Disability Recruitment Resource Guide

Produced by the Cornell University Recruitment and Employment Center, Division of Human Resources

Introduction

This guide was developed to share information with and about local and regional disability service providers and the Cornell University hiring community to serve as a resource for connecting recruiters and hiring managers to talent with disabilities.

Please contact Cornell University's Office of Workforce Policy and Labor Relations to discuss accommodations for a disability so that persons with disabilities may participate in the selection process. That office can be reached at voice (607) 254-7232, or via fax at (607) 255-0298, or email at equalopportunity@cornell.edu.

In any collection of information, errors may occur or updates will need to be made. If you find an error or notice any changes that need to be made, please contact the Recruitment and Employment Center at voice (607) 254-8370, or via fax at (607)254-8305, or email at mycareer@cornell.edu.

Service Providers

Access to Independence of Cortland County, Inc.

Access to Independence of Cortland County, Inc. (ATI) is a not-for-profit, consumer-driven, community-based Independent Living Center (ILC), one of 40 in NYS and over 300 nationally. As such we provide a range of services, including: advocacy, architectural barrier services, community education & outreach, independent living skills training, info & referral, peer counseling, service coordination, youth transition, work readiness and many others. With a budget of \$1.1 million, we serve the 50,000 residents of Cortland County. Some of our programs (particularly Service Coordination and Architectural Barrier Services) have a service area covering nearly all of the Central NY area. Our mission is to be Cortland County's foremost disability resource, to empower people to lead independent lives in their community and to open doors to full participation and access by all. Our vision is to lead the community towards an all-inclusive future where discrimination and physical barriers no longer exist.

We serve consumers with all types of disabilities, their friends, families and caregivers. These disabilities include: physical disabilities, vision & hearing impairments, learning disabilities, mental illness, traumatic brain injury, developmental disabilities, autism, chronic illnesses, etc. ATI serves all age groups, from youth through the elderly. We believe that meaningful work is a huge factor in achieving independence; our Work Readiness and Peer Mentoring programs focus on employment. ATI conducts a three-part Employment Conference, as part of our annual, month long celebration of October as National Disability Employment Awareness Month (NDEAM). We were instrumental in the creation of the Medicaid Buy-In Program in New York State, which allows an individual to work without losing the personal care services which make it possible for them to be employed. Our Youth Transition Program is focused on helping youth with disabilities make the shift from school to work (or higher education). This process is difficult for anyone, and especially so for a young person with a disability.

Point of Contact: Mary E. Ewing, Executive Director 607-753-7363 mewing@aticortland.org

Adult Career and Continuing Educational Services

ACCES-VR (Adult Career and Continuing Education Services) is part of the NYS Education Department. ACCES-VR provides services to eligible individuals with disabilities to assist them in preparing for and obtaining employment. Services may include, but are not limited to vocational guidance and counseling, training and job search assistance; job coaching and employment follow up.

Program participants must have a permanent, document disability which has posed a significant impediment to their employment. Eligible individuals can receive services to prepare them for jobs based on their individual skills, interests and aptitudes. ACCES-VR has assisted individuals in obtaining jobs ranging from entry-level to professional-level positions.

Point of Contact: Dot Marinaccio (607) 721-8400 (main number for inquiries on applying for services) or 1-800-888-5010 <u>dmarinac@mail.nysed.gov</u>

Association for Vision Rehabilitation and Employment

The Association for Vision Rehabilitation and Employment works with individuals who are legally blind to restore independence in daily living and travel skills as well as seeking employment. We serve all ranges of customers, skills, experience and goals.

Point of Contact: Tom Garruto Employment and Career Specialist Association for Vision Rehabilitation and Employment, Inc. 174 Court Street Binghamton, NY 13901 607-724-2428 x 123 607-771-8045 Fax tgarruto@avreus.org www.avreus.org

Broome-Tioga Workforce New York

Broome-Tioga Workforce centers assist job seekers to prepare for, find and keep jobs. Workforce Center resources available for job seekers are computers and the internet, labor market information, job preparation workshops, sponsorship in job training programs and career-related classes, and individual employment counselors to assist customers through the job search process. Our Workforce NY Centers in Binghamton (171 Front Street), and in the Village of Owego (1062 Rte 38 – the Tioga Health and Human Resources building), provide a wide range of services to workers seeking employment or training.

