

*For those seeking employment...*



# Pathway to Employment

Working with Vocational Rehabilitation (VR)



*See the back of this page to find A VR office near you!*

## Step 1: Contact your local VR office

If you want help finding a job, you may begin by making an appointment with your local Vocational Rehabilitation office. The Division of Vocational Rehabilitation, also known as "VR" is a Department of Labor program that helps people to get jobs.

**Arrange transportation now.**

**Make sure you will arrive at least 15 minutes early!**

### Information you will need:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Address            | <input checked="" type="checkbox"/> Proof of disability                   |
| <input checked="" type="checkbox"/> Phone number       | <input checked="" type="checkbox"/> Most recent plan                      |
| <input checked="" type="checkbox"/> Social Security #  | <input checked="" type="checkbox"/> Legal guardian info (if you have one) |
| <input checked="" type="checkbox"/> Date of Birth      | <input checked="" type="checkbox"/> Paper and pen                         |
| <input checked="" type="checkbox"/> Dates of education |   |
| <input checked="" type="checkbox"/> Doctors' info      |   |

## Step 2: Gather Information

Next, you need to prepare for your first VR meeting. You need to gather basic information about yourself.

## Step 3: Look Professional

Treat this meeting like a real interview! Shower, fix your hair and dress professionally.

## Step 4: Go to your meeting

The VR Counselor will sit down with you and your support person if you ask them and will help you to complete an application for services.

The sharing of information about you and your medical history will happen. You or your guardian will have to sign

releases so that VR can get the medical information they need. This will help VR to understand your medical condition or any disability you may have and what help you need to get and keep a job.

Developing an employment plan with your VR counselor may take several months. You will be given time to explore different job possibilities and may be offered a career exploration workshop.

After your meeting, VR will get information from your doctors and determine eligibility. You will get a letter in the mail (your caseworker and guardian should, too) saying if VR can help you or not.

*See "Getting Ready to Work" to start preparing for a job today!*

# Division of Vocational Rehabilitation Office Directory

## Augusta

(staff of both DBVI & DVR\*)  
21 Enterprise Dr., Suite 2  
Augusta, ME 04333-0073  
624-5120 or 1-800-760-1573 (Voice)  
1-800-633-0770 (TTY)  
287-6249

## Houlton

(DVR staff only, for DBVI—see Presque Isle)  
53 Prescott Drive, Suite 2  
Machias, ME 04654-9751  
255-1926 or 1-800-770-7774 (Voice)  
1-800-381-9932 (TTY)  
255-3091 (Fax)

## Presque Isle

(staff of both DBVI & DVR)  
66 Spruce Street, Suite 3  
Presque Isle, ME 04769-3222  
760-6300 or 1-800-635-0357 (Voice)  
1-888-697-2877 (TTY)  
760-6316 (Fax)

**Saco – Please note that the DVR office  
has been moved to Portland and can  
be reached at the numbers below:**

185 Lancaster Street  
Portland, ME 04101-2453  
771-5627 or 1-877-594-5627 (Voice)  
1-888-817-7113 (TTY)  
755-7870 (Fax)

## \*Please Note

DVR = Division of Vocational Rehabilitation  
DBVI – Division of the Blind and Visually Impaired

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## Bangor

(staff of both DBVI & DVR\*)  
45 Oak Street, Suite 1  
Bangor, ME 04401-6664  
561-4000 or 1-888-545-8811 (Voice)  
1-800-498-6711 (TTY)  
561-4027 (Fax)

## Lewiston

(staff of both DBVI & DVR)  
5 Mollison Way  
Lewiston, ME 04240-5805  
753-9000 or 1-800-741-2991 (Voice)  
1-877-796-9833 (TTY)  
753-9051 (Fax)

## Portland

(staff of both DBVI & DVR)  
185 Lancaster Street  
Portland, ME 04101-2453  
771-5627 or 1-877-594-5627 (Voice)  
1-888-817-7113 (TTY)  
755-7870 (Fax)

## Rockland

(staff of both DBVI & DVR)  
91 Camden Street, Suite 202  
Rockland, ME 04841-2421  
596-2641 or 1-877-421-7916 (Voice)  
1-888-212-6229 (TTY)  
594-1858 (Fax)

## Skowhegan

(DVR staff only, for DBVI—see Augusta)  
98 North Avenue, Suite 16  
Skowhegan, ME 04976-1923  
474-4958 or 1-800-760-1572 (Voice)  
1-888-697-2912 (TTY)  
474-4914 (Fax)