# TABLE OF CONTENTS

MESSAGE FROM THE DIRECTOR........................................................................................................3
ADVOCACY SERVICES INCLUDING LEGAL ASSISTANCE ................................................................4
ADULT DAY PROGRAMS..........................................................................................................................5
ADULT EDUCATION ....................................................................................................................................6
ASSISTIVE TECHNOLOGY .......................................................................................................................7
BUSINESS SERVICES/ASSOCIATION GROUPS ....................................................................................8
DISABILITY SUPPORT GROUPS ............................................................................................................9
EMPLOYMENT SUPPORT SERVICES ..................................................................................................10
TRANSPORTATION SERVICES ...........................................................................................................12
VOCATIONAL PROGRAMS ....................................................................................................................13
YOUTH DEVELOPMENT PROGRAMS ....................................................................................................15
MESSAGE FROM THE DIRECTOR

If you’re an individual about to embark on a job search or a business working on your first disability employment and inclusion hiring initiative, this guide provides support and resources at your fingertips.

While every site and every community are unique, and may require adjustments to meet specific needs, here you can readily find details on employment and transportation support services, vocational training and youth development programs, support groups and disability rights services providers among others.

Many companies already are tapping into what is a highly motivated, underrepresented workforce and it is important that you are ready. It is my hope that this guide serves as a launching point for your own success.

It is important that you also know that the Disability Rights Center of the Virgin Islands is available to assist you in navigating the employment process, every step of the way.

Angus Drigo
Executive Director
Disability Rights Center of the Virgin Islands
<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of Retired People (AARP) of the Virgin Islands</td>
<td>4093 Estate Diamond, Christiansted, USVI 00820</td>
<td>(340) 713-2002 <a href="mailto:viaarp@aarp.org">viaarp@aarp.org</a></td>
<td>Information, resources, advocacy, community service, and AARP publications in both English and Spanish.</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA) Coordinator for the Government of the Virgin Islands</td>
<td>5047 Kongens Gade, St. Thomas, USVI 00802</td>
<td>Phone: (340) 715-6918 Cell: (340) 473-3523 <a href="mailto:julien.henley@go.vi.gov">julien.henley@go.vi.gov</a></td>
<td>Advocates territory wide, connects people with disabilities to services, handles complaints of discrimination, and systems advocacy.</td>
</tr>
<tr>
<td>Disability Rights Center of the Virgin Islands</td>
<td>63 Estate Cane Carlton, Frederiksted, USVI 00840</td>
<td>STX (340) 772-1200 STT-STJ (340) 776-4303 <a href="mailto:info@drcvi.org">info@drcvi.org</a></td>
<td>Legal services, trainings, advocacy, information and referrals, parent education and training, guardianship, and disability discrimination consultation.</td>
</tr>
<tr>
<td>Legal Services of the Virgin Islands</td>
<td>3017 Orange Grove Christiansted, USVI 00820</td>
<td>STX (340) 718-2626 <a href="mailto:stxoffice@lsvilaw.org">stxoffice@lsvilaw.org</a></td>
<td>Divorce, guardianships, custody, pro se divorce clinics, domestic violence, public/subsidized housing, tenant's rights, Rural Dept., TANF, food stamps, social security, Medicare, Unemployment Comp., and MAP Card Eligibility.</td>
</tr>
<tr>
<td>Virgin Islands Association for Independent Living</td>
<td>Sion Farm Shopping Center, Christiansted, USVI 00820</td>
<td>STX (340) 778-7992 <a href="mailto:viailstcroix@gmail.com">viailstcroix@gmail.com</a></td>
<td>Independent living skills training and other educational services such as Assistive Technology Training,</td>
</tr>
</tbody>
</table>
## EMPLOYMENT AND DISABILITY RESOURCE GUIDE

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheatly Center</td>
<td>STT-STJ (340) 777-4978 <a href="mailto:viailstt@gmail.com">viailstt@gmail.com</a></td>
<td>Mobility Training, Pre-vocational skill building, Work Incentive Training, Sensitivity Awareness Training, ADA education, community education, peer and support groups.</td>
<td></td>
</tr>
<tr>
<td>Virgin Islands Family Voices</td>
<td>(202) 615-6369</td>
<td>Assist parents of children with disabilities or medical conditions with healthcare, educational advocacy including transition planning for high school students, parent referrals and support groups.</td>
<td></td>
</tr>
</tbody>
</table>

