

Job placement for the disabled

Introduction

This guide was written in response to a need, discovered during the implementation of the ARTIS project, to gather clear and exhaustive information about the regulatory reference context and public agencies that deal with the various forms of employment for the disadvantaged.

The goal was to prepare an effective informative tool containing the essential guidelines for disadvantaged people and for the enterprises interested in employing them.

The guide for users focuses particularly on the following aspects:

- Identifying the beneficiaries by means of an exhaustive yet circumscribed definition of the concept "disadvantaged";
- Preparing a complete and practical tool to use as a handbook to illustrate important topics for people belonging to the "disadvantaged";
- Informing people about available services that encourage the hiring of disadvantaged people.

This tool analyzes the hiring processes and administrative procedures deriving from the application of current laws.

Guide for users

1. Disadvantaged people who can benefit from job placements

Anyone living in a situation of physical, psychological or social disadvantage that limits their chances to be hired or rehired for jobs and who has a document, issued by the competent authorities, that certifies his/her conditions of disadvantage.

The following people are considered "disabled", pursuant to **Law No. 68 of 12 March 1999**:

- Civilian casualties with a reduction of work capacity of more than 45%;
- Work casualties with a disability greater than 33%;
- Blind and deaf-mutes;
- War casualties, civilian victims of warfare and service casualties with disabilities included from the first to the eighth category in the tables attached to the "Consolidation Act of Laws regarding War Pensions";
- People belonging to protected categories, i.e. orphans, surviving spouses of people deceased due to work accidents, wars, or service or deceased as the consequence of the worsening of a disability resulting from such causes; spouses and children of people acknowledged as severe casualties of war, service or work; Italian refugees repatriated as well as the surviving spouses of terrorism and organized crime.

The law also applies to non-European citizens who are legally present in Italy and acknowledged as disabled by the appropriate Commissions.

2. Administrative processes for the user

Assessment of conditions of disability

In order to access the job placement system envisaged by Law No. 68, it is necessary to undergo an assessment of the conditions of disability at the *"Integrated Commissions for Assessment of Disability"* at the ASL of your district.

In order to be registered under the category **civilian casualties**, the disability must be assessed by a Medical Commission established at the ASL according to art. 1 of Law No. 295/90.

The assessment criteria of the disability conditions for job placement and for maintaining disability status, regard working capacity, social and employment profile and the disabled person's functional diagnosis.

The Medical Commission conducting the assessment draws up a conclusive report in which suggestions can be made for the possible forms of support to provide and indications on the technical instruments needed for job placement or job preservation of the disabled person. This report is sent to the disabled person and to the Provincial Labor Policies Commission.

Besides carrying out the above-mentioned procedures, according to Law No. 68 it is also necessary to undergo an additional visit by the Integrated Medical Commission of the ASL to evaluate the residual working capacity of the person who can then benefit from the obligatory employment system.

The Integrated Multi-Disciplinary Team of the INAIL evaluates the documentation which proves the degree of reduced working capacity and based upon that certify the disability for the category **work casualties**.

As regards **blind people**, the Commission authorized to assess their eyesight is governed by Law No. 381/70.

Finally, assessment of the **disability of civilian casualties of war and service** is conducted by Hospital Medical Commissions which evaluate them according to the Consolidation Act No. 915/78. The certification of disability in any case must be supplemented with the evaluation of residual capacity conducted by the competent authorities.

Registration on the list of disabled people at the Employment Office

To become registered, unemployed disabled people who are looking for a job that suits their working capacities must go to the appropriate office at the Employment Centers of the Province of Savona (sportello Law No. 68).

What is needed for registration

- Certificate of disability (original or a copy that conforms with the original);
- Declaration of immediate willingness to work submitted to the Employment Center;
- Family situation, personal economic and financial condition, availability for work, education, qualifications and previous work experience.

Where to submit the assessment application

If the person is a **civilian casualty, blind or deaf mute**, the application must be submitted to the "Integrated Commissions for the Assessment of Disabilities" of the ASL serving the district of your residency or, if the person is a **work casualty**, the same application must be sent to the INAIL.

As regards **war casualties, civilian casualties of war and service casualties**, the assessment of the conditions of disability is carried out by the Hospital Medical Commission serving your district.