We are affiliated with the NYS Department of Labor, the Broome County Office of Employment and Training, the Tioga Office of Employment and Training, the Broome County Department of Social Services, the Tioga County Department of Social Services, Broome-Tioga BOCES, and work in concert with other area human service agencies, such as Acces-VR and the Social Security Administration.

The Disability Resource Coordinator assists persons with disabilities with job search, operates the Ticket-To-Work program affiliated with the New York Employment Support System (NYESS) and is certified as a Community Work Incentives Coordinator (CWIC) to advise persons receiving SSD and/or SSI on managing their benefits.

Universal services are available for employed and unemployed customers regardless of disability status. Customers are screened and referred for additional services at intake. The majority of customers served are receiving unemployment. Workforce New York focuses on returning individuals to employment or self-employment to become self-sufficient.

Point of Contact: Randall Cook (607) 778-6478 rcook@co.broome.ny.us

Challenge Workforce Solutions

It is our belief that everyone has the capacity to learn, grow and contribute to their community. We are in the business of helping people build on their strengths and achieve their goals. Challenge Workforce Solutions is a nonprofit, vocational services organization that offers opportunities and support services to individuals who face barriers to employment. Our mission is about helping the people we support to reach their full potential and achieve the highest possible level of personal success.

Job Readiness & Placement Services

All of our job readiness and placement services help individuals with barriers to employment find work in the community. They assist with learning the correct way to complete job applications, resume writing, composing cover letters and where to find job leads. They also assist with making employer contacts and how to market individual's strengths and talents and coach the person in how to talk about your barriers.

- Job Club- Job Readiness Program. A 6 week job readiness class that occurs on a monthly basis.
- Job development & job search skills & activities. Meet one on one with a job developer to work on employment leads, resume development, application assistance, interview skills, etc.
- On the job coaching/training. Once in a job Challenge can provide on the job coaching/training to get your skills up to the employer's expectations.
- Ongoing support to maintain your job & to look for advancement opportunities. Clients are assigned an ongoing Employment Specialist that works with them on a bi-weekly basis to help deal with issues that come up during the course of working.

Other services provided by Challenge

- Challenge runs several businesses to further our mission. Our Contract Business's such as Production, Dishrooms, Commercial Cleaning, Greenhouse, Food Hub and Digital Imaging can offer more supportive environment in which to work while still maintaining competitive employment with advancement opportunities.
- Tick to Work (TTW) provides supports to assist Social Security beneficiaries in returning to work in a meaningful and competitive capacity. Services include benefits advisement, integration of workforce services including short term trainings, recruitment and networking with local employers, career guidance, disability accommodations in the workplace and more. The goals of the program are selfsufficiency and economic independence.
- Challenge also offers Medicaid Service Coordination services for qualified developmentally disabled individuals who need assistance with service coordination.

We work with most levels of skill and experience to find the highest and best vocational experience for our consumers. Challenge specializes in working for people with disabilities and folks with socio-economic barriers to employment.

Point of Contact: Brion Scime, Intake and Recuitment Coordinator (607) 272-8990 ext. 139

CNY Works – Onondaga County

CYN Works – Workforce Development for Onondaga County is a one-stop for job seekers of all abilities, the Employment Network focuses on employment services for individuals receiving SSI or SSDI.

Point of Contact: Lauraine Bush (315) 477-6927 Ibush@cnyworks.com

Cortland Works

Cortland Works Career Center is a Certified NYS Workforce Office with many agencies on location to assist jobseekers. We serve businesses and job seekers. Job seekers can receive career planning, job search assistance, training support, and can access online classes as well as workshops. We have a resource room for computer and internet access, copy machines, faxes and phones. Partners include Cortland County Employment and Training, NYS Department of Labor, JM Murray Center, ACCES-VR, OTDA, TC3, OCM BOCES and Experience Works. We have Youth Programs for people aged 14-21 who meet eligibility criteria. All adults over the age of 18 are eligible for services. We are very excited to announce that as of May 2014 we will be offering the services of a Disability Resource Coordinator who specializes in the needs of persons with disabilities and will be able to case manage, refer and advocate as well as provide career and benefits advisement.