## ADULT DAY PROGRAMS

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Human Services: Retired Senior Volunteer Program (RSVP)</td>
<td>3011 Golden Rock Christiansted, USVI 00820 1303 Hospital Ground Knud Hansen Complex, A St. Thomas, USVI 00802</td>
<td>STX (340) 773-2323 STT-STJ (340) 774-0930 Ext. 7</td>
<td>RSVP is a volunteer program intended for persons ages 55 and older, who are retired or semi-retired. It offers participants the opportunity to provide community services and reimbursement for meals and ground transportation to volunteers.</td>
</tr>
<tr>
<td>Virgin Islands Association for Independent Living</td>
<td>Sion Farm Shopping Center, Christiansted, USVI 00820</td>
<td>STX (340) 778-7992 <a href="mailto:viailstt@gmail.com">viailstt@gmail.com</a></td>
<td>Independent living skills training and other educational services such as Assistive Technology Training, Mobility</td>
</tr>
</tbody>
</table>
**EMPLOYMENT AND DISABILITY RESOURCE GUIDE**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Address</th>
<th>Contact Information</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caribbean Institute for Training &amp; Development</td>
<td>9602 Estate Thomas, St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 776-3320</td>
<td>All-levels of training: computer software, customer service, sales, job readiness, office skills proficiency, business management, adult basic education, and English Second Language (ESL) classes.</td>
</tr>
<tr>
<td>Job Corps</td>
<td>4500 Sunny Isle Mini-mall, Suite 57 Christiansted, USVI 00820 St. Thomas Complex, Level 1,</td>
<td>STX (340) 773-1001 STT-STJ (340) 777-9892</td>
<td>Job placement services for youth ages 16 to 24 territory wide. Works with the Department of Labor youth program. Most training programs are off island. <strong>(Individuals with a disability can enroll)</strong></td>
</tr>
</tbody>
</table>
Virgin Islands Department of Education, Adult Education, St. Croix

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-33 Hospital St. Christiansted, USVI 00820</td>
<td>STX (340) 778-1600 <a href="mailto:christaann.molloy@vid.e.vi">christaann.molloy@vid.e.vi</a></td>
<td>Under the VI Department of Education, this offers post-secondary career and technical educational and adult education including ESL classes.</td>
</tr>
</tbody>
</table>

Virgin Islands Department of Education, Wheatley Skill Center, St. Thomas

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 9337 St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 998-2730 <a href="mailto:Mario.francis@vide.vi">Mario.francis@vide.vi</a></td>
<td>Under the VI Department of Education, this offers post-secondary career and technical educational programs and adult education including ESL classes.</td>
</tr>
</tbody>
</table>

Virgin Islands Resource Center for the Disabled, Inc.

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>74B &amp; 75 Kronprindsens Gade St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 777-2253 <a href="mailto:viresourcectr@gmail.com">viresourcectr@gmail.com</a></td>
<td>Adult education, ESL classes, computer classes, afterschool and summer programs for youth, and assistive technologies for individuals with disabilities.</td>
</tr>
</tbody>
</table>

Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR 1, Box 10,000 Kingshill, USVI 00850-1620</td>
<td>STX (340)692-4266</td>
<td>Assistance with technology that helps improve lives to include employment of persons</td>
</tr>
</tbody>
</table>
#2 John Brewers Bay, St. Thomas, USVI 00802-6004 | STT-STJ (340) 693-1322 | with disabilities as well as offers a tech borrowing program and loans to purchase such technological equipment.

