**Seeking: Blind Mentors for 2020 LIFE Program**

Are you ready to be an agent of change with blind and vision impaired youth of Virginia?

The Virginia Rehabilitation Center for the Blind and Vision Impaired (VRCBVI) is seeking blind college students or young professionals to be peer mentors for our 2020 Learning Independence, Feeling Empowered (LIFE) Program. LIFE is a five-week residential summer program for high school-aged blind and vision impaired youth who want to learn and build confidence in the skills of blindness. Students of the LIFE program participate in daily classes, which include cane travel, Braille, cooking skills, cleaning, access technology, computer skills, and job readiness. During the last three weeks of the program, the students will have the opportunity to participate in a three-week work experience. In addition to classes and the work experience, the students participate in evening and weekend confidence building activities in which the mentors work closely with the students.

If you are enthusiastic about giving back to the next generation of blind and vision impaired youth and you want to have fun while working, then being a mentor in the 2020 LIFE Program is the place for you. Mentors must be available June 8 through August 7, 2020. The 2020 LIFE Program will take place on the campus of VRCBVI in Richmond, Virginia. Please see below for the Job Description for further details.

Mentoring candidates will:

* Possess excellent blindness skills specifically the ability to travel independently using a long white cane or dog guide while communicating with and monitoring a group of high school age students
* Be available from June 8, 2020 to August 7, 2020
* Be able to work 40 hours a week, including evenings and weekends
* Be able to communicate effectively with co-workers and supervisor
* Possess maturity, patience, and the ability to work as part of a team
* Enjoy teaching and have an enthusiastic sense of adventure
* Reside in the dorm apartments on the VRCBVI campus
* Pass a background check

Rate of pay: $12.98 an hour plus room and board at VRCBVI.

To learn more or to apply, please contact Amy Phelps by email at [amy.phelps@dbvi.virginia.gov](mailto:amy.phelps@dbvi.virginia.gov) by phone at (804) 371-3052, or by mail at 401 Azalea Avenue, Richmond, VA 23227.

To apply please email the following to [amy.phelps@dbvi.virginia.gov](mailto:amy.phelps@dbvi.virginia.gov):

* 1. Print copy of Commonwealth of Virginia Application for Employment by going to <https://virginiajobs.peopleadmin.com/> to login or create an account, then proceed to “[Click here](https://virginiajobs.peopleadmin.com/postings/9275)
* [https://virginiajobs.peopleadmin.com/postings/9275](https://virginiajobs.peopleadmin.com/postings/9275 )  if you want to create and save your application but not apply to a job.” After completing your application, go to print view where you can email the application or send a hard copy

1. Cover Letter
2. Resume
3. Three professional references
4. 500 word essay explaining why you would be the best candidate for the position and the role mentoring has played in your success

