

468-000-310 JOB SEARCH/JOB READINESS

Group Job Search Workshop: The dynamics of a group setting allow additional support and motivation to the participants. The purpose of workshop activities is to provide participants with job seeking skills in interviewing, completing an application and resume, effective job search techniques, appearance and communication, workplace expectations (including instruction on appropriate attire and behavior on the job); self-evaluation, goal setting, job search planning, identification of job lead sources, job survival, and job retention skills.

Part of the group job search workshop agenda must include supervised, scheduled, and structured job search. The purpose is to provide motivated support and a disciplined focus to the participant's job search activities. The priorities of this activity are:

1. Planning for and contacting of prospective employers;
2. Completing and submitting job applications;
3. Submitting resumes; and
4. Arranging for and completing job interviews.

Independent Job Search: The job seeker assumes more responsibility for job seeking activities when engaged in an independent job search. The case manager must assume an active role in monitoring this activity. The job search plan must be detailed in the Self-Sufficiency Contract including:

1. The number of job contacts required per week;
2. The method(s) of contact, whether by telephone, in person, or via the Internet;
3. The type of contact(s) to be made:
 - a. Personal inquiry;
 - b. Interview;
 - c. Completion and submission of a job application;
 - d. Submission of a resume;
 - e. Informational interview; and/or
 - f. Completion of tests required for employment; and
4. The job seeker's requirements for contacting and reporting his/her contacts and progress to his/her case manager.

The participant must be informed that the case manager will verify job contacts. The case manager must not routinely require written verification from the employer.

If the participant is assessed to have sufficient skills in completing a job application and resume, interviewing, knowledge of workplace expectations, and effective job seeking skills, s/he may be considered for independent job search without having to attend a group job search workshop. However, if the participant is not making progress in an independent job search, the Self-Sufficiency Contract will be re-evaluated for possible inclusion of group job search workshop.

Job Readiness: Job readiness activities include, but are not limited to, activities to help prepare participants to seek and obtain employment. This component may include activities that help participants:

1. Remove personal barriers to seeking, obtaining and retaining employment, and attaining economic self-sufficiency;
2. Develop work place maturity, including motivation, reliability, punctuality, dependability, responsibility, and pride in work;
3. Acquire career awareness knowledge including interests, values, aptitudes, career decision-making, career development, and career maturity;
4. Develop goal-setting skills;
5. Develop decision-making and problem-solving skills;
6. Improve self-awareness, including self-expectations, self-confidence, and self-esteem;
and
7. Budget fiscal resources.

The case manager is responsible for helping the participant strategize effective ways of removing his/her barriers to self-sufficiency.

This may include, but is not limited to, referral to other programs within the Department or to other public or private agencies for mental health treatment, substance abuse treatment, rehabilitation services, or programs for displaced homemakers, domestic violence services, or vocational rehabilitation.