Assessment Aims

The activities of the commissions consist of acquiring the information needed to determine the work capacity of the interested party and to make suggestions in the conclusive report on possible forms of support and technical instruments needed for job placement.

Subsequently the Technical Committee evaluates the report of the disability Commission and determines the competencies of the disabled person, duties compatible with his/her work capacities and accordingly defines his/her job profile.

How to approach the placement process

Law No. 68 imposes greater involvement and a greater sense of responsibility on the part of the disabled person who must become an active player in his/her own job placement process through a veritable "self candidacy" for work.

Since the success of targeted placement depends on the work capacity and the professionalism of the individual, the disabled person is called upon to take action in order to improve his/her own employability.

Registration of disabled people on the obligatory placement lists

People belonging to the categories of disabled people wanting employment must register on the appropriate lists at the Employment Centers on the condition that:

- They have obtained an assessment by the appropriate Medical Commissions;
- They are old enough to work (older than 15 years old and younger than the maximum age of retirement);
- They are unemployed and aspire to a job that suits their residual working capacities.

The disabled person must go personally, or send a delegate, to the Employment Centers to register (if not already registered) on the personal data lists and submit the certification of assessment of their disability along with an identification document.

When registering on the personal data lists, all disabled persons who have shown their willingness for job placement is then called for an interview during which a computerized application is filled out. This form, which allows the Employment Center operators to activate a supply-demand cross-reference, indicates the residual capacities and possible job placement processes suggested by the Technical Committee (which is an advisory body of the Provincial Labor Policies Commission).

For more information and to pick up the appropriate forms, you can go to the Disabled Placement Office at any Employment Center. All the addresses you need are given below on the forms attached to this guide.

Existing services on the territory for job placement

Employment centers	Social services
<p>The province of Savona has three operative locations:</p> <p>Savona - Via al Molinero - Tel. 019-8313700 Opening hours: Monday - Friday: 8:30 a.m. -11:30am Tuesday and Thursday: 8:30 a.m. -11:30am, 15:00 - 16.30 Carcare - Via Cornareto, 2 - Tel. 019-510806 Opening hours: Monday - Friday: 8:30am - 12:00ppm Tuesday and Thursday: 8:30am - 12:00ppm, 3:00pm - 4:30pm Albenga - Regione Bagnoli, 39 - Tel. 0182-544358 Opening hours: Monday - Friday: 8:30am - 12:00ppm Tuesday and Thursday: 8:30am - 12:00ppm, 3:00pm - 4:30pm Orientation Operators, Specialized Operators Type of user Disability, Disadvantage, Unemployed, Company Activity – Reception and information - Orientation consultation - Support for job placement - Supply and demand alignment - Information and consultation for companies - Fulfillment of administrative procedures</p>	<p>Where: The Province of Savona is divided into four Social Areas that answer to the relative Technical Offices: Technical Secretariat of Social Area 4 - Albenganese c/o Lungo Centa Croce Bianca, 12 Tel. 0182-5685237/ 0182-5685238 Fax 0182-5685283</p> <p>Technical Secretariat of Social Area 5 - Finalese c/o Comune di Finale Ligure Tel. 019-6890248 Fax 019-6890258</p> <p>Technical Secretariat of Social Area 6 - Bormide c/o Comune di Cairo Montenotte Tel. 019-50707320 Fax 019-50707400</p> <p>Technical Secretariat of Social Area 7 - Savonese Via Quarda Inferiore, 4 Tel./ Fax 019-854074</p> <p>Each Social District is subdivided into Social Districts.</p>

Social Area 4 - Albenganese includes the following districts:

