

Employment

This listing includes selected resources which are suitable for adults with an intellectual disability, or can be used in conjunction with adults with an intellectual disability.

To request an item please phone 9387 0458 or email us at library@activ.asn.au

The complete library catalogue can be searched via the Activ Library website: <http://www.activ.asn.au/library>

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30 Ways To Shine As A New Employee : A Guide To Success In The Workplace / Bissonnette, Denise.

Chatsworth, CA, Milt Wright & Associates : 1999. 130 p.

This do it yourself guide is a practical collection of ideas, tips and suggestions that will bring joy and success in everyday work life. Learn strategies to help with starting a new job, understanding workplace culture, meeting and exceeding employer expectations, setting goals, learning from mistakes, customer service, being a team player, thinking positive, controlling anger, dealing with difficult people, dealing with change, responding well to feedback and balancing work and life.

CC 331.59 BIS

P11090

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Asperger Syndrome And Employment : A Personal Guide To Succeeding At Work / Dubin, Nick.

London, Jessica Kingsley : 2007. 1 DVD (43 min.)

People with Asperger Syndrome (AS) can find it difficult to work in an environment that involves socialization with colleagues or a lack of routine. This DVD shows how success in the workplace is possible with perseverance and with the right supports and strategies in place. The author, who has AS, discusses his own experiences at work and highlights challenges common among employees with AS. There is practical advice on finding employment in line with interests, using job coaches, developing self-esteem, using strengths and acknowledging weaknesses.

SC /V ASP DUB

P12106

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Asperger Syndrome And Employment : Adults Speak Out About Asperger Syndrome / Edmonds, Genevieve, Ed.; Beardon, Luke, Ed.

London, Jessica Kingsley : 2008. 176 p. ; 24 cm.

This book gives guidance on employment for people with Asperger's syndrome. The contributors describe their employment experiences and offer sound advice and insights. Useful not only for adults with Asperger's, but for family and

friends, employment services and career advisors, and companies needing to know how, in practical terms, to accommodate employees with AS.

SC/ASP ASP

P12870

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Australian Employers Network On Disability

Sydney, Australian Employers Network on Disability : [2008].

The Australian Employers Network on Disability is a not-for-profit organisation, resourced by its members, to advance employment opportunities for people with disability.

<http://www.employersnetworkondisability.com.au/> -

Click link to access website

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Beyond Expectations : Employees With A Disability / TAFE NSW Disability Programs Unit.

Sydney, TAFE NSW Disability Programs Unit : [2008]. 1 DVD

Profiles ten people with different disabilities who discuss their jobs, demonstrating the commitment and energy that people with a disability can bring to any business. It is hoped their stories will inspire other employers to consider the pool of talented employees with a disability.

CC 331.59 BEY

P12528 P12529

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Beyond Expectations : Experiences Of People With A Disability In Employment / TAFE NSW Disability Programs Unit.

Sydney, TAFE NSW Disability Programs Unit : [2008]. 1 DVD

Profiling the stories of 55 people with disabilities in employment, this DVD showcases the skills, commitment and determination each of these individuals bring with them. It shows how these people are inspiring and challenging community expectations about what is possible for people with a disability.

CC 331.59 BEY

P12526 P12527

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Developing Talents : Careers For Individuals With Asperger Syndrome And High- Functioning Autism / Grandin, Temple; Duffy, Kate.

Shawnee Mission, Kan., Autism Asperger Pub. Co. : 2004. xiii, 153 p.; 23 cm.

This book covers all aspects of the search for suitable careers for individuals on the autism spectrum. The author humanizes this challenging part of young adults' world by her own stories and sage advice. It emphasises developing social and communication skills and gives practical and step-by-step instructions. While written for people with AS, it is useful for parents, educators and career-guidance professionals.

SC/ASP GRA

P12543

Do I Want This Job? A Pocket Guide For Job Seekers Deciding Whether To Accept A Job Offer / Carry, Max.

St. Augustine, FL, Training Resource Network : 1997. 20 p.

Provides a checklist guide about assessing an organization and its suitability to your employment needs once a job offer has been made.

CC 331.59 CAR

P10559

Edge / EDGE Employment Solutions Inc.

EDGE Employment Solutions Inc : 2006.

The website for EDGE, an employment agency for people with disabilities in Australia, has information for job seekers, employers, schools, Tafe colleges and universities. It also has links to useful job related websites and a newsletter that can be downloaded. It also has research reports and training manuals related to people with disabilities and apprenticeships, and vocational training and education.

<http://www.edge.org.au/mainmenu.html> - Click link to access website

Eight Easy Ways To Lose A Job : And How To Head In The Right Direction

Indianapolis, Ind., JIST Publishing : 2003. 1 DVD (20 min.)

This documentary demonstrates some of the more common reasons why people lose their jobs. On the job mistakes are acted out, analysed to see what went wrong and how staff can improve the situation. Topics include staff relationships with supervisors; job performance; dishonesty; reliability; and attitudes.

CC 331.59 EIG

P11107

Employment For Individuals With Asperger Syndrome Or Non-Verbal Learning Disability : Stories And Strategies / Fast, Yvona.

London, Jessica Kingsley : 2004. 336 p.

Gives guidance and advice to people with Asperger Syndrome who are looking for employment. Uses strategies in career planning to help select the right career path and discusses interview techniques and maintaining a career once successfully employed. Stories from people with Non-Verbal Learning Disabilities and Asperger Syndrome will give confidence to those that are unemployed and looking for work.

