



IHC Library Update

Employment Resources

Anticipating your first job? Need help writing a stellar resume? Wondering how to support an employee's accommodation needs? This edition of the IHC Library's newsletter will **work** for you! Check out these books from our catalogue and helpful online resources to learn more about disability and the professional world.

Place holds on the items you would like to read or send us an email with a list of what you would like.

Resume Rescue & CV Support

- [How to write a CV](#) – This article provides an entry point for creating an effective CV. It is concise and

A resume is a summary of your education, work experience, skills, and achievements. It should be neat, organised, and customised for the job you want. The goal is to catch an employer's eye and get an interview by showing off your strengths!



insightful, making it accessible to job seekers at various levels of experience.

- [How to craft the perfect resume for people living with a disability](#) – This article advises job seekers with disabilities in crafting a compelling resume to showcase their strengths to prospective employers.
- [Writing a CV \[Easy Read\]](#) – In this guide, you'll find step-by-step instructions on how to create a CV. The guide covers topics such as writing a cover statement, common CV contents, and how to complete job applications.

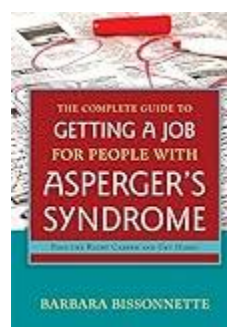
Finding, Getting, and Thriving in a Job



Searching for a job may feel challenging, but by staying determined and using the right strategies, you can find a fulfilling opportunity. From managing sensory overload in the workplace to exploring career paths to suit your interests, these tools can support you in reaching your goal of securing a job that fits your skills and interests.



[Developing talents : careers for individuals with Asperger Syndrome and High-functioning Autism](#)



[The complete guide to getting a job for people with Asperger's syndrome : find the right career and get hired](#)



[Autism working : a seven-stage plan to thriving at work](#)



[Getting the job you really want : a step-by-step guide to finding a good job in less time](#)

[Starting a job \[Easy Read\]](#) – The article provides information about starting a job. It covers topics such as finding a job, applying for it, preparing for interviews, and what to do on the first day of work. It offers practical advice and tips to help readers navigate the process of entering the workforce.



[101 positive steps toward employment with autism : social skills for the workplace](#)

[Preparing for Online Meetings Checklist \[Easy Read\]](#) – This guide serves as a checklist for preparing for an online meeting, like on Zoom or Microsoft Teams.

[More Than Just a Job cards \[Easy Read\]](#) – These conversation cards are great if you're starting your job search. They can help you discover an interesting career path or come up with ideas to write on your resume or say in an interview.

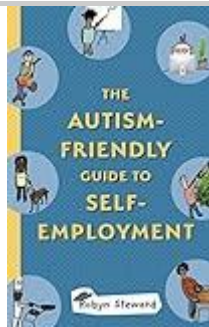
Self-Employment: Be Your Own Boss!

Self-employment means working for yourself instead of someone else. You get to decide what work you do, when you do it, and how you run your business. It gives you freedom to handle everything on your own, like finding clients, managing money, and taking care of all aspects

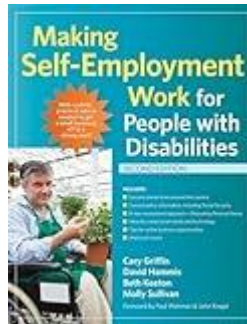


[Disability and self-employment : supporting people and their dreams](#)

of your work – without a boss telling you what to do.



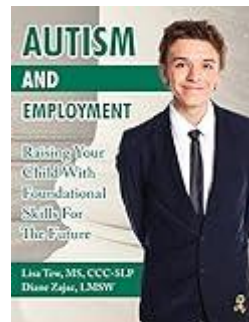
[The autism-friendly guide to self-employment](#)



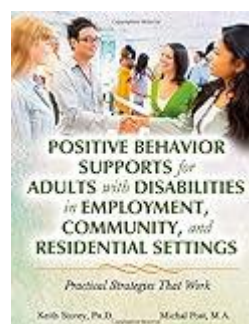
[Making self-employment work for people with disabilities](#)