### BUSINESS SERVICES/ASSOCIATION GROUPS

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>CONTACT INFORMATION</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber of Commerce, St. Croix</td>
<td>3009 Orange Grove, Ste. 12, Christiansted, USVI 00820</td>
<td>STX (340) 718-1435</td>
<td>Advocacy, referral network, newsletter, networking at After Hours events, business luncheons with keynote speakers, and all of which can be found on their website.</td>
</tr>
<tr>
<td>Chamber of Commerce, St. Thomas-St. John</td>
<td>6-7 Dronningens Gade, St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 776-0100</td>
<td></td>
</tr>
<tr>
<td>Virgin Islands Department of Labor</td>
<td>4401 Sion Farm STE 1 Christiansted USVI, 00820</td>
<td>STX (340) 773-1994</td>
<td>Provide employer services including recruitment, tax incentives, trainings, job fairs, and among others.</td>
</tr>
<tr>
<td>2353 Kronprindsens Gade St. Thomas, USVI 00802</td>
<td></td>
<td>STT-STJ (340) 776-3700</td>
<td></td>
</tr>
<tr>
<td>Virgin Islands Small Business Development Center</td>
<td>RR1 Box 10000 Kingshill, USVI 00850</td>
<td>STX (340) 692-4294</td>
<td>Services include consulting assistance for the lifetime of the business, forward-thinking and contemporary business solutions, resources that address any aspects of business operations, access to capital resources necessary to grow a</td>
</tr>
<tr>
<td>University of the Virgin Islands St. Thomas, USVI 00802</td>
<td>STT (340) 693-1694</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. John- by appointments</td>
<td>STJ (340) 693-1694</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMPLOYMENT AND DISABILITY RESOURCE GUIDE

Virgin Islands Vocational Rehabilitation

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>PHONE NUMBER</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous (AA)</td>
<td>STT (340) 776-5283</td>
<td>District 14, PO Box 151 St. Thomas, USVI 00804 <a href="http://www.aavirginislands.org">www.aavirginislands.org</a></td>
</tr>
<tr>
<td>Al-Anon</td>
<td>(340) 642-2562, (917) 783-6079</td>
<td>PO Box 9752 St Thomas, USVI 00801 <a href="mailto:intergroupvi@hotmail.com">intergroupvi@hotmail.com</a></td>
</tr>
<tr>
<td>Depression &amp; Bipolar Support Alliance</td>
<td>STT (340) 473-9592</td>
<td>2nd Floor, Schneider Hospital, St. Thomas, USVI 00802</td>
</tr>
<tr>
<td>Diabetes Association of the Virgin Islands</td>
<td>STT (340) 227-9723</td>
<td>PO Box 305511 St. Thomas, USVI 00803</td>
</tr>
<tr>
<td>National Alliance on Mental Illness Virgin Islands (NAMI)</td>
<td>STX STT-STJ (340) 779-3350</td>
<td>PO Box 30510 St. Thomas, USVI 00803 <a href="mailto:info@namistx.org">info@namistx.org</a></td>
</tr>
<tr>
<td>ORGANIZATION NAME</td>
<td>ADDRESS</td>
<td>NUMBER/EMAIL</td>
</tr>
<tr>
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</tr>
<tr>
<td>Creative Expressions for People with Special Abilities, Inc.</td>
<td>Charlotte Amalie, USVI</td>
<td><a href="mailto:Creativeexpressions@live.com">Creativeexpressions@live.com</a></td>
</tr>
<tr>
<td>Island Therapy Solutions</td>
<td>5030 Anchor Way, Suite 7 Christiansted, USVI 00820</td>
<td>(340) 719-7007</td>
</tr>
<tr>
<td>Job Corps</td>
<td>4500 Sunny Isle Minimall, Suite 57 Christiansted, USVI 00820</td>
<td>STX (340) 773-1001 STT-STJ (340) 777-9892</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td><strong>Address</strong></td>
<td><strong>Phone Numbers</strong></td>
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<tr>
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</tr>
<tr>
<td>Social Security Ticket to Work</td>
<td>Alianza Municipal de Servicios Integrados, Inc. (AMSI), Caguas, Puerto Rico</td>
<td>(340) 277-3335</td>
</tr>
<tr>
<td>Virgin Islands Association for Independent Living</td>
<td>Sion Farm Shopping Center, Christiansted, USVI 00820&lt;br&gt;Wheatly Center 2 Suite 7, St. Thomas, USVI 00802</td>
<td>STX (340) 778-7992&lt;br&gt;STT-STJ (340) 777-4978</td>
</tr>
<tr>
<td>Virgin Islands Department of Labor</td>
<td>4401 Sion Farm STE 1 Christiansted, USVI 00820&lt;br&gt;2353 Kronprindsens Gade&lt;br&gt;St. Thomas, USVI 00802</td>
<td>STX (340) 773-1994&lt;br&gt;STT-STJ (340) 776-3700</td>
</tr>
<tr>
<td>Virgin Islands Resource Center for the Disabled, Inc</td>
<td>74B &amp; 75 Kronprindsens Gade&lt;br&gt;Charlotte Amalie, USVI 00802</td>
<td>STT (340) 777-2253&lt;br&gt;<a href="mailto:viresourcectr@gmail.com">viresourcectr@gmail.com</a></td>
</tr>
<tr>
<td>Virgin Islands Technology Related Assistance for Individuals with Disabilities (VITRAID)</td>
<td>RR 1, Box 10,000 Kingshill, USVI 00850-1620&lt;br&gt;#2 John Brewers Bay, St. Thomas, USVI 00802-6004</td>
<td>STX (340) 692-1919&lt;br&gt;STT-STJ (340) 693-1323</td>
</tr>
</tbody>
</table>
Virgin Islands Vocational Rehabilitation
3011 Golden Rock Christiansted, USVI 00820
1303 Hospital Ground Knud Hansen Complex Building A, St. Thomas, USVI 00802
STX (340) 626-6268
STT-STJ (340) 244-7861
Provide vocational programs for individuals with disabilities, including assessment, pre-vocational skills, job development, supported employment, job coaching, career advising, technology related services. Also does employer outreach and engagement.

