

A GUIDE TO PEACE OF MIND

# Kalamazoo Hope

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## Employment Booklet

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## **About the Employment Booklet**

Working with a psychological condition can be exceptionally difficult – not just because of the condition, but also having to work at times when symptoms are particularly pronounced, being in an environment that can trigger said symptoms, and the various pressures that come with employment. Perhaps most notable, though, is the concern, and presence, of stigma against individuals with psychological conditions.

It should be noted that there is nothing wrong with being unable to work – psychological conditions can have an extremely severe impact on one’s abilities, and one is not “weak,” “lazy,” or similar insults; one has a medical condition, that is all, and is no less of a person because of it.

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## **About Kalamazoo Hope**

Kalamazoo Hope's purpose is to provide support to individuals in the area of psychological health. It seeks to do this by acting as an online guide, and showing ways for individuals to better understand mental health, so that individuals can better care for themselves, be there for those close to them, and improve the lives of those in the Kalamazoo County, Michigan area.

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## **Disclaimer**

Kalamazoo Hope is an online mental health service intended to help individuals begin to understand psychological health and connect with related resources; however, as a disclaimer, it is not meant to be used as a substitute for working with a trained and licensed psychological health professional.

Furthermore, Kalamazoo Hope is not a part of any government body in Kalamazoo County or elsewhere; in addition, the presence of any business, organization, or other party on this website does not mean that it endorses Kalamazoo Hope, or vice-versa, merely that Kalamazoo Hope sees it as providing a service that could assist certain individuals.

Finally, Kalamazoo Hope disavows responsibility for the practices of any organization or individual listed on this website, as well as any outcome which may arise from the use of this website or the services found on it.

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## **Sections:**

- 1) Career Information, Health, and Safety
- 2) Clearing Your Background
- 3) Employment Rights
- 4) Employment Services and Sources
- 5) Intellectual Property
- 6) Protective Equipment
- 7) Starting a Business and/or Inventing
- 8) Transportation
- 9) Working from Home
- 10) Working if Disabled (Social Security)

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## 1) Career Information, Health, and Safety

Work environments can contain numerous hazards - some which can cause immediate injury or death, and others which do damage over time. Fortunately, much information has been collected about various risks which can help one be aware of, and therefore reduce, risks to one's health.

Kalamazoo Hope would like to thank Christa Themann, M.A. and Captain William Murphy, Au.D of the National Institute for Occupational Safety and Health (NIOSH) for their assistance in this section, specifically with locating information on impulse noise and hearing protection.

[Dangerous Decibels](#) - provides information related to hearing health and safety.

[Department of Defense Design Criteria Standards - Noise Limits \(MIL-STD-1474 Rev. E\)](#) - the currently accepted protocols of the Department of Defense regarding safety limits for exposure to sound - requires [Adobe Reader](#) to view.

[Hearing Protector Devices \(NIOSH\)](#) - this link allows one to research various types of hearing protection that is currently available.

[Indoor Firing Ranges \(NIOSH\)](#) - discusses such topics as exposure to high levels of noise and exposure to lead.

[Michigan Occupational Safety and Health Act \(Michigan Legislature Website\)](#)

[National Institute for Occupational Safety and Health \(NIOSH\)](#)

[Noise and Hearing Loss Prevention \(NIOSH\)](#)

[Occupational Safety & Health Administration \(OSHA\)](#)

[Promoting Hearing Health among Fire Fighters \(NIOSH\)](#) - requires [Adobe Reader](#) to view.

[U.S. Bureau of Labor Statistics](#)

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[U.S. Department of Labor](#)

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## 2) Clearing Your Background

For various reasons, one may have an incident or incidents in their personal history that can hinder their ability to find employment; the resources presented on this page are given with the hopes of being able to remove or reduce these obstructions and help one obtain a job.

[Basic Driver Improvement Course](#) - can reduce insurance points.

[Criminal History Records \(Michigan State Police\)](#)

[Getting Your License Back \(Michigan Department of State\)](#)

[How Do I Clear My Name? \(Michigan Legal Aid\)](#)

[Identity History Summary Checks \(FBI\)](#)

[MCL 712A.18e - How to set aside juvenile convictions \(Excerpt\) \(Michigan Legislature\)](#)

[MCL 780.621 - Setting Aside Convictions \(Excerpt\) \(Michigan Legislature\)](#)

[Michigan Internet Criminal History Access Tool \(ICHAT\)](#)

[Michigan Freedom of Information Act – Act 442 of 1976 \(Michigan Legislature\)](#)

[OutServe-Servicemembers Legal Defense Network \(SLDN\)](#) – can aid LGBTQ individuals with various military-related items which impact their background (such as a Dishonorable Discharge related to sexual orientation or gender identity).

