

Employment Opportunities for Individuals with Disabilities



The City of Spokane offers a variety of employment opportunities for individuals with disabilities. There are currently three hiring paths to choose from depending on your individual needs and preferences.

Temp/Seasonal

All part-time, temporary, and seasonal employees are hired directly through the Human Resources department. These positions vary in hours, locations, days of the week, etc. No special documentation is required for temp/seasonal opportunities, and you may apply at any time. You can find out more about these opportunities at my.SpokaneCity.org/jobs/temporary-seasonal/.

Full-time

All full-time employees are hired through the Civil Service department. We encourage you to apply and compete for any job opportunity offered by the City. If you are concerned about applying or competing due to a disability, we welcome you to reach out to discuss your options or to request an accommodation. You can learn more and apply for these full-time opportunities at my.SpokaneCity.org/jobs.

Supported Employment

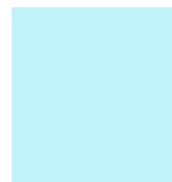
You may also be eligible to apply for full-time positions through the Supported Employment Program, which is a special hiring authority that allows for a waiver of the standard competitive process mentioned above for full-time opportunities. Participation in the Supported Employment Program is voluntary. See the other side of this handout for more information about eligibility and required documentation for this program. You can learn more about supported employment opportunities at my.SpokaneCity.org/jobs/supported-employment/.

The City of Spokane is an EEO / Veterans Preference Employer

As an Equal Employment Opportunity employer that values diversity within our organization, we do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status. As a Fair Chance employer, the City of Spokane does not conduct initial background screening for non-public safety positions.

Civil Service:

Fair. Fast. Friendly. Forward.



Supported Employment Program Information

Eligibility And Required Documentation

Our Supported Employment opportunities are for individuals with disabilities seeking full-time work who:

- 1) have a physical or intellectual impairment which substantially limits one or more major life activities, and which would cause participating in a civil service examination impracticable and
- 2) have a record of such impairment. The impairments must be material rather than slight; static and permanent in that they are seldom fully corrected by medical replacement, therapy, medication, or surgical means.

Persons who meet the above definition must provide the following required documents in order to apply through this hiring path:

- Proof of Eligibility Letter
- Certification of Job Readiness Form

Please note: Both documents must be issued from a licensed medical professional, a licensed vocational rehabilitation specialist, or any agency that issues or provides disability benefits.

I Am Eligible – How Do I Use The Program?

Step 1	Submit your application during the application window for the Supported Employment Program through the website below. Make sure to attach the required documentation mentioned above or your application will not be accepted.
Step 2	Once we receive your application we will review your information to confirm you: <ul style="list-style-type: none">• have provided a completed Proof of Eligibility Letter,• Certification of Job Readiness Form,• and meet the minimum qualifications for the selected jobs.
Step 3	You will then be placed in a candidate pool until a vacancy opens in a job you are eligible for.
Step 4	Once a vacancy occurs, Human Resources will work with the hiring manager to screen, interview, and select the candidate who will best meet the needs of the department.

Still have questions? Contact us!

We are here to help you navigate the process.

To connect with a coordinator, please contact us at

supportedemployment@spokanecity.org.

Visit our website at my.SpokaneCity.org/jobs/supported-employment