### TRANSPORTATION SERVICES

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>NUMBER/EMAIL</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABLE Transportation Services</td>
<td>PO Box 503205 St. Thomas, USVI 00805</td>
<td>STT-STJ (340) 775-2253</td>
<td>ABLE provides safe, reliable door-to-door non-emergent medical transportation services for St. Thomas and St. John residents.</td>
</tr>
<tr>
<td>ABLE- Transportation Services-Stretcher Plus</td>
<td>St. Croix, USVI</td>
<td>STX (340) 201-7136</td>
<td>ABLE- Stretcher Plus, provides safe, reliable door-to-door non-emergent medical transportation services for St. Croix residents.</td>
</tr>
<tr>
<td>D-A-R-T Transit-Community Foundation St. John</td>
<td>St. John, USVI</td>
<td>STT-STJ (340) 693-9410</td>
<td>Provides accessible, subsidized transportation to physically and mental disabilities, and elderly residents or visitors on St. John; it offers services to the home-bound and bulk-shopping in St. Thomas for its clients.</td>
</tr>
<tr>
<td>Virgin Islands Public Transit System (VITRAN)</td>
<td>STT, STJ and STX, USVI</td>
<td>STX (340)773-1290 STT (340) 776-4844 STJ (340) 776-6346</td>
<td>VITRAN provides public transportation to residents of the Virgin Islands.</td>
</tr>
</tbody>
</table>
## Vocational Programs

