

# Congratulations! By reaching out to DBVI, you've taken the first step toward achieving or keeping employment.

Our mission for DBVI's employment program is clear: it's to help you prepare for, keep, or get a job. With our help, people of all ages with a wide range of eye conditions have achieved a wide range of jobs. We are eager to partner with and support you as you work toward your employment goals. Our counselors have special expertise working with people with visual conditions and will walk you through the process of making an employment plan and setting attainable goals. For some, this may mean getting a full-time job. For others, it may mean working part-time. For everyone, an eagerness to learn and motivation to succeed are two qualities important while working with us. We realize that you are competing for jobs, and we're here to help you every step of the way.

DBVI counselors will provide guidance related to employment and will help you explore your interests and abilities. We will

spend time understanding your unique situation and employment goals.

## On the path to employment, most people who work with us:

- Build and strengthen vocational skills
- Learn new adaptive skills as a result of vision loss
- Learn to use specialized technology needed to do their jobs

Every day we work with the knowledge that those who are blind or visually impaired can find jobs that match their interests and abilities. When you work with us, we hope to show you that employers hire people who present a set of essential job skills and, more importantly, those who are eager to learn and have good attitudes. We look forward to assisting you in developing these skills and eventually achieving your career aspirations.

– DBVI Staff

# Our Customer-Centered Process

Because each person we serve has unique career goals and abilities, our process is collaborative and customized to your individual needs. Ask questions anytime. Together with your counselor, you will work on specific steps leading to employment.

## 1 Learning About You

During the application process, we'll ask you about your medical diagnosis, past and current experiences, your living situation, and anything else that you are having difficulties with. It's very important that you approach this step with complete and accurate information.

- First, you'll fill out an application and sign releases that allow your DBVI counselor to collect important information.
- Your counselor will also provide you with a general overview of the services DBVI can and cannot do for you as part of your employment plan.

## 2 Eligibility and Evaluation

To determine if you are eligible to participate with DBVI, your counselor will:

- Gather and review your medical history
- Collect other important information regarding your education and previous employment
- Discuss and evaluate your interests, skills, and abilities, as well as any barriers you face

At this point, it is important for us to determine that the services we provide at DBVI will help lead you to a successful employment goal. We may also suggest other programs that can help you accomplish what you need.

### Questions to think about

*What is it that you want to do that you are unable to do at this time based on your vision?*

*What tasks were you once able to do that you are unable to do at this time?*

### **3 Creating a Plan and Setting a Goal**

This step in the process involves developing an Individual Plan for Employment or IPE. You and your counselor will work on this plan together. It will define your career goal and the estimated amount of time it will take to achieve it.

This plan will identify services you may need in order to achieve your goal:

- **Services to maximize your vision**
- **Help with your job search**
- **Training that will teach you a job skill**
- **Assistance with attending college**
- **Training on how to travel safely or use transportation**
- **Technology and tools that will allow you to access printed materials and complete work tasks**

Your counselor will help you to make informed choices in order to determine service providers, programs, and funding responsibilities. Each year, your case will be reviewed and

updated if needed. Remember, this plan is the agreement written and followed by you and your counselor.

### **4 Employment**

Our thorough counseling process and your IPE are designed to lead you to employment. Our work will come to a close when you find a work opportunity that's in line with your goals. At this point, your DBVI counselor will keep your case open for another three months should you need any support getting started. Additional services are available if needed, to maintain your employment.

### **5 Closing Your Case**

Once you are up and running in your new job, it is time to close your case. When this happens, you should feel very proud—you have increased your abilities, you're empowered, and most importantly, you have achieved employment. Should your career goals change, your counselor can begin working with you again.

# Achieving Employment Success

**We are exceptionally proud of the accomplishments of our current and former customers.**

There are many examples of individuals from all walks of life who have attained their career aspirations. Our most successful customers believe in their ability to reach their fullest potential and take steps needed to find gratifying work.

To read success stories of our former clients and their experiences with DBVI, visit our website.



**Josh Tabor**  
Employee - Ann Clark, Ltd

**Find Josh and other success stories on our website.**

You can also visit the DBVI website to find additional employment resources and other important information. You will find resources for:

- **Interviewing and building your resume**
- **Using online job search websites**
- **Learning about small business development**
- **Learning about assistive technology**
- **Information about new trends in employment**

**[www.dbvi.vermont.gov](http://www.dbvi.vermont.gov)**

**You now have an overview of how DBVI can help you and what you can achieve through this partnership.**

**This folder is intended to follow you through your DBVI experience and hold important documents related to your employment journey. Therefore, it's important to keep this folder safe and bring it to future DBVI appointments.**