



UM-NSU CARD – Work Supports for Adults

- Job Carving—work with all employees to identify tasks that someone else could do
- Try different work duties to see which ones are best-suited for the individual
- Job Coach—provides ongoing support and help with ideas for accommodations when needed
- Organization—label & organize supplies and make tasks systematic
- Provide written instructions with numbered steps and clear language; demonstrations as needed
- Create a short copy request form so co-workers can simply check-off and fill-in what they need done; easy to read and understand
- New or challenging tasks are identified and receive more supervision until the task is mastered; allow for more practice
- Create daily “To-Do” lists so the day’s tasks are clearly understood
- Natural supports—Identify one co-worker to be a supportive resource, help answer questions
- Allow regular work breaks
- Encourage interaction with all co-workers

