

# **Program Operations & Requirements :**

**A Focus on Unsubsidized  
Placements**

**Thursday, June 5, 2003**

**10:15 – 12:00**

**RECRUITMENT, TRAINING  
& UTILIZATION OF  
PROGRAM PARTICIPANTS**

**EXERCISE**

# Dual Purpose of Using Participants as Job Developers

- Provides good training site for participant
- Supplements staff work

Adequate training of participants is necessary for good results

**The assessment process provides a way of recruiting program assistants.**

# Using Participants As Staff

- Participants can help with paperwork and other duties in program offices.
- SCSEP projects have a successful history of using participants to help staff their projects.

# Using Participants(continued)

- Some programs attract participant program assistants and job developers by paying them more than the minimum wage.
- If they do this, they will have to update their grant application (If necessary) which will require updates to the technical and probably the cost budget as well.

# Job Developers

Job developers are an essential part of the project team.

- Job developers work with participants to establish their job readiness, access labor market data, set up job banks, participate in job clubs, contact employers and follow up on placements.
- A team may consist of a project director, a job developer and a participant



# Who Are the SCSEP Job Developers?

- Staff members, contractors, participants, even volunteers
- Effective job developers have special qualities
- Most job developers require training.

# Serving the Hardest-to-Serve

The hardest –to-serve participants need the most help in finding unsubsidized employment.

- SCSEP participants are a diverse population.
- They are all 55 and older with low incomes
- Some have little or no education
- Many have no recent job experience.

# Other Obstacles to Employment

- Other needs that must be addressed with some SCSEP participants concern:
- Literacy
- Physical problems
- Emotional problems
- Social problems
- Personal problems

**Many participants have self-confidence and self esteem issues that must be addressed if they are to be successful in finding an unsubsidized job.**

# EXERCISE

**Other participants, however,  
have marketable skills and  
just need to use the program  
as a bridge to a job.**

# **The IEP Process is key to determining a participant's barriers to employment and setting a plan to address the barriers**

- A case management approach is vital for the hard-to-serve.
- Special care should be taken in placing hard-to-serve participants in community service training sites that can offer appropriate services.
- Participants with literacy needs should be provided with ESOL and/or basic skills training at the earliest opportunity

**Job search skills workshops are useful for participants with recent work experience as well as those who have none.**

- Resume writing, using the internet job banks, understanding labor market information sources, interviewing techniques, etc. are skill areas that need to be taught and/or reinforced.
- Project staff can develop workshops for participants to attend as part of their 4-hour work day.
- Many one-stop centers provide workshops.
- Some communities offer free job search workshops on evenings and weekends.



# Using Participant Meetings

Participant meetings are excellent times to provide job search skills workshops. Some topics to cover:

- The local job market
- Expectations of employers
- How to write a resume
- How to approach employers
- Interviewing techniques.

# Other Job-Related Activities for Participant Meetings

- Allow participants who are leaving the program for jobs talk about the jobs and how they got them
- Invite local employers to come in and talk about possible jobs
- Allow participants to exchange experiences in the local job market
- Invite people in the community to talk about training opportunities or other subjects of interest to participants.

**PARTICIPANTS SHOULD BE  
STRONGLY ENCOURAGED TO BE  
RESPONSIBLE FOR SEEKING THEIR  
OWN UNDUBSIDIZED EMPLOYMENT  
BOTH IN THEIR HOST AGENCIES AND  
IN THE PRIVATE SECTOR**

# Job Clubs

Job clubs are organized groups of job seekers that meet as a group to share and reveal needs, concerns and difficulties in securing jobs.

- They provide learning experiences with specific objectives, with job search skills, training and materials to support networking.
- Job clubs are not permissible as a stand-alone training activity. They must be combined with other training.

# Job Clubs, Continued

- Job club meetings can be scheduled at times when space and equipment are available. Community resources such as one-stops should be utilized.
- A trained job club leader is indispensable to the process.

**EXERCISE**