Supporting autistic workers and workers with disabilities

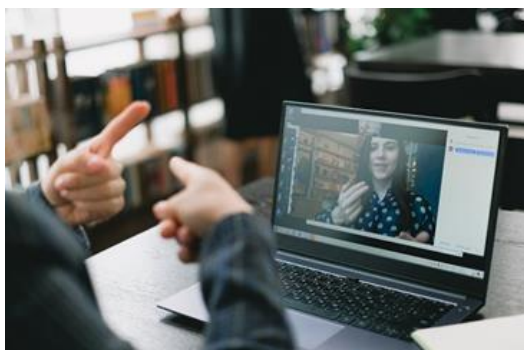
Embracing neurodiversity enriches the work environment by tapping into a wider range of talents and perspectives. It's essential to understand and facilitate many support levels for neurodiverse workers. Providing accommodations, understanding individual needs, and offering appropriate training can empower employees to thrive and contribute.



[Autism and employment : raising your child with foundational skills for the future](#)



[Positive behavior supports for adults with disabilities in employment, community, and residential settings](#)



[Enabling Good Lives: Supporting disabled people that offers](#)



[An employer's guide to managing professionals on the autism spectrum](#)



[Job success for persons with developmental disabilities](#)

[Communication tips \[Easy Read\]](#) – This clear, concise guide offers best practices for communication people spending time with people with intellectual disability.

[greater choice and control over supports](#) – Enabling Good Lives (EGL) is a transformative approach to supporting disabled people. Its goal is to shift power and authority from the government to disabled individuals and their families. Explore their website to learn about the method's guiding principles and explore resources to help you implement them in your workplace.

[Hiring people with Down syndrome | Kindred - Psychology at Work](#) – Kindred collaborates with the New Zealand Down Syndrome Association (NZDSA) to promote inclusive employment for people with Down syndrome.

[Volunteering New Zealand - The home for volunteering](#) – Use these resources to join your organisation to Tūao Aotearoa/Volunteering New Zealand. TA/VNZ is dedicated to championing mahi aroha and volunteering in all its forms.

[THE HIRING CHAIN performed by STING | World Down Syndrome Day 2021](#) – In "The Hiring Chain," performed by Sting for World Down Syndrome Day 2021, a baker hires Simone, sparking a chain reaction of employment opportunities and highlighting the impact of inclusive hiring.

Check out these social stories about jobs!

Social stories are brief narratives that help autistic individuals understand social situations and behaviours. They use simple language and visuals to break down complex scenarios, making it easier to navigate social interactions effectively.



[Choosing my first job](#)



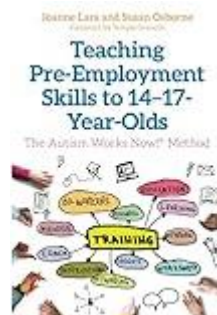
[Glory wants a job](#)



[Successful social articles into adulthood : growing up with social stories](#)



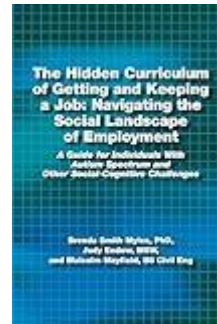
[A good day's work](#)



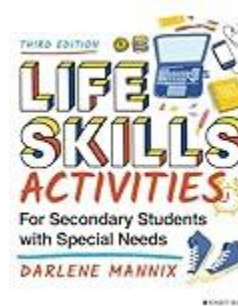
[Teaching pre-employment skills to 14-17 year-olds : the Autism Works Now! method](#)

Life Skills & "Soft" Skills

Life skills and "soft" skills help you handle stuff at work. They are "soft" because they can be abstract or slippery, and you usually won't learn them through a class in school. Rather, you pick them up along the way as you go through life. "Soft" skills can include things like confidence, time management, flexibility, and getting along with people. Improving these skills can make you better at your job.



[The hidden curriculum of getting and keeping a job : navigating the social landscape of employment](#)



[Life skills activities for secondary students with special needs](#)

Money Management



Money management is about making smart decisions with your money to meet financial goals and secure your future. It involves budgeting, saving, investing, and spending wisely. When you have a job, it's important to keep



Stand Tall is a free budgeting game that teaches you how to manage your money. Choose where to focus your finances and learn how to live independently.