We are open Monday through Friday, 8:30 AM-4:30 PM.

Point of Contact: Robin Sandwick (607) 756-7585 ext. 3245 rsandwick@cortland-co.org

The Finger Lakes Independence Center

We are the Finger Lakes Independence Center. Our mission is to empower all people with disabilities while creating an inclusive society through the elimination of social and architectural barriers. We offer a variety of services and programs at FLIC including: Peer Counseling (talking to another person with a disability to get support and help solve problems), Benefits Advisement (discussing eligibility requirements and procedures of Social Services such as

Medicare, Medicaid, SSI and SSDI), Information and Referral (Providing additional information and local resources pertaining to a wide variety of disability related issues).

We serve people of any age with any range of disabilities and experiences. We do not have a primary employment focus at Finger Lakes Independence Center. However, we do help people with disabilities navigate through the employment process by explaining possible changes in their SSI/SSDI benefits through benefits advisement, giving access to information about their rights as employees with disabilities through the ADA, and helping them deal with the overall frustration of looking for work through our Peer Counseling program. We also make often make referrals to Challenge Industries and Workforce NY for those with more specific employment needs. We also hold an annual World of Skills Job fair to introduce people with disabilities to prospective employers and provide them with general encouragement in their job search.

Point of Contact: Any staff member (607) 272-2433 TTY: (607) 272-2433 flic@fliconline.org

JM Murray/Employment Connection

JM Murray/Employment Connection is a non-profit employment agency. We provide placement and job retention services to individuals with disabilities.

We serve an array of individuals and do not concentrate on one specific disability group. Our consumer's abilities and skill sets vary depending on the individual being referred. We provide the following services:

- Assessment, which includes career exploration and interest testing
- Job Readiness (develop resume/reference list, how to write a cover letter, practicing mock interviews and phone conversations)
- Job Development- developing appropriate job leads based on the individual's needs, interests and ability
- Job Coaching, as appropriate
- Job maintenance to ensure ongoing satisfaction with the job or to make career advances

Point of Contact: Heather Wineburg, Employment Services Manager (607) 756-2565 heatherw@jmmurray.com

New York State Commission for the Blind

New York State Commission for the Blind provides independent living skills planning and training, including low vision services and adaptive equipment to all groups, and vocational rehabilitation services to teens and adults interested in employment. Vocational Rehabilitation Services include vocational counseling and guidance, assistance with vocational training and computer technology, and job placement services. We also provide transition services for high school students, including job training and college sponsorship. We have a children's program, independent living program and elderly program.

Individuals must be diagnosed as legally blind. All age groups served. Individuals who are blind are working in a wide array of professions, from general maintenance workers to lawyers, depending upon their interests and abilities.

Point of Contact: Amy Carreno, District Manager (315) 423-5425 Amy.Carreno@ocfs.ny.gov

Soldier for Life- Transition Assistance Program (SFL - TAP)

Soldier for Life – Transition Assistance Program (SFL-TAP) provides career guidance and transition assistance to service members transitioning from the military. SFL-TAP partners with the Departments of Labor and Veterans Affairs to provide benefits counseling and employment assistance with the intent to empower individuals to make informed career decisions and become competitive in the global workforce. SFL-TAP also performs outreach to employers, schools, and service organizations in order to educate these agencies about the benefits of hiring veterans, how to connect with them, and to attain a better understanding of the challenges facing veterans after they leave the military. This information results in improvements in services provided during the transition process.

In addition to small group and individual counseling, SFL-TAP hosts monthly seminars: resume-writing, interview, federal employment, small business, financial readiness, and education. SFL-TAP also hosts a quarterly career fair on Fort Drum.

SFL-TAP clients are those service members within 18 months of their scheduled separation date, those being involuntarily separated, e.g., those with disabilities precluding continued military service, military veterans and retirees, and military family members. Traits and skills of these individuals include loyalty, reliability, a strong sense of teamwork, integrity, discipline, respect, adaptability, and many have had security clearances. They may be trained and have

experience in law enforcement, aviation, equipment maintenance, finance and accounting, medical and dental fields, telecommunications, human resource management, information technology, logistics and transportation, languages. Many have extensive leadership and/or management experience.

