

Federation's Disability Inclusion Planning Toolkit

Volunteer & Employment Discussion Guide

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. As with all disability inclusion work, the voices of those with disabilities are essential to this process.

Additional information about advancing disability inclusion can be found on [Federation's Community Resource website](#). Please contact Lisa Handelman at 301-230-7278 or at lisa.handelman@shalomdc.org for questions or to share additional resources.

Toolkit Legend

W "Welcoming" questions and comments refer to changes that may involve modification in attitude, but do not necessarily require additional funding.

A "Accommodating" questions and comments focus on specific accommodations that may require minimal additional resources, long-term planning and/or significant funding. Some costs are ongoing while others involve initial structural changes followed by less expensive maintenance.

Volunteer & Internship

- W** **Are there internship or mentoring programs for individuals with disabilities?** Is there a process to recruit youth and provide community service hours? Are adults encouraged to volunteer as interns and for all types of lay leadership roles? 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.)
- A** **Is there a range of tasks and accommodations provided so all can participate?** For example, do you offer alternative forms of communication, support staff or work modifications? Do you have a staff member who can guide the process and provide support as needed? Have transportation needs and accessibility of volunteer sites been taken into consideration?

Accommodations/Workspace

- W** **Are individuals with disabilities hired in a variety of roles appropriate for their abilities?** Do all employees in like positions receive the same compensation and benefits? 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.)
- A** **Do you provide a range of workplace accommodations and are your work spaces designed to meet ADA requirements?** 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. Do you require vendors or contractors you employ to be in compliance with ADA requirements?

Training

- W** Do all staff and lay leaders receive training about welcoming and including volunteers and employees with disabilities? Has someone been trained to interview and hire individuals with disabilities?
 - A** How has staff been trained to support individuals with disabilities? Are managers and supervisors trained to be able to support and guide individuals with disabilities including knowing how to provide reasonable accommodations?
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Budget

- W** Do you have a strategic budgetary plan with a clear timeline to support the inclusion of volunteers and employees with disabilities?
- A** Does your strategic budgetary plan include the cost of reasonable accommodations for volunteers and employees who require them?