[Search, Modify, Locate, Set Aside or Expungement of Criminal History Records \(Michigan State Police\)](#)

[Requesting a Driving or Vehicle Record \(Michigan Department of State\)](#)



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## 3) Employment Rights

This section specifically focuses on individual rights, both in general and work-related.

[ADA.gov – Information and Technical Assistance on the Americans with Disabilities Act \(U.S. Department of Justice, Civil Rights Division\)](#)

[The ADA: Your Responsibility as an Employer \(U.S. Equal Employment Opportunity Commission\)](#)

[Break Time for Nursing Mothers \(U.S. Department of Labor\)](#)

[Breastfeeding Antidiscrimination Act \(Michigan Legislature\)](#)

[Equal Employment Opportunity – Office of Civil Rights - U.S. General Services Administration \(GSA\)](#)

[Employee Discrimination Section - LARA \(Michigan\)](#)

[Medical and First Aid \(OSHA\)](#)

[The Michigan Department of Civil Rights \(Michigan\)](#) - aids in filing civil rights claims.

[Michigan Occupational Safety and Health Act \(Michigan Legislature\)](#)

[OutServe-SLDN](#) - can aid LGBTQ individuals with various military-related items which impact their background (such as a Dishonorable Discharge related to their sexual orientation or gender identity).

[Title VII of the Civil Rights Act of 1964 \(EEOC\)](#)

[U.S. Equal Employment Opportunity Commission \(EEOC\)](#)

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## 4) Employment Services and Sources

This section can provide access to various sources for employment, as well as services which can help one gain skills so as to increase one's job options.

[Action Employment Services](#) - note: one does not need to be using the services of InterAct in order to work with this organization.

[City of Kalamazoo Employment Opportunities](#)

[Craigslist](#) - Jobs Section

[FlexJobs](#) – helps individuals locate jobs with convenient schedules, including at-home employment.

[Experis](#)

[Goodwill – Jobs – We Can Help](#)

[Indeed](#)

[Local Michigan Careers \(MLive\)](#)

[Manpower](#)

[Michigan Bureau of Services for Blind Persons \(BSBP\)](#) - aids individuals with visual impairments regarding employment and independence.

[Michigan Workforce Development Agency](#)

[MRC Industries](#) - aids individuals with disabilities in finding work.

[ONEplace - Nonprofit Employment Opportunities \(KPL\)](#)

[Portage Employment Opportunities](#)

[Trillium](#)

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[USA Jobs](#) - the U.S. government website for employment opportunities.

[Veterans' Employment Services \(Michigan Workforce Development Agency\)](#)

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## 5) Intellectual Property

A book, invention, song, or similar unique creation can result in something with deep meaning to an individual, and also be capable of altering one's life via business and income, should one choose to pursue such a direction. However, to increase the likelihood that one maintains legal control of such, certain actions can be followed.

[Flynn, Theil, Boutell & Tanis, P.C.](#) - a legal firm specializing in intellectual property matters.

[Miller Canfield](#)

[Music Publishers Association of the United States](#)

[Trademark, Service Marks and Insignias - Michigan Department of Licensing and Regulatory Affairs \(LARA\)](#)

[United States Copyright Office](#)

[United States Patent and Trademark Office \(USPTO\)](#)

[World Intellectual Property Organization \(WIPO\)](#)

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## 6) Protective Equipment

Various careers, such as construction, military work, lawn maintenance, law enforcement, and even restaurant work either require, or would be much safer, with certain types of equipment; below are providers of various types of such gear, as well as information related to such.

[3M - Personal Protective Equipment](#) – offers a wide variety of protective equipment, among which welding masks and respirators.

[Compliant Body Armor \(National Institute of Justice\)](#)

[Ear Plug Superstore](#) - this website carries wide variety of hearing protection products.

[Elvex](#) – in addition to hearing and tradition eye protection, Elvex carrier more specialized equipment, such as for welding or working with chainsaws.

[ESS](#) - provides protective eyewear for various activities, including military and firefighting tasks.

[Pro Ears](#) - specializes in hearing protection, including earmuffs utilizing electronic compression technology.

[Radians](#) - manufactures safety equipment to protect vision, hearing, and increase visibility, in addition to other products.

[Rx Safety](#) - specializes in prescription eye protection.

[Shoes for Crews](#) - produces footwear for various work environments, such as slip-resistant shoes for restaurant kitchens and boots with protective inserts.

[Smith Optics](#) - produces safety items for areas including motorsports, snow sports, and military applications.