Point of Contact: Lorrie Guler (315) 772-3284 <u>lorrie.s.guler.civ@mail.mil</u>

Tompkins Workforce New York One-Stop

Tompkins Workforce New York is a New York State Career Center providing comprehensive business and job search services for residents of Tompkins County. Services include: job search assistance, resume development, career exploration and counseling, interviewing skills, possible training support based on WIA eligibility requirements and monthly skill development workshops. Tompkins Workforce New York serves customers of all ages, experience levels and employment goals. Our services are available to all job seekers.

Tompkins Workforce New York and Challenge also have a collaborative local agreement (Employment Network) to provide services to SSA disability beneficiaries through Social Security Administration's Ticket to Work program. Employment Networks (ENs) offer employment supports to SSA disability beneficiaries (individuals on SSDI or SSI benefits), also considered "Ticket Holders". Our EN offers a variety of supports, beyond the services available through the Tompkins Workforce New York Career Center, which includes long-term follow up for Ticket Holders for a number of years to a variety of employment supports and resources.

Our Disability Resource Coordinator is also available to assist individuals with disabilities who are not eligible for the Ticket to Work program and can provide direction, referrals, and other resources that will help connect them to meaningful employment.

Point of Contact: Jason Harriott Disability Resource Coordinator

Serving all of New York through the New York Employment Services System

Tompkins Workforce New York Center Ithaca, Suite #241 171 East State Street Ithaca, NY 14850 Work cell phone: (607) 793-8339

Department of Veteran Affairs - Canandaigua

The Department of Veteran Affairs – Canandaigua works to support our nation's veteran's in seeking employment.

The employment focus is based on the veteran's needs. We serve people with all sorts of degrees of education from HS diploma to Master's degrees. The range of skills can be from entry level to administrative and professional. As long as the veteran has the desire to return to the workforce, we are there to assist.

Points of Contact: Sean Morris, Vocational Rehabilitation Specialist (585) 393-7229 sean.morris2@va.gov

Shelley Rahn, Vocational Rehabilitation Counselor – VISN 2 Mentor-Trainer (315) 425-4400 Shelley.Rahn@va.gov

Department of Veteran Affairs - Syracuse

Syracuse VA Medical Center Vocational Rehabilitation Services offers assistance to veterans with physical, mental, or emotional disabilities who are committed to setting vocational goals and addressing barriers to employment. Our mission is to provide eligible veterans with the guidance, skills resources, and supportive services needed to develop and achieve their individual employment and/or educational goals.

Services are offered at the Syracuse VA Behavioral Health Outpatient Clinic in Syracuse, NY and select Community Based Outpatient Clinics.

Vocational Rehabilitation Services (VRS) eligibility requirements include being enrolled in VA health care through the Syracuse VA Medical Center, having a physical, mental or emotional barrier to employment or education; being referred by a VA physician, psychiatrist, physician's assistant, or nurse practitioner.

Services are individualized and include vocational assessment, work adjustment counseling, career counseling, educational and vocational planning, job seeking information, job readiness, job seeking skills, job retention services, and referrals to other community agencies.

Point of Contact: William Woods MS, CRC (315) 425-4404 william.woods1@va.gov

Cornell University Recruiting Community

Administrative Human Resources

Administrative Human Resources (AHR) is comprised of a team of human resource professionals who provide advice, guidance, strategies and services to the leadership, management and staff who work in administrative units of the university. AHR also provides support to academic programs that do not reside within a specific college. AHR strives to advance a diverse, qualified and highly motivated workforce focused on achieving the critical objectives of the administrative units of the university. Cornell units that AHR supports include: Admissions and Enrollment, Alumni Affairs and Development, the College of Architecture, Art and Planning, Audit Office, Center for Teaching Excellence, Cornell Abroad, Cornell Information Technologies, CU Police, Einaudi Center, Environmental Health and Safety, Facilities Services, Financial Affairs, Government and Community Relations, Graduate School, Investment Office, Johnson Art Museum, Office of Human Resources, Office of Academic Diversity Initiatives, Planning and Budget, President's Office, Provost's Office, Student and Academic Services, University Communications, University Counsel, and the University Press.