**All applications must be complete and received by March 15, 2020.**

WAGE JOB DESCRIPTION - DSAs

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| --- | --- | --- |
| Name: | | Position Number: WE075, WE076, WE077 |
| Agency Name & Code: VA Rehabilitation Center f/t Blind and Vision Impaired, 263 | | Division, Work Location & Code: Henrico, 087 |
| Role Title & Code: **Direct Services Associate II** | | Work Title: Peer Mentor-LIFE |
| Pay Band: 2 | | Supervisor’s Position Number, Role Title & Code: Role Title & Code: 26, Program Administration Specialist II, 19212 |
| FLSA Status: ***Non-Exempt*** | | Date of Job Description: 1.20.2020 |
| Will the position have access to personally identifiable and confidential information about agency consumers and/or agency staff? **\_\_\_x\_\_\_\_**YES  **\_\_\_\_\_\_**NO | | |
| KSAs and/or Competencies required to successfully perform the work:  Knowledge of and demonstrated proficiency in blindness skills used in academic, social and employment settings.  Knowledge of basic acceptable behavior as it relates to youths.  Ability to secure the confidence, respect, and cooperation of youths and exercise tact, initiative, and good judgment in dealing with them.  Ability to perceive, observe, and address problems as they arise.  Ability to participate in and provide guidance to students in planned confidence-building activities.  Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.  Demonstrated proficiency with Microsoft Office Suite including Microsoft Word, Internet Explorer, Excel, and PowerPoint.  Demonstrated strong oral and written communication skills. | | |
| Education, Experience, Licensure, Certification required for entry into position:  Prefer applicant with a college degree; currently enrolled in college and in good standing or equivalent combination of training and experience. | | |
| **%** | Core Responsibilities | |
| 85% | Mentoring/Instruction: Applies knowledge of program rules and practices and blindness skills while providing instruction to students and modeling blindness skills and problem solving skills as related to independent living and academic success.  Fosters independence by providing supportive encouragement (mentoring) and instruction in self-advocacy to youths in a one-on-one or small group situation and gives instruction, advice, and assistance.  Plans and leads evening and weekend confidence-building activities; exercises situational judgment and discretion while providing supervision during group trips and social functions.  Confers with supervisor, case manager, or instructional staff regarding special problems; attends staff meetings.  Plans, implements, and leads group activities such as Conversations About Blindness classes to teach advocacy skills and problem solving.  Collects, records, and reports student data; maintains logbooks via computer and prepares incident reports and/or related institutional forms.  Participates in and provides instruction during selected aspects of the LIFE Programs, including confidence-building activities, Blind and Socially Savvy, Mock Interviews, Conversations About Blindness, and other aspects of program as assigned.  Provides guidance and direction to blind transition age students.  Provide initial on-the-job guidance for students in their community-based work experience.  Substitute teaching as needed. | |
| 10% | Evaluation: Informally evaluates students on their preparedness for living independently, employment readiness, and academic success through observations during class time and during evening activities.  Communicates findings and recommendations both orally and in written format, as they relate to students’ goals. | |
| 5% | Communication: Reports to supervisor and center counselor observations regarding students existing skills, present needs, and any instructional recommendations and strategies.  Provides accurate written documentation such as journal entries, final reports, incident reports, etc.  Participates in all assigned student staffings to discuss observations and recommendations for promoting independence, academic skills and employment-readiness activities. | |
| **employees may be required to perform other duties as assigned in response to an emergency declaration.** | | |

**Essential Job Requirements (Indicate by each E = Essential, M = marginal, or N/A)**

**Physical Demands and Activities:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Light lifting < 20 lbs. | m | Standing | e | Sitting | m | Bending | m |
| Moderate lifting 20-50 lbs. | n | Lifting | m | Walking | m | Climbing | n |
| Heavy lifting > 50 lbs. | n | Reaching | m | Squatting | m | Kneeling | n |
| Repetitive use of both feet | n | Right foot only | n | Left foot only | n |  |  |
| Repetitive use of both hands | n | Right hand only | n | Left hand only | n |  |  |

**Emotional and Mental/Sensory Demands:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Work is: fast paced  May choose multiple responses. | m | Average paced | m | Self-paced | m | Workflow paced | m |
|  |  |  |  |  |  |  |  |
| Multiple priorities | m | Memory | m | Hearing |  | Reading | m |
| Intense customer interaction | e | Logic | m | Reasoning | m | Analyzing | n |
| Multiple stimuli | n | Verbal communication | e |  |  |  |  |
| Frequent change | m | Written communication | e |  |  |  |  |

# Other Job Requirements: Yes or No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Yes | No |
| Employee is required to drive a car? |  | x | Employee uses a computer frequently? | x |  |
| Employee operates heavy equipment? |  | x | Employee is exposed to noise? |  | x |
| Employee is exposed to marked changes in temperature or humidity? |  | x | Employee is exposed to dust, gas, chemicals or fumes? |  | x |

If any responses are yes, please describe.

Will use computer to communicate with supervisor and to provide reports.

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| ***Confidentiality Statement*** |

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| --- | --- | --- |
| By signing this document, I acknowledge and understand that I may have access to confidential information regarding employees and/or customers. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to my employer. Therefore, except as required by law or policy, I agree that I will not:   1. Access data that is unrelated to my job duties; 2. Disclose to any other person, or allow any other person access to, any information related to my employer that is proprietary or confidential and/or pertains to employees and/or customers. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.   I understand that my employer and its employees and/or customers, staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that my employer may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, my termination of employment. | | |
| ***Code of Ethics*** | | |
| DBVI/VRCBVI has a Code of Ethics located on the agency website. By signing, I certify that I have reviewed and will follow this Code in my work activities. | | |
| ***Information Security Access*** | | |
| I acknowledge that I have read, signed, and will abide by my agency’s security and computer access policies. | | |
| Employee Signature/Date | Supervisor Signature/Date | Review Signature/Date | |