browser controls. If you need to go back to a previous page use directional buttons at the bottom of the tool.
- Please contact Lisa Handelman at 301-230-7278 or by email [lisa.handelman@shalomdc.org](mailto:lisa.handelman@shalomdc.org) for questions or to share additional resources.

## Contact Information

1. What is the name of your organization?

2. Please enter your contact information.

First Name    Last Name

Title

Email Address

Phone Number

## Communication/Planning

3. Have first steps been taken to create an inclusive work environment (where individuals with and without disability are respected and connected), including ongoing discussion about how to make this happen?
4. Have individuals with a range of disabilities been asked if they currently feel comfortable volunteering and what accommodations, if any, they need?
5. Have the tasks involved been considered so individuals with disabilities can participate in volunteer activities (for example, the role of an usher can involve greeting, handing out materials, and/or supervising)?
6. Have the possible transportation needs of individuals with disabilities been taken into account when setting up a volunteer or work opportunity?
7. Are people with a range of disabilities encouraged to apply for jobs and volunteer (visible and hidden disabilities including those with mental health conditions)?
8. Is there someone tasked with ensuring that employment opportunities are advertised to people with disabilities?
9. Is there an inclusion committee or an individual tasked with ensuring there are employment opportunities for a range of individuals with disabilities?
10. Is there a plan in place to recruit people with disabilities for work, including making the application process accessible?

## Volunteer/Internship

11. Is there an inclusion committee or an individual tasked with ensuring there are volunteer opportunities for individuals with a range of disabilities (visible and hidden disabilities including those with mental health conditions)?
12. Is there an inclusion committee or an individual tasked with creating internship and mentoring programs for individuals with disabilities?
13. Have "soft skills" or implicit volunteer skills been identified in a way that can make these skills explicit for a new volunteer? (Soft skills are interpersonal skills such as communicating, flexibility, time management, accepting responsibility, follow-through, etc.) .
14. Is there a range of volunteer and internship opportunities available with accommodations provided so all can participate, including those with visible and hidden disabilities?
15. Are work/volunteer opportunities accessible to people who need alternative forms of communication?
16. Are there volunteer opportunities for youth with disabilities to earn community service hours/SSL hours?

17. Is there a process in place to recruit youth with disabilities to participate in volunteer opportunities?
18. Are youth with disabilities included in mentoring and internship programs?
19. Are individuals with disabilities involved as interns?
20. Are individuals with disabilities involved in all aspects of lay leadership?
21. Are individuals with disabilities hired as part and/or full-time employees in a variety of roles?
22. Is community service designed to be *with* not *for* individuals with disabilities?

## **Accommodations/Workspace**

23. Is the work environment supportive of risk taking, allowing for learning through mistakes and providing opportunities for peer support?
24. Have "soft skills" or implicit employee skills been identified in a way that can make these skills explicit for a new employee? (Soft skills are interpersonal skills such as communicating, flexibility, time management, accepting responsibility, follow-through, etc.)
25. Are work spaces: a) designed to meet requirements of the ADA, and b) using principles of universal design (which refers to an environment that is inherently accessible to older people, people without disabilities, and people with disabilities)?
26. Are there technology supports in place for individuals who need this accommodation?
27. Do you make sure any vendors or contractors carry out your services in compliance with the ADA?
28. Are people with disabilities employed in jobs that are appropriate for their abilities and not below them?
29. Do employees with disabilities receive the same compensation and benefits as all other employees in like positions (including having someone tasked with ensuring this)?

## **Training**

30. Do all staff and lay leaders receive training about welcoming and including volunteers and employees with disabilities (visible and hidden disabilities including those with mental health conditions)?
31. Have one or more individuals in your organization been trained to interview and hire individuals with disabilities?
32. Are managers and supervisors trained in accommodating the inclusion of employees and volunteers with disabilities?

33. Are managers and staff trained and mentored on an on-going basis to support the inclusion of employees and/or volunteers with disabilities?

34. Are appropriate staff hired and trained to support individuals with disabilities?

## **Budget**

35. Is there a long range budgeting and strategic plan with a clear timeline to support the inclusion of volunteers with disabilities?

36. Do you have a strategic budgetary plan with a clear timeline to support the inclusion of employees with disabilities?

37. Does the budget include the cost of reasonable accommodations for volunteers and employees who require them? (Reasonable accommodations are changes to the job, the work environment or the way things are usually done so an individual with a disability can perform the tasks required.)