Districts (pertaining to Albenga)	Locations and opening hours	Contacts	Email
n. 18 Andora	Via Cavour, 94 by appointment (except Monday)	Tel. 0182-68111 (Andora switchboard)	daniela.ramondo@comunediantora.it
n. 19 Alassio	P.zza della Libertà, 3 (ground floor) Monday - Friday: 8:30 am -12.30 Tuesday and Thursday: 2:30 pm - 5:30 pm	Tel. 0182-6021 (switchboard) Service Supervisor: Tel. 0182-602228	politichesociali@comune.alassio.sv.it
n. 20 Albenga	L.go Centa Croce Bianca, 12 Monday - Thursday: 9:00 am -12:00pm pm By appointment	Tel. 0182-5685200 Tel. 0182-5685234 Tel. 0182-5685235	servizisociali@comune.albenga.sv.it servizioanziani@comune.albenga.sv.it elisa.fedrizzi@comune.albenga.sv.it
n. 21 Ceriale / Cisano	Ceriale P.zza Nuova Italia, 1 Tuesday: 14.45-16.45 Friday: 10.15-12.45 Cisano Via A. Colombo, 53 Monday - Friday: 7.45-11:00 Saturday: 9:00am - 12:00pm	Ceriale Tel. 0182-993702 Cisano Tel. 0182-95026(1)	sociale@comune.ceriale.sv.it amministrativo@cisanosulneva.it
n. 22 Montano/ Mountain Community	Albenga Via Niccolari, 9/5 Wednesday: 8:30 am-12.30 Laigueglia Via Genova, 2 Tuesday e Friday: 9:00am - 12.30	Albenga Tel. 0182-53457 Tel. 0182-568601 Laigueglia Tel. 0182-6911263	Albenga: servizisociali@comingauna.it Laigueglia: laigueglia@comune.laigueglia.sv.it
Comune di Villanova D'Albenga	Via Albenga, 46 By appointment	Tel. 0182-582913 Tel. 0182-582241	comunevillanova@tin.it

Social Area 5 - Finalese includes the following districts:

Districts (pertaining to Finale)	Locations and opening hours	Contacts	Email
n. 23 Loano (Balestrino, Boissano, Borghetto Santo Spirito, Toirano)	Loano Via Stella, 36 c/o Istituto Ramella Monday - Friday: 10.30 - 12.30	Tel. 019-668306 Tel. 019-6766036	servizisociali@comuneloano.it
n. 24 Pietra Ligure (Borgio Verezzi, Giustenice, Magliolo, Tovo San Giacomo)	Pietra Ligure Via Chiazzari, 27 Monday, Wednesday, Friday: 10:00 -12.30	Tel. 019-627923	distretto.pietra@tiscalinet.it
n. 25 Finale Ligure (Calice Ligure, Noli, Orco Feglino, Rialto, Vezzi Portio)	Finale Ligure Via Pertica, 29 Tuesday and Thursday: 9:00 - 12:00pm; 15:00 - 5:00pm	Tel. 019-6890253	distrettosociale@comunefinaleligure.it

Social Area 6 – Bormide includes the following districts:

Districts (pertaining to Bormida)	Social worker	Contacts	Email
n. 26 Calizzano (Calizzano, Bardineto, Massimino, Murialdo)	Manfredi Laura	Tel. 019-7906926	segreteria@comunedicalizzano.it

n. 27 Millesimo (Millesimo, Osiglia, Roccavignale)	De Vivo Lara	Tel. 019-565841	uffascom.millesimo@libero.it
n. 28 Cengio (Cengio, Cosseria)	Galliano Maria Rita	Tel. 019-554035	serv.sociali@comunecengio.191.it
n. 29 Carcare (Carcare, Altare)	Capra Anna Maria	Tel. 019-518241	servizisociali@comune.carcare.sv.it
n. 29 bis Plodio (Plodio, Bormida, Mallare, Pallare)	Garino Francesca	Tel. 019-519649	comuneplodio@libero.it
n. 30 Cairo (Cairo Montenotte, Dego, Giusvalla, Piana Crixia)	Vegliotta Alfonsina	Tel. 019-50707322	servizisociali@comunecairo.it

Social Area 7 - Savonese includes the following districts:

Districts (pertaining to Savona)	Locations and opening hours	Contacts	Email
n. 31 Spotorno	Viale Europa, 3/A Tuesday and Thursday: 9.30am -11.30am Friday: 3:00pm - 5:00pm	Tel. 019-7415073	ufficiorelazionisociali@comune.spotorno.sv.it
n. 32 Vado Ligure (Vado, Quiliano, Bergeggi)	Vado Ligure Via 11 febbraio, 20 Monday, Wednesday and Friday: 9:00am - 12:00pmpm Tuesday and Thursday: 2:30 pm- 5:00pm	Tel. 019-883949	servizisocialivado@tiscali.it

