

Maryland State Department of Education
Division of Rehabilitation Services
OBVS Job Development Guide

Reference: [RSM 2, Section 900](#)

If the individual is not already employed, does not have a start date for employment, and is not eligible for supported employment, some of the following activities may apply.

Note: Job placement for individuals in supported employment will be coordinated with the CRP and provided on an individual basis

Assessments

- **Career** – if needed to identify appropriate employment goals and or if additional education and or training is needed to obtain employment;
- **Orientation & Mobility** – Can this person safely navigate outside of their home and in their community? Can the individual access Public Transportation Services?
- **Assistive Technology** – Can the individual use technology to make calls, search the internet, use emails and or more elaborate technology if needed? Does the person have access to Braille assistive technology for managing daily activities?
- **Rehabilitation Teaching** – Can the individual safely cook, clean and manage daily activities independently?

Training

- Proceed with Orientation & Mobility training, if needed.
- Review reports with consumers, identify the need for training, and authorize the services.
- Does the individual need extensive technology training?
- Can the individual use assistive technology to search for employment, email, complete activities of daily living (magnification, OCR, Braille)?
- Follow up on assistive technology quotes, order, and execute timely.
- Authorize training through Rehabilitation Teaching Services (RTS) training and/or community vendors.
- Follow up on RTS. Did the rehabilitation teacher or OBVS-SVI recommend items to assist the consumer in completing activities of daily living?
- Follow up on quotes, order, and execute.
- Does the consumer need additional Braille training?
- Follow up with the rehabilitation teacher for services.

Benefits Counseling

- Begin with Phase I.
- If the person comes to DORS already employed, receiving SSDI/SSI, authorize all three phases.

Job-Seeking Activities (DORS Staff)

- Meet face to face with consumer, assess independence in job seeking. (Use generic application, role play interview, as needed).
- Determine if support services and or reasonable accommodations are necessary. Be sure consumers are aware of the ADA and resources including Job Accommodation Network and Mid-Atlantic ADA Information Center.
- Develop a 30- or 60-day placement plan, using the Placement Plan (RS-7e), specifying consumer activities & responsibilities. Determine and include how often the consumer will check in with DORS staff.
- Job seeking skills – resume development; model job application; practice interviewing; job leads/networking; use of resource room, including web searches; ADA information.
- Placement Office – Post-Secondary.
- Informational interviewing.
- Job club.
- Internships (e.g., QUEST).
- Benefits planning.
- One-stop.
- Tax Credits.
- Schedule A.

Meet to assess progress after 30 days:

- Employed? Follow-up as needed.
- Not employed? Explore why – consult with other DORS staff, as needed.

Next Step:

- Another 30 days coordinated by DORS counselor. Update DORS Placement Plan; also consider:
 - OJT.
 - Referral for JDPR if additional assistance in locating and retaining employment is needed.
- Amend IPE as needed.