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Address</th>
<th>Contact Information</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Labor Youth Programs</td>
<td>4401 Sion Farm, Suite 1, Christiansted, USVI 00820-4245</td>
<td>STX (340) 773-1994 STT-STJ (340) 776-3700</td>
<td>Provides summer and all year-round youth employment opportunities including training. Also, provides virtual work readiness program for at-risk youth.</td>
</tr>
<tr>
<td>Caribbean Institute for Training &amp; Development</td>
<td>9602 Estate Thomas, St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 776-3320</td>
<td>All-levels of training: computer software, customer service, sales, job readiness, office skills proficiency, business management, adult basic education, and ESL classes.</td>
</tr>
<tr>
<td>Christchurch Methodist Education &amp; Outreach Services Inc. (CMEOS)</td>
<td>Nos. 5, 6, 7 &amp; 8 Kronprindsens Gade, St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 776-4455</td>
<td>After school prevention tutorial enrichment programs, summer enrichment, recreation programs, and adult basic educ., ESL, Spanish, workplace literacy, computer literacy, parent education, citizenship and civics, martial arts, and steel orchestras.</td>
</tr>
<tr>
<td>DM Computer Consulting</td>
<td>Estate Bovoni, St. Thomas, USVI 00802</td>
<td>(340) 775-6944 <a href="http://www.dmcomputervi.com">www.dmcomputervi.com</a></td>
<td>Various computer related to administrative, data entry, information technology and more.</td>
</tr>
<tr>
<td>Hands on Care</td>
<td>2V-2 Nazareth. St. Thomas, USVI 00802</td>
<td>STT-STJ (340) 775-2543</td>
<td>Certified Nursing Assistance, Home Health Aide, and Phlebotomy.</td>
</tr>
<tr>
<td>Job Corps</td>
<td>4500 Sunny Isle Mini-mall, Suite 57</td>
<td>STX (340) 773-1001</td>
<td>Job placement services for youth ages 16 to 24 territory</td>
</tr>
<tr>
<td><strong>EMPLOYMENT AND DISABILITY RESOURCE GUIDE</strong></td>
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<td>---------------------------------------------</td>
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<tr>
<td><strong>Christiansted, USVI 00820</strong></td>
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<tr>
<td>Complex, Level 1, St. Thomas, USVI 00802</td>
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<td></td>
</tr>
<tr>
<td>STT-STJ (340) 777-9892</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wide. Works with the Department of Labor youth program. Most training programs are off island. <em>(Individuals with a disability can enroll beyond the age of 24).</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Med Certs, LLC</strong></td>
<td>On-line</td>
<td>(800) 734-1175</td>
<td><a href="http://www.medcerts.com">www.medcerts.com</a></td>
</tr>
<tr>
<td><strong>My Brother’s Workshop</strong></td>
<td>Tutu Mall Anna’s Retreat St. Thomas, USVI 00802</td>
<td>(340) 715-2767</td>
<td>Provides a variety of vocational training programs for at risk youth and adults.</td>
</tr>
<tr>
<td><strong>New Wave Unlimited</strong></td>
<td>University of the Virgin Islands CELL 4700 Estate Ruby St. Croix, USVI 00820</td>
<td>(340) 513-9338</td>
<td>Fiber optic training.</td>
</tr>
<tr>
<td><strong>Onyx Skill and Trade Center</strong></td>
<td>24-25 Estate Cottage, Christiansted, USVI 00820</td>
<td>STX (340) 778-8428</td>
<td>Training in heavy equipment, welding, auto mechanic body repair, drafting and more.</td>
</tr>
<tr>
<td><strong>Social Security Ticket to Work</strong></td>
<td>Alianza Municipal de Servicios Integrados, Inc. (AMSI), Cagus, Puerto Rico 00725</td>
<td>(340) 277-3335</td>
<td>Provide employment support services for individuals who are receiving Social Security Disabilities (SSDI) who are looking to return to work. Program also provides benefits advisement through their partners.</td>
</tr>
<tr>
<td><strong>University of the Virgin Islands Community Engagement and Lifelong Learning (UVI CELL)</strong></td>
<td>#2 John Brewer’s Bay St. Thomas, USVI 00802</td>
<td>STX (340) 692-4230 STT-STJ (340) 693-1100</td>
<td>Workforce development, Professional Development, Personal Enrichment, Certificate and Certification Programs.</td>
</tr>
</tbody>
</table>
Virgin Islands Vocational Rehabilitation | 3011 Golden Rock Christiansted, USVI 00820<br>1303 Hospital Ground Knud Hansen Complex Building A, St. Thomas, USVI 00802 | STX (340) 626-6268<br>STT-STJ (340) 244-7861 | Provide services related to employment including transition for youth, on the job training, trainings, and accommodations for work including assistive technologies.

Youth Arise | 18 Hospital Line, St. Thomas, USVI 00802 | (340) 690-3331 | Programs for high-risk youth including vocational training, mentoring, parent support, enrichment activities, and career counseling.