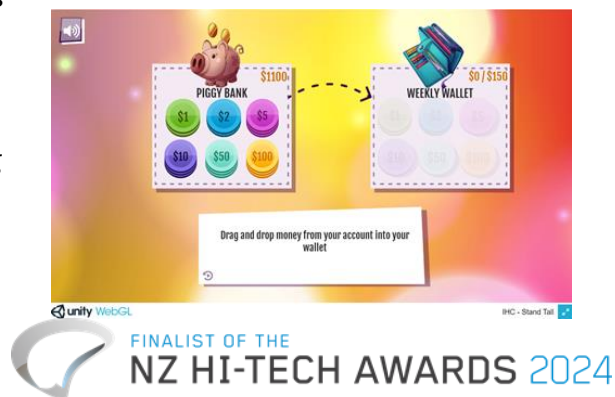
There are bills to pay, food and travel to budget for, plus loads of fun things to spend your money on. Get it right and your happiness will soar, but spend too much and you'll have a financial headache!

track of what you do with your earnings!

- [DSA Benefits Awareness](#) – This guide helps to improve money management by explaining methods such as budgeting and banking.
- [Using ASB Mobile Banking App \[Easy Read\]](#) – Easy Read instructions for using the ASB banking app to manage your money.
- [Managing money : a guide for people on the autism spectrum](#)

The game is available now to [play online](#) or download from [Google Play](#) or the [Apple App Store](#).

<https://www.ihc.org.nz/how-we-can-help/stand-tall-money-game>



A Job Well Done: success stories!



Check out these IHC stories of people with intellectual disabilities who are thriving in their workplace.

[Alfie dives in feet first](#) – Alfie's positive attitude and love for helping people shine through his career aspirations.

[Francis honoured for his long and loyal service](#) – Not many people can boast of a 20-year career with one company – but Francis Bernie can.

[Grand Casino offer lets Duane back into the workforce](#) – A work initiative provides Duane with an opportunity to shift careers, fostering inclusion and empowerment.

More resources for jobs & employment



[Choices NZ](#) – Choices NZ was established following the introduction of Enabling Good Lives, and facilitates flexible support relationships and access to community services to help people achieve their goals.

[Work and jobs Easy Reads](#) – People First NZ's library of Easy Read resources about work and jobs. You can also click "Easy Read Library" at the top of the page to view their easy read resources on other topics.

[Workbridge](#) – Workbridge is a New Zealand-owned professional employment service for people with all types of disability, including people who have lived with the long-term effects of injury and illness.

[Employment | Whaikaha - Ministry of Disabled People](#) – Want to find employment or to make your workplace more inclusive? There are a range of resources and services to support you with your goals.

[Job and Training Support Funds - Work and Income](#) – Work and Income, an organisation within the Ministry of Social Development, can help if you're disabled or have a health condition and need training or have extra costs to do your job.

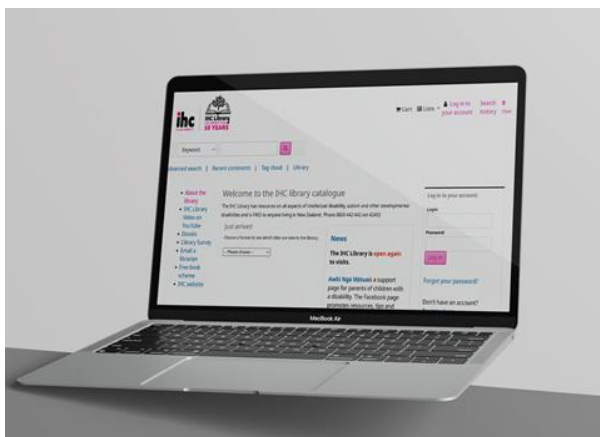
If you have more questions about job hunting, the workplace, or any other topic, you can email the helpful IHC Library staff at Librarian@lhc.org.nz, or call 04 463 2492.



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