n. 33/34 Savona Oltreletimbro	Via Nizza, 1 Monday: 10:00am - 12:00pm Via De Amicis, 4r Wednesday: 10:00am - 12:00pm Chiavella, 1 Friday: 10:00am - 12:00pm	Tel. 019-860413 Tel. 019-862018	distrettovianizza@comune.savona.it
n. 35/36 Savona Lavagnola Villapiana	Via S. Lorenzo, 6 (1 st floor) Wednesday e Friday: 10:00am - 12:00pm Via Crispi, 20 Wednesday: 10:00am - 12:00pm	Tel. 019-820661 Tel. 019-813236 Tel. 019-811654	distretto.vill.lav@comune.savona.it
n. 37 Savona - Centro	Via Quarda Inferiore, 4 Monday, Wednesday and Friday: 10:00am - 12:00pm	Tel. 019-8310349	distrettocentro@comune.savona.it
n. 38 Albisola Superiore (Albisola Superiore, Albissola Marina, Stella)	Albisola Superiore Via Turati Monday e Friday: 9:00am - 12:00pm Tuesday and Thursday: 2:30 pm – 4:30pm	Tel. 019-482295(8)	servizisociali@comune.albisola-superiore.sv.it
n. 39 Varazze (Varazze, Celle)	Varazze Viale Nazioni Unite, 5 Tuesday and Thursday: 9:00am - 12.30	Tel. 019-9390207 Tel. 019-9390247	servizio.sociale@comune.varazze.sv.it
n. 40 Sassello (Sassello, Urbe, Mioglia, Pontinvrea)	Sassello Piazza Concezione, 5 Tuesday: 13.30-16.30 Wednesday: 8:30 am-16.30 Thursday: 11:00am - 16.30	Tel. 019-724103	sassello.comune@virgilio.it

<h3>Exchequer</h3> <p>Call centers: 848.800.444 Exchequer Office: Savona - Via Alessandria, 7B - Tel.019-838871 Opening hours: Monday to Friday 9:00am - 1:00pm, Tuesday and Thursday: 2:30pm – 4:30pm</p>	<h3>Trade Union Aid Societies</h3> <p>At the Trade Union Aid Societies people who are disabled or have become disabled can find assistance for filling out the forms required for acknowledgement of their disability or the worsening of their disability, their disability pension or job placement support.</p>
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Drug Addiction Rehabilitation Service (SERT)

<p>Where and when: In the Province of Savona the SERT has four locations where people with drug abuse or alcohol abuse problems can go.</p>	<p>How: To access the SERT, just call or come to make an appointment. Absolute confidentiality is guaranteed.</p>
<p>Savona Via Santa Lucia, 11/1 - Tel. 019-8405931, Fax 019-8405930 Opening hours: Monday – Thursday 8:00am - 5:30pm Tuesday 8:30am - 12:00pm; 2:30 pm - 5:30 pm Wednesday 8:30am - 9:30am -11.30am - 1:30pm Friday 8:00am – 1:30 pm Saturday 8:00am - 12:00pm</p> <p>Finale Ligure Via Pineta, 22 - Tel. 019-690798, Fax 019-692374 Open to the public: Monday - Wednesday - Friday 8:00am – 1:30 pm Tuesday - Thursday 8:00am – 1:30pm; 2:30 pm - 5:30pm</p>	<p>Albenga Via Vecchia Morella, 61 - Tel. 0182-554392, Fax 0182-543522 Open to the public: Monday - Wednesday - Friday 8:00 - 13.30 Tuesday - Thursday 8:00am - 12.45pm; 2:00pm - 5:30 pm</p> <p>Cairo Via Martiri della Libertà, 30 - Tel. 019-5009280, Fax 019-5009235 Open to the public: Monday 8:30am - 11.30; 13.30 - 15.30 (social worker by appointment) Thursday 8:30am - 12:00pm; 14:00 - 16:00 (doctor or psychologist by appointment) Urine tests (by appointment) Thursday (10.30 - 12.30), Saturday (9:00am - 10:00am)</p> <p>Therapy administered Monday - Friday (12:00pm - 13:00), Saturday (11:00am - 12:00pm)</p>

Territorial Psychiatric Assistance – Operative Unit (Mental Health Department)

