

Traumatic Brain Injury and Mental Illness

Accommodation Ideas ** [Job Accommodation Network \(JAN\) - United States Department of Labor](#)

<https://www.dol.gov> › [ODEP](#) › [ODEP Research and Technical Assistance Resources](#)

Physical Limitations:

- *Install ramps, handrails, and provide handicap parking spaces*
- *Install lever style door handles*
- *Clear pathways of travel of any unnecessary equipment and furniture*

Visual Problems:

- *Provide written information in large print*
- *Increase natural lighting*
- *Provide a glare guard for computer monitors*

Maintaining Stamina During the Workday:

- *Permit flexible scheduling, allow longer or more frequent work breaks*
- *Provide self-paced workload*
- *Allow employee to work from home during part of the day*
- *Provide for job sharing opportunities*
- *Allow part-time work schedules*

Maintaining Concentration:

- *Reduce distractions in the work area, provide space enclosures*
- *Noise reduction headset*
- *Reduce clutter in the employee's work environment*
- *Divide large assignments into smaller tasks and steps*

Difficulty Staying Organized and Meeting Deadlines:

- *Make daily TO-DO lists and check items off as they are completed*
- *Use several calendars or electronic organizers to mark meetings and deadlines*
- *Divide large assignments into smaller tasks and steps*
- *Assign a mentor to assist employee and provide daily guidance*
- *Schedule weekly meetings with supervisor or mentor to review schedule*

Memory Deficits:

- *Provide type written minutes of each meeting*
- *Provide written as well as verbal instructions*
- *Provide written or visual checklists*
- *Post instructions close to frequently used equipment*

Problem Solving Deficits:

- *Provide picture diagrams of problem solving techniques, e.g., flow charts*
- *Assign a supervisor, manager, or mentor when the employee has questions*

Working Effectively with Supervisors:

- *Provide positive praise and reinforcement*
- *Provide written job instructions with clear expectations and consequences*
- *Develop strategies to deal with problems before they arise*

Difficulty Handling Stress and Emotions:

- *Provide praise and positive reinforcement*
- *Allow telephone calls during work hours to doctors and others for needed support*
- *Allow the employee to take a break as a part of a stress management plan*

Attendance Issues:

- *Provide flexible leave for health problems*
- *Provide a self-paced work load and flexible hours*
- *Allow employee to work from home*
- *Provide part-time work schedule*

Issues of Change:

- *Recognize that a change in the office environment or of supervisors may be difficult for a person with a brain injury*
- *Maintain open channels of communication between the employee and the new and old supervisor in order to ensure an effective transition*
- *Provide weekly or monthly meetings with the employee to discuss workplace issues and productions levels*