



SERVICE NAME: Employment Placement

CATEGORY: Non-Treatment

SETTING: Community Based

INTENDED POPULATION:

- Juveniles: 12 years of age to 19 years of age
- Males & Females

SERVICE DESCRIPTION:

This service is specifically designed to build effective job readiness skills, career planning, resume assistance, interview skills, job search, referrals and to help develop a positive work ethic. This service is individualized to assist the youth to overcome barriers to obtaining employment.

SERVICE EXPECTATIONS:

- The employment placement program is responsible for instructing the youth on the skills necessary to prepare for, search, find, obtain and maintain employment
- The agency with the youth, Probation/Problem-Solving Court Officer and other stakeholders identified will develop a written individualized service plan based on services referral information (criminogenic risk, needs and responsiveness) relevant collateral documentation/assessments and youth goals. The written service plan will be shared with the Probation/Problem-Solving Court Officer

This is accomplished through:

- Providing guidance to allow the youth to discover the kind of work they are interested in and capable of doing.
- Teaching the youth how to search for employment in their community
- Helping the youth prepare an application to use for their job search
- Assisting the youth in searching for employment
- Providing guidance and preparation throughout the application and interview process (role-playing, coaching)
- Supporting the youth to prepare for their first day on the job and problem solve issues that may arise when employment is started



- The agency will document the progress toward the individualized daily program schedule in their reports. Probation/Problem Solving Court Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff

shall provide a rationale as to what changes will be made to initiate a plan to indicate progress

- Within the first 30 days of employment, the staff will provide support to the youth to verify how the things are going. Progress will be reported to the Probation/Problem-Solving Court Officer.
- This service will not be offered if employment placing programming is offered/utilized as part of another service

SERVICE FREQUENCY:

The frequency shall be approved by the Probation/Problem-Solving Court Officer and will be no more than 10 hours per week.

LENGTH OF SERVICE:

The Greater Works Networks will provide no more than 3 months of service (90 days).

STAFFING:

- will hold either a bachelor's degree in human services or a related field
- or have an associate degree with two or more years of experience.
- Or have four years experience in a human services related field
- All Family Supportive Specialist will be registered with the Office of Probation Administration.

STAFF CLIENT RATIO:

All clients will work one on one with GWN supportive services staff member to identify and complete service objectives.

HOURS OF OPERATION:

Hours of service will be based on the client and family needs.

SERVICE DESIRED OUTCOMES:

Youth is/has:

- Has an increased understanding of their skills, interests, and the employment process
- Obtains documentation necessary to assist in employment search
- Has found and maintained employment for 30 days or more



UNIT AND RATE:

Per hour based on current rate sheet.