Dear Counselor Applicant:

Thank you for applying to be a counselor in Blind Industries and Services of Maryland’s 2017 Work to Independence or Independence 101 program. We are very excited to offer two comprehensive, residential programs for blind and low vision middle school and high school students.

## Important Dates

Work to Independence goes from Saturday, June 17 to Saturday, August 5, 2017. Staff must arrive on Saturday, June 10, 2017 for one week of training and preparation.

Independence 101 takes place from Friday, July 21 to Saturday, August 5, 2017. Staff is strongly urged to attend the training session from Saturday, June 10 to Friday, June 17, 2017. BISM can also conduct training between Sunday, July 15 and Friday, July 21, 2017 if necessary.

## Application Process

We are looking for enthusiastic, high energy, positive people to work as counselors/instructors in our summer programs. Please consider applying and making a positive difference in the lives of blind youth!

To apply, please submit a current resume and complete the attached BISM application and short essay questions. Interviews will be conducted via telephone and will likely take place during March and April 2017. If selected to work in either of our summer programs, you will be asked to give BISM permission to perform a comprehensive background check.

Please email all application material to Melissa Lomax, Youth Services Manager, at mlomax@bism.org. If you have any questions, please call 410-737-2642. We look forward to hearing from you!

# Essential Duties and Responsibilities

* Instill positive attitudes about blindness by instructing students in the alternative techniques of blindness such as cane travel, independent living, assistive technology, and Braille
* Identify and evaluate participants strengths and weaknesses and establish individualized achievement goals in apartment living, social interaction, and classes
* Insure the safety of summer program participants
* Assist in the coordination, implementation and planning of recreational activities including evening and weekend events
* Maintain clear and accurate reports for participants’ progress
* Motivate and mentor participants in the alternative techniques of blindness by serving as a positive role model
* Communicate concerns and identify solutions to problems and roadblocks

Position specifications:

* Knowledge of the alternative techniques of blindness (Braille, assistive technology, cane travel, and independent living)
* Basic knowledge of structured discovery teaching methods
* Effective verbal and written communication skills
* High school diploma or equivalent

Special considerations:

* Preference will be given to individuals who have completed training in an adjustment to blindness program that uses the structured discovery approach

# Counselor Application

***Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver’s license, state identification card, birth certificate, green card, etc.) within three days of hire. Failure to do so within the required time shall result in an immediate employment termination****.*

***Blind Industries and Services of Maryland is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, sexual orientation, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.***

Full Name:

Address:

City, State, Zip:

Telephone:

Birthdate:

Specific program you are applying for:

Please rank the four program classes based on your instruction preferences, #1 being your top preference and #4 being your least. Please explain your choices. Areas of training are: Cane Travel, Braille, Technology, and Independent Living.

Were you ever employed by BISM? If so, list date(s) and position(s) held:

Do you have any relatives who are or were employed by BISM? Yes \_\_\_ No \_\_\_

If yes, who?

How were you referred to BISM? Please be specific:

Employment Record (Please complete even if attaching résumé)

Company Name:

Job Title:

Wage/Salary:

Dates Employed:

Manager/Supervisor:

Telephone:

Reason for Leaving:

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Company Name:

Job Title:

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Company Name:

Job Title:

Wage/Salary:

Dates Employed:

Manager/Supervisor:

Telephone:

Reason for Leaving:

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Education

High School:

Did you graduate? Yes \_\_\_ No \_\_\_

College:

Did you graduate? Yes \_\_\_ No \_\_\_

Other/Technical:

Did you graduate? Yes \_\_\_ No \_\_\_

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# Short Essays

The final portion of this application contains several short essay questions. Please provide answers for each question, being sure not to exceed 500 words.

What has guided your interest in applying for a BISM youth summer program position?

Who was your first blind role model? What did you learn from him/her?

What are your qualities that make you a good role model for students in the program?

If asked to lead a seminar class related to issues faced by blind youth, what topic would you discuss? What questions/materials would you use to help the students develop positive attitudes about blindness?

What personal accomplishment are you most proud of? Why?

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**I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize the investigation of all statements contained herein and the checking of all the references and previous employers listed above and on my resumé to give you any information concerning my previous employment.**

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Signature Date