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## 7) Starting a Business and/or Inventing

Starting one's own business can be a very satisfying and self-fulfilling job which allows one to work and express themselves in a way that they are comfortable with. The information below is meant to help guide an individual in establishing their own business, as well as to help negotiate such aspects as taxes and finding assistance starting up.

[The Best Web Hosting Services for 2019 \(PC Magazine\)](#) – designing a website for one's business can greatly raise awareness and help with sales; it can also save one a significant amount of money when compared to outsourcing the work to another business.

[Business Taxes \(IRS\)](#)

[Employer ID Numbers \(IRS\)](#)

[Google Small Business](#)

[Hobby or Business? IRS Offers Tips to Decide \(IRS\)](#)

[If You Are Self-Employed \(Social Security\)](#) - requires [Adobe Reader](#).

[The Internal Revenue Service \(IRS\)](#)

[Kalamazoo County Bar Association - Legal Outreach Clinics](#)

[Kalamazoo County Clerk/Register Office](#)

[Kalamazoo County Clerk/Register Office - Business Names](#)

[Marketing on Facebook \(Facebook\)](#)

[Michigan Department of Licensing and Regulatory Affairs \(LARA\)](#)

[Michigan Department of Treasury](#)

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[Nonprofit Legal Assistance Program](#) - provides legal assistance to limited resource nonprofits which seek to aid low-income populations.

[North American Industry Classification System \(NAICS\) - \(U.S. Census Bureau\)](#)

[SCORE Kalamazoo/Southwest Michigan](#) - provides free guidance to small businesses.

[Self-Employed Individuals Tax Center \(IRS\)](#)

[Starting a Business \(IRS\)](#)

[Twitter for Business \(Twitter\)](#)

[The U.S. Small Business Administration \(SBA\)](#)

[YouTube for Business \(YouTube\)](#)

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## 8) Transportation

Possibly one of the greatest barriers to employment is transportation; one may have the skills, a job may be available, but one may not be able to reach their place of desired employment; hopefully the following options will be of assistance. Assistance regarding this matter can be found in the Access, Mobility, and Transportation document.

## 9) Working from Home

Working from home may be the ideal option for some an individual with a psychological condition; one has control over their environment, is able to work at their own pace, and is in a familiar setting. The resources below provide several options regarding such work, as well as aid in accomplishing it (including computers, which are nearly essential for business).

Various local, state, and federal laws can apply, including being able to legal operate a business where one lives and having the appropriate licenses, if applicable.

[7 Things To Know If You Want to Work From Home \(Forbes\)](#)

[Craigslist](#) – online classifieds offering an array of areas to sell items.

[DHL Express – Schedule a Pickup](#)

[eBay](#) – a well-known online auction website.

[Etsy](#) – a website specializing in the sales of handcrafted goods.

[Everyone.org](#) – provides low-cost desktops and laptops, as well as savings on Internet service.

[FedEx – Schedule a Pickup](#)

[FlexJobs](#) – helps individuals locate jobs with convenient schedules, including at-home employment.



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[Home Office Deduction \(IRS\)](#)

[Lifeline](#) – can provide a discount on phone or Internet services.

[Patreon](#) – an online location for individuals to work on expressing themselves and selling their work; examples include music and illustrations.

[SafeLink Wireless Free Wireless Program](#)

[Telework Guidance – Reasonable Accommodations \(telework.gov\)](#) – discusses information related to working at home as a reasonable accommodation to a disability.

[United States Postal Service – Schedule a Pickup \(USPS\)](#)

[United Parcel Service – Schedule a Pickup \(UPS\)](#)

[Work at Home/Telecommuting as a Reasonable Accommodation \(U.S. Equal Employment Opportunity Commission\)](#) – discusses making arrangement to work from home in relation to the Americans with Disabilities Act.

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## **10) Working if Disabled (Social Security)**

Being disabled does not necessarily mean one is incapable of working; in addition, one may be able to retain benefits that keep them independent, healthy, and alive while being employed; the resources below are meant to help one determine what effects employment can have one's life.

[Benefits Planner: Disability – How You Qualify \(Social Security\)](#)

[If You Are Self-Employed \(Social Security\)](#) - requires [Adobe Reader](#).

[The Red Book – A Guide to Work Incentives \(Social Security\)](#)

[What Part A covers \(Medicare\)](#)

[What Part B Covers \(Medicare\)](#)

[The Work Site – Ticket to Work Program \(Social Security\)](#)

[Working While Disabled - How We Can Help \(Social Security\)](#) - requires [Adobe Reader](#).

[Your Ticket To Work \(Social Security\)](#) - requires [Adobe Reader](#).