

## VABIR Employment Consultant Services

YOU take the lead in your own job search, but you have teammates to help you.

To help you achieve your employment goals, DBVI partners with the non-profit organization Vermont Association of Business, Industry and Rehabilitation (VABIR), a member of the statewide group of employment professionals, Creative Workforce Solutions (CWS).

### What you can expect

Your employment consultant has access to job leads that may benefit you. In addition to meeting with employers to present your skills and abilities, they can assist you with figuring out what kind of work appeals to you. They will help you with conducting your job search, filling out applications, creating resumes, and writing cover letters. They'll also help you practice interviewing skills, talk about your visual impairment, request accommodations, and plan for transportation. Once you get a job, they'll do a worksite assessment to determine other services that you may need in order to succeed.

Your employment consultant uses an approach known as “progressive employment” to help you secure employment. Progressive employment involves:

- Business or company tours
- Volunteer placements or short-term job shadowing
- Work experiences with work incentive allowance, not intended as a wage but money to offset your work expenses while you develop your skills

- On-the- job training, where you are hired by the employer, who gives you additional training time

Here's what you do

Keep in mind, your employment consultant does not take over this process for you. Instead he or she helps you get face time with employers, which then may lead to work experiences where you can learn, prove yourself, and build references—and, we hope, lead to a paid job. During this process, we count on you to stay in touch regularly and update us on your job search efforts.

Here are some tips:

- If you learn about companies or positions of interest, let us know because we may have contacts that could get you an interview or other opportunities.
- Be on time and dress for the job you seek. You are the most important person in your job search.

Your VABIR consultant will focus on helping you obtain a job and will provide follow-up for at least 90 days thereafter. This usually means frequent visits to your new work place, phone calls, and e-mails to check on your progress and help you and your trainer/employer address any concerns.

After 90 days, consultants turn their attention to helping other clients with their goals.