SC/ASP FAS

P10586

How To Find Work That Works For People With Asperger Syndrome : The Ultimate Guide For Getting People With Asperger Syndrome Into The Workplace (And Keeping Them There!) / Hawkins, Gail.

London, Jessica Kingsley : 2004. 319 p.

Offers advice to people with Asperger syndrome on what to expect when they are searching and applying for employment. The book discusses what employers generally look for in employees, how to create the right impression and how to deal with challenges on the way to securing employment. Advice is given on finding a job coach to provide support, the role of the family in the job seeking process and what role professionals play in connecting people to the right resources. Strategies using effective communication, role playing, assessing and prioritising, social skills and personal presentation are some of the tools examined. How to write a resume and interview techniques are discussed and making a successful transition into the job once the person is employed.

SC/ASP HAW

P10630

It's All Part Of The Job : Social Skills For Success At Work / ATTAINMENT COMPANY.

Verona, Wis., Attainment Company : 1993. 1 videocassette (21 mins.)

Features employees with intellectual disabilities on their daily work routine. Topics covered include dressing appropriately, punctuality, staying on task, being a team member and socialising at work. Employers are interviewed to give their advice about what they expect from their employees while they are at work.

CC 331.59 ITS

P10694

A New Kind Of Trainer : How To Develop The Training Role For People With Learning Disabilities / Owen, Katherine; Butler, Gary; Hollins, Sheila.

London, Gaskell Press St George's Hospital Medical School : 2004. 63 p.

The Department of Mental Health - Learning Disability, at St George's Hospital Medical School, has been employing people with learning disabilities to train their medical staff for more than a decade. In this book, they share their experiences by giving information and advice to both people with learning disabilities who are interested in becoming trainers, and to organisations who want to employ people with learning disabilities as trainers. The book is written based on the experiences of Gary, who has an intellectual disability, and wishes to find a different job. It goes through the process from his initial career advice and job search, through to getting the job, job training and development.

CC 331.59 OWE

P12171

No More Job Interviews: Self Employment Strategies For People With Disabilities / Doyel, Alice Weiss.

St Augustine, Fl, Training Resource Network : 2000. 183p.

This book has been written from the perspective of a business owner with a disability, and provides excellent insight into starting and running a business. Aimed at persons with disabilities the book covers business planning, and uses case studies of specific businesses to illustrate what is being spoken of, and also talks about the role of the Internet both for doing business and for obtaining start-up information.

CC 331.59 DOY

P10692

Preparing For Life : The Complete Guide For Transitioning To Adulthood For Those With Autism And Asperger's Syndrome / Baker, Jed.

Arlington, Tex., Future Horizons, Inc. : 2005. ix, 357 p.

The author claims that the skills lessons described in this book are not meant to represent a model of social correctness or aim to change 'faulty' behaviours but rather they are ideas about how to behave in order that students transitioning to adulthood may reach their own goals. Skill lessons include: nonverbal cues/body language; dealing with anger, frustration and anxiety; conversation; building and maintaining friendships; dating; school and family demands; employment skills; money matters; emergencies; and transportation.

SC/AUT BAK

P12495

The Road Ahead : Transition To Adult Life For People With Disabilities / Storey, Keith ed.; Bates, Paul ed.; Hunter, Dawn ed.

St Augustine, Fl, Training Resource Network : 2008. viii, 271 p.

This book is for people with disabilities and their families and those who help them transition to a quality adult life. It looks at transition planning, assessment, instructional strategies, career development, adult employment, community functioning skills, social life, quality of life, self-determination, supported living, and post-secondary education.

CC 331.598 ROA

P12440

Stepping Stones

Brighton, Pavilion : 1 CD-ROM + Booklet

This easy to use programme, led by cartoon character Jo, guides the user to create a CV (or resume) and think about the right kind of employment for them. The user will learn how to look for work, develop time management skills, create their personal diary, find organisations that can help, and find examples of people and projects that have succeeded in work and training. It also enables people to learn about themselves and identify the right work for themselves.

CC 331.5907 STE

P13009

Valuing People Support Team / DEPARTMENT OF HEALTH (UK)

Department of Health (UK) :

The Valuing People website provides information on the British government's plan for improving the quality of life for people with intellectual disabilities, their families and carers. The link to resources provides hundreds of documents from government and other organisations on a range of issues that affect people with an intellectual disability. The documents are arranged by subject for ease of use and cover topics on change, advocacy, education, ethnicity, families, getting a life, health, housing, inclusion, employment, finances, person centred planning, partnerships, quality of service, self directed services, transition and the workforce

<http://valuingpeople.gov.uk/index.jsp> - Click link to access website

Welcome To Auties.Org! : Individuality, Diversity, Equality, Achievement

Auties.org :

A website that supports people with autistic spectrum disorders trying to find work. The site provides an opportunity for people to connect with others to share ideas, form support groups and skills workshops. There are listings for autism friendly goods, skills and services from around the world and a social link for joining or forming dinner clubs. The site lists many Australian businesses as well as international ones.

<http://www.auties.org/> - Click link to access website

Your Rights At Work / INTELLECTUAL DISABILITY RIGHTS SERVICE.

Redfern, NSW, Redfern Legal Centre : 1987. 86p., ill., 28cm + 5 sound cassettes (239 min)

This set of tapes and book is about rights and responsibilities at work. It deals with pay, making complaints, how to work safely, how to keep your job, job contracts, other rights and responsibilities including your right to dignity, privacy, and freedom from sexual harassment and sex discrimination. Following the Disability Services Act, it is written for people with disabilities in both supported and open employment. Some of the information is old, but much still relevant and useful.

CC 331.59 YOU

P12787