                             Sent on behalf of Kate Williams, LightHouse Director of Employment

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Dear Department of Rehabilitation colleagues,

As we navigate through this challenging and changing environment, we extend our empathy and support to those who have or may be affected by the Corona virus.

In consideration of the health and welfare of our students and staff, The Lighthouse is temporarily suspending all in-person events and programming until further notice. Our commitment to support your consumers on their path to securing employment remains our top priority. We will continue to provide employment services to present and future job seekers via Zoom teleconferencing during this time.  
  
October 2019 ushered in a new concept providing Job Seeker training Virtually. Little did we realize that we were preparing for a time when Zoom became a “household|” word Three months ago we launched our first Employment Immersion Virtual Training session with much success. As a result, we are in a unique position to offer your consumers a new, comprehensive program fresh out-of-the box, and ready to go.

* Keep your consumers engaged and productive in these   
  ever changing times. Give your consumers the opportunity to  
  use this time to get ahead of the employment curve.
* There continues to be a job market and we are eager to assist your consumers to penetrate that market.
* Now is a great time to review your caseload to identify consumers who may benefit from a comprehensive employment program.

We are more than happy to confer with you and /or your consumer, on an individual basis to explore whether they could benefit from participating in this virtual program rich in content and guidance, tools, tips and tricks. We take them right through from Job Preparation to Job Development. Our curriculum, activities, work and textbooks are in place and ready to support your referrals beginning as early as Monday, June 1, 2020

This may be a fortuitous time for your consumers to gather the tools and expertise to enter into a job search! Keep them motivated and engaged during this period of inactivity and isolation.

Please refer to the Virtual Employment Training curriculum document pasted in the body of this email and also attached for an overview of the  
four week program.

To set up a consultation using online conferencing, please call Kate Williams, LightHouse Director of Employment, at 415 309 0905.  
Or email: [kwilliams@lighthouse-sf.org](mailto:kwilliams@lighthouse-sf.org)

We look forward to working with you.   
  
The LightHouse Employment Team.

**Employment Immersion Virtual Training Curriculum**

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The Lighthouse for the Blind and Visually Impaired in San Francisco is in its ninth year of providing employment services to our community.  We have served over 240 DOR consumers and have consistently placed over 40 percent of our graduates in the competitive job market.  Throughout the years we have dedicated our efforts to provide innovative programming for your consumers.

**Employment Immersion Virtual Training Curriculum**

This program is designed for students who are job ready and eager to search for employment within one month through a comprehensive and rigorous job preparation phase:

* **Week One** – Basics Bootcamp!  (25 workshop hours): Students’ participation via Zoom conferencing
* **Week Two:** Students will meet one-on one virtually with Employment Specialists to ensure readiness for Job Development Phase Group mid-week via Zoom for input and questions.
* **Week Three**: Meet with Professionals (25 Workshop hours): Hiring managers with LightHouse corporate and community partners will conduct virtual mock interviews and role play sessions.
* **Week Four:** Structure job search plan and activities.
* **Week Five and Ongoing:** One time per week for one and one-half hours job development (Phase Two).

**Curriculum**

The curriculum content will adhere to Certified DOR Guidelines. All students will receive a comprehensive workbook to augment classroom workshop training, and companion textbook comprised of worksheets and assignments. Participants are required to attend all sessions, complete assignments in a timely manner and submit “job search activity” spreadsheets to employment specialist when participating in job development phase.

**Authorizations (Codes and costs)**Intake $330.

Job Preparation $770.  
  
**Job Development $770 (only if student is placed)**

Please submit authorizations two weeks prior to the start date of the first week of each session.  
  
**Employment Services Options**We continue to offer one-on-one employment services on request.  Students typically meet with the employment specialist one time per week, or more for one hour, or more depending on progression.

Please email [eiteam@lighthouse-sf.org](mailto:eiteam@lighthouse-sf.org) or call Kate Williams,  
Director Employment Services at 415.309.0905  
  
We look forward to working with you and benefiting your consumers.  
  
The LightHouse Employment Team