Maryland State Department of Education

**Division of Rehabilitation Services**

**Office for Blindness & Vision Services**

# Independent Employment Specialist (IES)

## Main Purpose of Job:

The Independent Employment Specialist (IES) is an independent contractor position responsible for developing, coordinating, and delivering job placement services for blind, deaf/blind, and low vision consumers. This position works as part of an interdisciplinary team to ensure necessary services are provided for the consumer to obtain suitable employment, in accordance with their Individualized Plan for Employment.

## Job Duties include:

* Meet the consumer in the community to visit employers, 60% of authorized hours.
* Advocate for the consumer regarding job accommodations.
* Teach the consumer to ask for accommodations needed during an interview and at a potential jobsite.
* Assist consumer with applying for jobs which match their skill set.
* Assist consumer in navigating job connection networks.
* Assists consumer with job search and completing applications, especially when encountering non-accessible websites.
* Prepare the consumer for job interviews or meetings with employers.
* Develop on the job training opportunities if requested by DORS counselors or other DORS staff.
* Assist the consumer with developing, reviewing, editing and refining of resumes, video resumes or other portfolios.
* Instruct the consumer on the appropriate use of different resume styles – chronological, functional, combination, targeted, and non-traditional such as video resumes or portfolios.
* Be able to determine when it is appropriate for the resume to reflect the consumer’s spelling and writing skills.
* Be available for monthly meetings with referring counselor and consumer.
* If needed, provide support during the hiring and onboarding process.
* Generate monthly reports and invoicing for the referring counselor.
* Assist with Informational Interviewing.
* Assist with identifying and setting up internships.

## Minimum Qualifications:

1. High School diploma.
2. Skills:
* Computer skills such as Microsoft Office, Google Docs, and other internet-based programs to assist in job search and reporting activities.
* Ability to develop and format a resume.
* Ability to navigate internet-based job search websites, documented through provision of sample resume.
* Three years of business application documented by work experience on personal resume.
1. Reliable means of transportation will be needed.
2. Three years of relevant experience in assisting consumer with job placement activities or other experience relevant to job seeking. One of those years helping consumers who are blind, visually impaired, or deaf blind is preferred. Evaluation of personal resume will determine relevant experience.
3. Candidates should have a basic understanding of how to use online occupational tools, career assessment information, labor market information, and job accommodations.
4. Ability to pass background check.

## Application Materials Required:

* Anyone interested in providing services for DORS consumers as a private vendor will complete the [DORS Vendor Application](https://dors.maryland.gov/crps/Pages/vendors.aspx), which can be found on the DORS website.
* Copy of personal resume demonstrating education and work experience relevant to Job Development, Employment, and knowledge of Job Accommodations.
* Copy of any relevant certifications if available (resume certification, ACRE certification).
* Copy of resume developed for a consumer (sample).

## Application Review:

* OBVS Staff Specialist for Employment will review the application materials provided and request any additional documents as needed.
* OBVS Staff Specialist will make a recommendation to the OBVS Director regarding vendor approval.
* OBVS Director will review recommendation and forward to the DORS Director as appropriate.

## Vendor Requirements:

DORS-approved Vendors will complete an Orientation to Blindness training to include:

* Overview of technology.
* Overview of diseases of the eye and the resulting limitations.
* Overview of blindness etiquette.
* Review of IES responsibilities.

## Vendor Responsibilities:

* Approved Vendors will complete one relevant training program annually.
* Maintain updated contact information with OBVS main office (410-554-9277).
* Provide an update criminal background check as requested no less than three years.
* Provide monthly reports and invoices by the 10th of the month following service provision.

## Rates of Pay:

* Approved **Independent Employment Specialist** – $88 per hour
* Approved **vendor trave**l – $35 per hour (prorated each 15 minutes)
* **Missed appointment/No Show** – $35 flat fee.

## For More Information

* Contact Muttasim Fadl at elmuttasim.fadl@maryland.gov or 410-554-9104.