Seeking talent for regular full-time and temporary opportunities in the areas of:

- Administrative
- Alumni Affairs
- Bargaining Unit
- Communication
- Finance
- Human Resources
- Museum
- Service Facilities
- Student Services
- Technical

Anticipated opportunities within the next 6-months could possibly include:

- Administrative Assistant
- Project Management
- Writing/Communications
- Accounts and/or Finance Specialist
- Ongoing custodial and various trades opportunities

Point of Contact: Cyndi Morris (607) 255-2226 clm74@cornell.edu

College of Agriculture and Life Sciences

With more than 3,000 students, the College of Agriculture and Life Sciences (CALS) is the second largest undergraduate college at Cornell University and the third largest college of its kind in the United States. In national surveys, CALS ranks as the best college of agriculture and related sciences in the country. Our teaching and research facilities are among the finest available. The College's educational programs are carefully designed to ensure that every student's education is geared to contemporary, real-world issues. Faculty, staff, and students at CALS are at the cutting edge of research in the life sciences, environmental sustainability, agricultural science, economic development, communication, and information science. The land-grant mission of the College, which encompasses research, education, and extension programs, allows for the creation and dissemination of knowledge that makes a difference for students, the citizens of New York, the nation, and people around the globe.

CALS will be seeking to fill a multitude of positions in the coming months. We are always looking for candidates of merit in the following job areas:

- Administrative Assistants
- Information Technology Desktop and Programming
- Finance and Budgeting
- Lab Technicians

Point of Contact: Shan Varma (607) 255-3192 sv92@cornell.edu

College of Arts and Sciences

The College of Arts and Sciences is the oldest and largest of the University's colleges; its research and teaching span the humanities and the performing arts, the biological and physical sciences and mathematics, and the social sciences.

It offers extraordinary breadth and depth in its programs of study, a world-renowned faculty that includes international leaders in their respective disciplines, and cutting-edge research and technical facilities. It provides a high-quality liberal arts education to its own students, and vital introductory instruction in basic disciplines to almost all undergraduates in the other colleges at Cornell.

The College has 500 tenure track faculty, 200 other academics and 300 non-academic staff in 27 academic departments and 10 academic programs, and a student population of 4,100undergraduate majors and 1,500 graduate students spread across 20 academic buildings. Non-academic staff in Arts and Sciences are encouraged to actively participate in activities or on committees that will enhance their roles. We also encourage professional development and internal advancement for our staff.

To provide support to faculty, departments, programs, and students we frequently seek strong candidates for regular full-time, part-time and temporary opportunities in the areas of:

- Academic and Research Support
- Administrative Support
- Information Technology
- Student Services
- Technical

Anticipated opportunities within the next 6-months include:

- Administrative Manager
- Administrative Assistant
- Technician
- Accounts Representative

Point of Contact: Tara Wilder (607) 255-4147, tsw22@cornell.edu

College of Human Ecology

The College's mission impacts the way we engage employees. We are a highly collaborative, "think outside the box" organization. We value strong communication skills, creative thinking, willingness to take risks and a desire and aptitude for continuous improvement. The mission of the College of Human Ecology is to improve lives by exploring and shaping human connections to natural, social, and built environments. Faculty, students, and staff explore the human dimensions of social and natural sciences, design, nutrition and health, public policy, society, family, community, and other realms-all in pursuit of knowledge to make the world a better place. Using Cornell's far-reaching extension network and the college's translational research methods, we deliver our findings directly to communities and families, ensuring that our work reaches those who need it most.

Seeking talent for regular full-time, part-time and temporary opportunities in the areas of:

- Academic Support
- Social Science Research
- Administrative Assistants
- Program Support
- Financial Transactions

Points of Contact:	
Lucy Pola	Kathy Carpenter
(607) 255-6814	(607) 255-2610
lbp8@cornell.edu	kc242@cornell.edu

Kristie Lamb (607) 255-3113 kt264@cornell.edu

School of Industrial and Labor Relations

The ILR School is advancing the world of work through teaching, research and outreach. ILR's mission is to prepare leaders, inform national and international employment and labor policy, and improve working lives. The school offers undergraduate and graduate education as well as career-long learning for professionals.

In addition, the ILR School is home to the K. Lisa Yang and Hock E. Tan Employment and Disability Institute which advances knowledge, policies, and practices to enhance the opportunities of people with disabilities through our projects, training, technical assistance, research, and publications.