**YOUTH DEVELOPMENT PROGRAMS**

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ADDRESS</th>
<th>NUMBER/EMAIL</th>
<th>SERVICES PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys &amp; Girls Club, Christiansted, St. Croix</td>
<td>7 Market Street, Christiansted, USVI 00820</td>
<td>STX&lt;br&gt;(340) 778-8990</td>
<td>Character and leadership development, education and career development, health and life skills and more.</td>
</tr>
<tr>
<td>Boys &amp; Girls Club, Frederiksted, St. Croix</td>
<td>33 Two Brothers, Frederiksted, USVI 00840</td>
<td>STX&lt;br&gt;(340) 772-3110</td>
<td>Character and leadership development, education and career development, health and life skills and more.</td>
</tr>
<tr>
<td>Boys &amp; Girls Club, St. Thomas</td>
<td>Bonvoni St. Thomas, USVI 00802</td>
<td>STT-STJ&lt;br&gt;(340) 778-8990</td>
<td>Character and leadership development, education and career development, health and life skills and more.</td>
</tr>
<tr>
<td>Christchurch Methodist Education &amp; Outreach Services Inc. (CMEOS)</td>
<td>Nos. 5, 6, 7 &amp; 8 Kronprindens Gade, St. Thomas, USVI</td>
<td>STT&lt;br&gt;(340) 776-4455</td>
<td>After school prevention tutorial enrichment programs, summer enrichment and recreation programs, GED, adult basic education, ESL, Spanish, workplace literacy, computer literacy, parent education,</td>
</tr>
<tr>
<td>Organization and Address</td>
<td>Contact Information</td>
<td>Description</td>
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</tr>
<tr>
<td>Girls on the Go, Inc.</td>
<td>PO Box 600179 St. Thomas, USVI 00801 STT-STJ (340) 643-3446 <a href="mailto:girlsonthegoinc@gmail.com">girlsonthegoinc@gmail.com</a></td>
<td>Tutorial programs, mentorship for young ladies ages 4 to 17.</td>
<td></td>
</tr>
<tr>
<td>Job Corps</td>
<td>4500 Sunny Isle Mall, Suite 57 St. Croix, USVI STX (340) 773-1001 STT-STJ (340) 777-9892</td>
<td>Job placement services for youth ages 16 to 24 territory wide. Works with the Department of Labor youth program. Most training programs are off island. (Individual with a disability can enroll beyond the age of 24).</td>
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<td>Learning Networks Foundation (LNF)</td>
<td>43 Queen Street, Christiansted, USVI 00820 STX (340) 643-9888</td>
<td>Beginning farmer education, youth programs, prison reintegration programs, and outreach programs for single parent families.</td>
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<td>Upward Bound – a program University of the Virgin Islands</td>
<td>#2 John Brewer's Bay, St. Thomas, USVI 00802 (340) 693-1133</td>
<td>Program held October to May; Saturdays, after school and summer: six-week residential program on STT/STX UVI campuses serving high school students meeting federal low-income guidelines.</td>
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<tr>
<td>VI Department of Labor Youth Program</td>
<td>4401 Sion Farm STE 1. Christiansted, USVI 00820 2353 Kronprindsens Gade St. Thomas, USVI 00802 STX (340) 773-1994 STT-STJ (340) 776-3700</td>
<td>Services for youth ages 14 to 25 which includes subsidized employment, trainings, career coaching, and job searching.</td>
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<tr>
<td>Virgin Islands 4-H Program (University of the Virgin Islands)</td>
<td>UVI Campus, STX and STT STX (340) 692-4094 STT-STJ (340) 693-1080</td>
<td>Youth development program, summer academy.</td>
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**GLOSSARY FOR EMPLOYMENT AND DISABILITY**

**Ableism:** Prejudice and/or discrimination against people with disabilities.

**Americans with Disabilities Act (ADA):** A 1990 law that prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications, and access to state and local government programs and services.

**Americans with Disabilities Act Amendments Act (ADAAA):** A 2008 law that made a significant number of changes to the definition of “disability” under the ADA and made it easier for individuals seeking protection under the ADA to establish that they have a disability within the meaning of the statute.

**Assistive technology:** Any item, piece of equipment, or product system used to increase, maintain, or improve functional capacities of individuals with disabilities.

**Disability:** Defined by the Americans with Disabilities Act as a physical or mental impairment that substantially limits a major life activity, a record of such an impairment, or being regarded as having such an impairment. A disability can be visible or invisible.

**Disability inclusion:** The process of creating a workplace where all individuals, including people with disabilities, are not only employed but are full members of the work community.

**Disclosure:** When an employee with a disability shares information about their disability with others, often their employer, supervisor, prospective employer, or co-worker.

**Discrimination:** Treating people differently, or less favorably, on the basis of identity, such as disability, race, religion, gender, or sexual orientation.

**Employee resource group (ERG):** Voluntary, internal, employee-led groups at companies where groups of employees with common needs, interests, backgrounds, demographic factors, or life experiences can connect for purposes of professional development and support.

**Equal Employment Opportunity Commission (EEOC):** The government agency responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

**Essential job function:** Fundamental duties of a job.

**Federal contractor:** Companies or individuals who enter a contract with the United States to do a certain job, sell services or products, or provide materials and labor.
Invisible disability: A disability that is not immediately apparent; sometimes called a hidden disability.

Job coach: An individual who supports a person with a disability throughout their professional journey, with the ultimate goal of helping them work independently. They provide one-on-one training, tailored to a particular person’s needs, for a particular job.

Natural supports: Social supports that already exist in the workplace, including people and personal relationships; often provided by professional colleagues, such as mentoring, feedback on job performance, friendship, or socializing outside of work.