<p>Where: The Province of Savona has four Mental Health Centers (CSM) where people with psychiatric or psychological problems can go:</p>	<p>Savona Via Don Bosco, 35 r Tel. 019-8405950 Fax 019-8405933</p> <p>Finale Ligure Piazza Aicardi, 5 Tel. 019-690874 Fax 019-680053</p>	<p>Carcare Via Nazionale Piemonte, 22 Tel. 019-5009561 Fax 019-510434</p> <p>Albenga Via Vecchia Morella, 83 Tel. 0182-540360 Tel./Fax 0182-542969</p>	<p>When: Opening hours: Monday - Friday from 8:00am - 6:00pm Saturday from 8:00am -1:00pm</p> <p>How: To access the Mental Health Center, just call or come to make an appointment. Absolute confidentiality guaranteed.</p>
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Operative Core for the Disabled – Job Placement Service

<p>Where</p> <p>Operators</p> <p>Type of User</p> <p>Requisites</p> <p>Instruments</p>	<p>Savona - Via Collodi, 13 Tel. 019-8405717 Carcare - Villa Marini (mezzanine) Tel. 019-5009605, 019-5009606 Albenga - Via Degli Orti, Tel. 0182-541765</p> <p>Infant Neuropsychiatry, Psychology, Professional Educators, Mediators</p> <p>Disability Physical Cognitive (mild to slight deficit) Sensorial</p> <p>Residency in Towns on the Territory Age: Older than 18 Certified Disability (minimum 46%) or application for acknowledgment in progress Registration on obligatory placement list</p> <p>Training in situation (maximum duration 6 years) Paid apprenticeship (maximum 18 months, extendible up to 2 years)</p>	<p>Procedure</p>	<p>Ilsa (social welfare job placement for open-ended contracts) Work Sojourn Subsidy premiums are the responsibility of the Regione, No economic or insurance fee is charged to the hosting company</p> <p>a) Singled out and sent by: - Social Services of Towns / Mountain Communities - Operative Advisory Core - State School - Job Training - Self-presentation - Collaboration with Employment Office</p> <p>b) Analysis of the application c) Case accepted d) Personalized project e) Contact with the company / agency, etc. f) Activation of placement process g) Company/Candidate Support - tests, checks - possible hiring by the company according to Law. 68</p>
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Summary of reference laws

<ul style="list-style-type: none"> - Law 21/12/1978 n. 845 General Policy on matters of job training. - Law 5/02/1992 no.104 General Policy on Disabilities. - Law 08/11/1991 n. 391 Regulations on social cooperatives. - Regional Law 5/11/93 No. 52 Laws in force on matters of active labor policies. - Regional Law 14/08/95 No. 41 Provisions on matters of occupational promotion. - D.P.R. 24/07/1996 Regulations with standards for eliminating architectural barriers in public buildings, spaces and services. - Legislative Decree 23/12/97 No. 469 Conferral of functions and tasks to the Regional and Local Authorities on matters of the Labor Market. - Regional Law 20/08/98 No. 27 Regulations on employment services and their integration with training and labor policies. - Law 23/12/1998 no. 448 Measures of public grants for stabilization and development. - Law 12/03/1999 No. 68 Standards for the rights of disabled people to work. - Law 17/05/1999 No. 144 Measures on matters of investments, delegated to the government 	<p>to reorganize incentives and the regulations that govern the INAIL, and the provision for reorganizing Social Security Offices.</p> <ul style="list-style-type: none"> - Ratification of OIL. convention no. 159 concerning job retraining and employment of disabled people. Year 2000. - D.P.C.M. 13/01/2000 Policy and Coordination Act on matters of job placement for the disabled. - Legislative Decree 21/04/2000 no.181 Provisions to facilitate the alignment of supply and demand in application of art. 45, section 1, letter a) of Law 17 May 1999, no. 144. - D.P.R.10/10/2000 no. 333 Regulations of application of Law 12 marzo 1999 no. 68, contemplating standards for the right of disabled people to work. - Ministerial Decree 07/07/2000 no. 357 Regulations contemplating "Rules on procedures relative to partial exoneration from employment obligations pursuant to Law 12 marzo 1999, no. 68". - Law 14/03/2003 n. 30 Delegate to Government on matters of employment and the Labor Market. - Legislative Decree 10/09/2003 no. 276 Implementation of the delegations on matters of employment and the labor market, as per Law 14/03/2003 no. 30.
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