Point of Contact: Lisa Rose (607) 254-1645 lec6@cornell.edu

Law School

Cornell Law School's mission remains that articulated by Cornell President Andrew Dickson White upon the founding of the Law School over 125 years ago: "Our aim is to keep its instruction strong, its standard high, and so to produce ... a fair number of well-trained, largeminded, morally based lawyers in the best sense." Our commitment is to continue to be recognized as the leader among law schools at combining inspiring theoretical, doctrinal, and experiential teaching with cutting-edge scholarship in a supportive, intellectually rich community, so that our graduates can achieve excellence in all facets of the legal profession.

Cornell Law School offers a 3-year J.D. program for 200 students per class, a one-year LL.M. program for about 90 students from countries throughout the world, and a doctoral (J.S.D.) program for about 2-3 new students per year. Cornell Law School has 39 tenured and tenure-track faculty, including 14 with chaired faculty positions; and 11 clinical professors in the legal research and writing program and in clinics at the local, national, and international level. The Cornell Law School faculty is consistently ranked among the top in the country for scholarly productivity and influence. The faculty has pre-eminence in many areas, including quantitative and qualitative empirical legal studies, international and comparative law, and robust doctrinal scholarship in core fields.

The Law School occasionally seeks candidates of merit who will support our mission in the following areas:

- Faculty and Administrative Support
- Program Support
- Student Services
- Technical

Point of Contact: Liz Flint (607) 255-2101 <u>liz.flint@cornell.edu</u>

Research Division

The Research Division is made up of 20 Research Centers and 7 Administrative Departments with approximately 800 employees. Our research encompasses many different areas including atmospheric, materials, nano, and life sciences to name a few. To support our many

distinguished researchers we hire employees to provide research support in our laboratories and offices. Our laboratory positions may require a degree but often just an interest or background in science.

Seeking talent for regular full-time, part-time and temporary opportunities in the areas of:

- Academic Support
- Administrative
- Communications
- Finance
- Information Technologies
- Technical

Point of Contact: Jamie Washburn (607) 254-8701 jaw23@cornell.edu

Student and Academic Services

Student and Academic Services (SAS) handles everything a student might do outside of the classroom. Therefore, many position work directly with Cornell students. Our employees often comment that this direct student contact is the most meaningful part of their job. The education that happens out of the classroom can be significant and being a part of the development of the future leaders of the world is very rewarding.

Seeking talent for regular full-time, part-time, temporary and casual opportunities in the areas of:

- Administrative Assistance
- Athletics and Physical Education
- Housing and Dining
- Bargaining Unit
- Health and Student Services

During the next six-months Cornell Dining will have a number of food service, dish machine, custodial, cook, chef and food service management positions. Health Services will have nurse, doctor and counselor therapist positions. Overall, SAS will hire many administrative assistant positions. On a regular ongoing nature, frequent temporary opportunities occur over the course of the year. Though these temporary and casual opportunities do not include benefits, nor guarantee future opportunities at Cornell, they provide an excellent opportunity to demonstrate ones skills and experience. Moreover, develop relationships and Cornell experience for that can enhance the resume for future opportunities.

Point of Contact: Cutter Cramton (607) 255-3154 cc35@cornell.edu

College of Veterinary Medicine

The College of Veterinary Medicine at Cornell University is located on the Cornell campus in Ithaca, New York in the heart of the Finger Lakes region. Established by an act of the state legislature in 1894, today the College of Veterinary Medicine at Cornell is one of 28 veterinary colleges and schools in the United States and one of only three in the Northeast. With more than 5,000 graduates, the college is recognized internationally as a leader in public health, biomedical research, animal medicine, veterinary medical education. Situated within a world-class research university with recognized strengths in the physical and life sciences, the study of veterinary medicine has contributed to the Cornell fabric since the founding of the university. Ranked the number one veterinary college in the nation by US News & World Report consistently since 2000, the College's strength is due to its strategic breadth of focus areas and its depth of expertise in each of those areas. The mission of the college is "To advance the health and well-being of animals and people through education, research, and public service".

There are non-academic opportunities in administration, animal care and laboratory technicians.

Point of Contact: Toral Patel (607) 253-3718 tpatel@cornell.edu