

## **New England TACE & CT Bilingual-English/Spanish 2013-14 Employment Related Resources: Job-Seeking Skills and “Soft Skills”**

[mabedick@assumption.edu](mailto:mabedick@assumption.edu) Phone 508-767-7221

**Occupational Outlook Handbook or OOH** <http://www.bls.gov/ooh/home.htm> In top blue menu, click on “En Espanol”. The OOH has good information about industries and related jobs.

**ONet** <http://www.onetonline.org/> offers: “My Next Move” or **MI Proximo Paso:** <http://www.miproximopaso.org/> Information about industries, growing occupations, and a free interest inventory. **My Next Move Interest Inventory:** <http://www.miproximopaso.org/explore/ip> The interest inventory will guide the individual to specific career areas and gives information on the amount of education or training needed to do that job.

(The OOH Quarterly highlights Mi Proximo Paso and the OOH En Espanol <http://www.bls.gov/ooq/2013/summer/grabbag.htm>).

**America’s Career InfoNet** <http://www.acinet.org/> homepage is not available in Spanish. However, *many of the menu items are*. Look for the “Translate” dropdown in the upper right-hand corner which allows you to choose either English or Spanish. To begin See: <http://www.careeronestop.org/ExploreCareers/ExploreCareers.aspx>

Click on:

<http://www.careeronestop.org/ResumesInterviews/Interviews/GetReady.aspx> and receive interview preparation information in Spanish.

**Career Builder**-Scroll down the page and find the En Espanol section:

[http://www.careerbuilder.com/JobSeeker/CareerBytes/Articles.aspx?sc\\_cmp1=JS\\_too&kit\\_Articles&cbRecursionCnt=2&cbid=](http://www.careerbuilder.com/JobSeeker/CareerBytes/Articles.aspx?sc_cmp1=JS_too&kit_Articles&cbRecursionCnt=2&cbid=)

**Texas Department of Assistive and Rehabilitative Services** (DARS) has a video introducing their services captioned in Spanish:

<http://www.dars.state.tx.us/drs/vr.shtml>

If you scroll down the page, you will find hyperlinks to a guide to VR in Spanish available in both PDF and text format. This is written for the Texan consumer but some of the information might be useful in other state VR agencies.

### **Soft Skills to Pay the Bills**

These excellent guides contain activities, videos, etc., all downloadable. They are written for youth and young adults. However some of the material could be useful with an adult population. Take a look...

<http://findyouthinfo.gov/feature-article/soft-skills-pay-bills> in English

<http://www.dol.gov/odep/topics/youth/softskills/index-spanish.htm> in Spanish!

**NCWD National Collaborative on Workforce Disability-Youth** <http://www.ncwd-youth.info/>

NCWD - Resources in Spanish: <http://www.ncwd-youth.info/node/1430>

### **Education Resources for Spanish Speakers:**

<http://www2.ed.gov/espanol/bienvenidos/es/index.html?src=gu>

Make sure to scroll to the video at the bottom of the page which takes about encouragement given to children to attend post-secondary training. The CC box at the bottom of the video screen allows one to view closed captions in English or Spanish.

<http://www.dol.gov/odep/topics/youth/softskills/Resources.pdf>

**Job Accommodation Network (JAN)** offers extensive information on accommodations for different disabilities, disability information, information for employers and for the job seeker with a disability. In English

<http://askjan.org/espanol/index.htm>

Just click on En Espanol at the top of the page or go directly to

<http://askjan.org/espanol/espanol.htm> for all JAN Resources in Spanish.