# OBVS at WTC Services Guide

## Independent Skills Assessments and Training

### SBVI Assessment and Training:

OBVS at WTC provides evaluation and training in skills necessary for individuals with vision loss to live and work as independently as possible.

OBVS at WTC also provides access to vocational assessments, rehabilitation technology, academic tutoring, and other support services to encourage individuals to achieve their highest level of functioning vocationally, socially and independently.

Use the Service Authorization to make a referral for services:

* **Service Category:** SBVI Assessment

Provide specific information desired (examples):

* Blindness/Low Vision skill assessment
* Assessment for Career Assessment preparation (include academics and AT assessments on the service authorization)
* Time-telling skill assessment
* Labeling clothing skill assessment
* Provide specific issue to be addressed
* WTC Orientation & Mobility
* Recommend adaptiveequipment and/or ordering information needed for activities of daily living

**Prerequisites:** none

### ABLE (Adjustment to Blindness for Life and Employment)

The ABLE Program is designed to provide individuals with blindness/low vision the opportunity to develop basic adjustment to blindness skills.

This program will allow participants to develop and maintain independent living skills and work readiness skills in preparation for employment. Participants will have the opportunity to interact and share concerns and solutions with other program participants with vision loss. This is an eight-week program operating four days per week, Monday through Thursday. Instructional hours are 8:30 a.m. until 4:00 p.m. ABLE will be conducted two times per year, in the fall and the spring.

Use the service authorization to make a referral for services.

**Prerequisites:** SBVI assessment

### SBVI Assessment/ABLE:

To be used only if an assessment for ABLE has been completed already and the program has been recommended for consumer.

Include the following on the service authorization:

* **Service Category:** SBVI Assessment
**Subcategory:** ABLE item
* **Service Category:** OBVS Specialty Services
**Subcategory:** OBVS Career Life Plan item
* **Service Category:** RTS support
**Subcategory:** AT seminar item
* **Service Category:** RTS support
**Subcategory:** AT training and tech support item

### SBVI Training

Only to be used if assessment has been completed.

Provide specific training desired (examples):

* Braille
* Cooking
* Household arts

Use the service authorization to make a referral for services.

* **Service Category:** SBVI training
**Subcategory:** SBVI training

## OBVS at WTC Work Preparedness Services

### Basic Employability Skills Training (BEST)

The Basic Employability Skills Training (BEST) program uses The Workplace Excellence Series curriculum to assist in creating employees that are sought after and successful in the workforce.

The curriculum is broken up into 10 lessons designed to be effective with all different learning styles. The lessons focus on workplace foundations, workplace entry, and workplace success.

The BEST program is open to consumers who are ready to enter or re-enter the workforce. Consumers referred to this program should already have a career goal. They may or may not have completed skills training. This training does not replace any skills training they may require reaching their career goal. This training does not include job search or resume writing. Additional training may be required upon completion of the BEST program.

Use the service authorization to make a referral for services.

* **Service Category:** WTC Specialty Services
**Subcategory:** OBVS BEST

### OBVS Job Squad

Job Squad is designed to build and strengthen independent job seeking skills, including resume writing, cover letter writing, completing applications, and interviewing skills.

Consumers will also have the opportunity to learn how to navigate disclosure and requesting accommodations in the workplace. Part of the program will involve independent job search activities, keeping job logs, and learning goal setting techniques.

**Prerequisites:**

* Have completed a career assessment
* Have a feasible career goal
* Are currently in job ready status
* Must be independent computer users as they will be required to use technology for independent job search.

Use the service authorization to make a referral for services.

* **Service Category:** WTC Specialty Services
**Subcategory:** OBVS job squad - IPE

### Virtual Interview Skills Workshop

Topics to be discussed:

* Preparing for an interview
* Dress for success
* Disclosing disability
* Common interview questions
* Follow up after interviews
* Do's and don'ts for virtual interviews

Consumers should:

* Be in Job Ready Status.
* Be actively seeking employment.
* Be able to attend the workshop via Google Meet.
* Have a valid email address.
* Have a resume.

The workshop is virtual and takes place via Google Meet.

Use the service authorization to make a referral for services.

* **Service Category:** SBVI training
**Subcategory:** SBVI training with Virtual Interview Training in the description box

### Virtual Resume and Cover Letter Workshop

During this workshop consumers will learn:

* The basic information required for a résumé.
* The different types of résumés.
* Résumé writing best practices.
* How to personalize their résumé for each position for which they apply.
* Cover Letter basics, dos and don’ts and best practices

Consumers should have a current resume and cover letter to be considered for the workshop. During the workshop, the instructor will critique the consumer’s current résumé and cover letter and provide feedback and suggestions. All consumers will be offered the opportunity for one on one assistance upon successful completion of the workshop.

Use the service authorization to make a referral for services.

* **Service Category:** SBVI training
**Subcategory:** SBVI training with Resume and Cover letter workshop in the description box