Office of Federal Contract Compliance Programs (OFCCP): Part of the Department of Labor; responsible for enforcing nondiscrimination laws related to federal contractors and subcontractors and compliance with legal requirement to take affirmative action.

Person-first language: A term that describes how individuals with disabilities prefer to refer to themselves. It’s best practice to put people first, not their disability. Unless a person specifically prefers identity-first language, always use person-first language, such as “a person who is blind.”

Physical accessibility: A form of accessibility that focuses on making physical spaces, such as elevators, reserved parking spots, and restroom stalls, accessible to people who use wheelchairs or who have other physical impairments.

Physical disability: A wide range of conditions, both visible and invisible, that affect a person’s movement. Also referred to as a mobility challenge.

Reasonable accommodation: An adjustment or modification to a job or work environment that allows an individual with a disability to apply for a job, perform the essential functions of the job, or enjoy benefits equal to those offered to employees who do not have a disability.

Rehabilitation Act of 1973 (Rehab Act): Prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment, and in the employment practices of federal contractors and subcontractors.

Section 503: Section of the Rehabilitation Act of 1973 that prohibits federal contractors and subcontractors from discriminating in employment against people with disabilities and requires these employers to take affirmative action to recruit, hire, promote, and retain people with disabilities.

Section 504: Section of the Rehabilitation Act of 1973 that prohibits discrimination against qualified individuals with disabilities by any program or activity receiving federal financial
assistance or by any program or activity conducted by a federal executive agency or the U.S. Postal Service.

**Section 508:** Section of the Rehabilitation Act of 1973 that requires federal agencies to make their electronic and information technology accessible to people with disabilities.

**Self-identification:** An employee telling their employer or potential employer, as part of an affirmative action initiative or goals set as part of a disability inclusion initiative, that they have or ever had a disability.

**Universal design:** The process of creating objects or environments such as workplaces that can be used by the widest possible range of people.

**Vocational Rehabilitation (VR):** A state-supported division of services that assists individuals with disabilities in preparing for, securing, regaining, or retaining meaningful employment.

**Work Opportunity Tax Credit (WOTC):** A federal tax credit that is available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment. **Workplace flexibility:** Adjustments to where, when, and how an employee works to better accommodate their personal needs. Examples include part-time or flexible hours and the ability to work remotely.
GLOSSARY for EMPLOYMENT and TRANSITION

Transition Glossary

ADL / Activities of Daily Living Basic skills such as housekeeping, meal planning and preparation, money management, arranging social activities, use of public transportation and self-medication

Advocacy Speaking for or urging a cause, such as equal access to community services

Aging Out Term applying to a student who is nearing the end of his/her school career. It is generally used regarding students who have severe disabilities and who will require programs and services into their adult years

Career / Vocational Assessment The systematic collection of information about the student’s vocational aptitudes, abilities, expressed interest, and occupational awareness used in planning his or her transition to competitive employment or postsecondary education

CBI: Community Based Instruction Integrating students into their community as part of their education

Family Directed Planning A planning process in which the student and the student’s family are the team leaders

Guardianship A court preceding that grants decision-making authority for an adult with a significant cognitive disability to a third party (e.g., parent is granted decision-making power over their child's finances.)

Leisure-Time Skills Generally refers to skills such as developing hobbies, making choices about what recreational or social activities to attend, deciding how to spend free time, and putting the ideas into action

Pre-Vocational The term referring to activities designed to prepare an individual for a job and teach job-related behaviors

Self-Advocacy The process of obtaining needed services for oneself. • Self-Determination A process in which the individual’s preferences, interest, abilities, and wishes are the focus of planning and implementing activities

Transition The passing from one condition, activity or place to another. The movement from school to adult life and the world of work. The transition is complex and involves decisions about career, living arrangements, social and financial goals.

Transition Services: A coordinated set of activities for students as part of the IEP, designed to promote movement from school to post-school activities, including postsecondary education,
vocational training, integrated employment (including supported employment), continuing and adult education, related services, independent living, or community participation. Transition planning becomes a part of the IEP process for students beginning at age 16.

**Triennial Review** A complete review of the student’s special education eligibility status conducted every three years by the IEP team

**Vocational (Career) Assessment** The systematic collection of information about the student’s vocational aptitudes, abilities, expressed interests, and occupational awareness used in planning a transition to competitive employment or postsecondary education