



A FOCUS ON COMMUNITY SERVICE ASSIGNMENTS

**Recruiting,
Developing, and
Working with Host
Agencies**

A Review of Yesterday's Topics



Recruitment

→ Priorities → Words/Messages

Eligibility

→ Income Determ. → Recert. → Maximum Duration

**Enrollment/
Orientation**

→ Timing → Content → Expectations

**Wages/Fringe
Benefits**

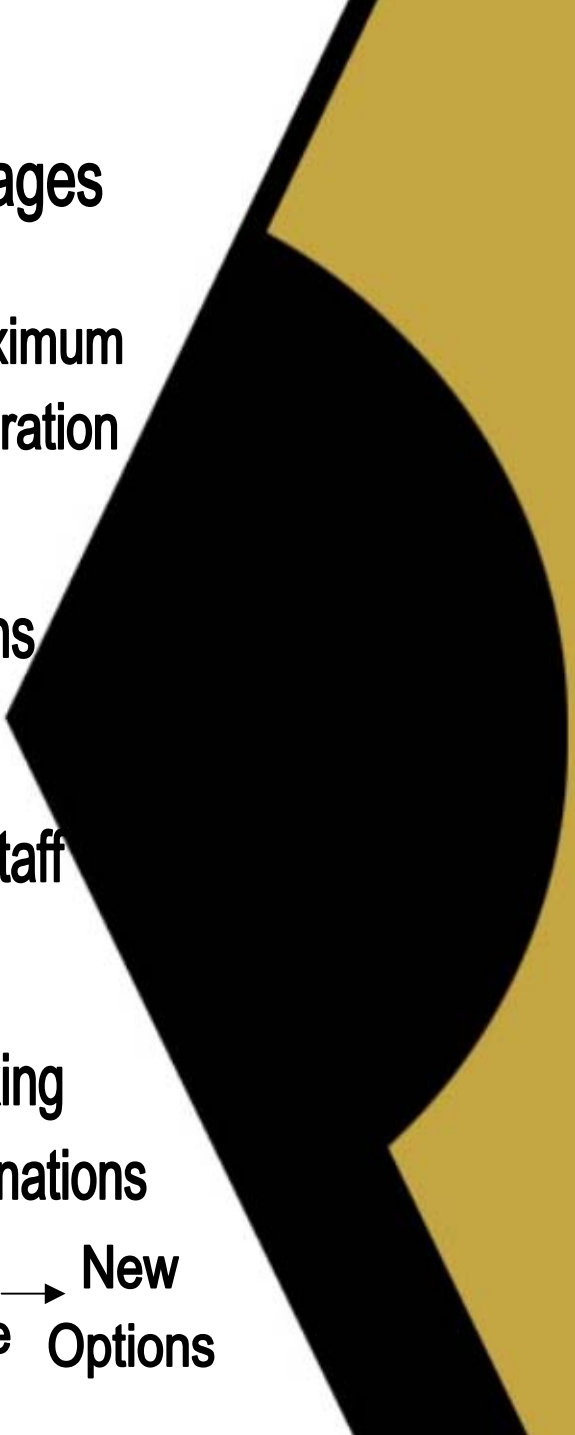
→ When/How much → Participant Staff
Support Services

**Assessment/
IEPs**

→ Info Gathering → Decision-Making
Living Document → Terminations

Training

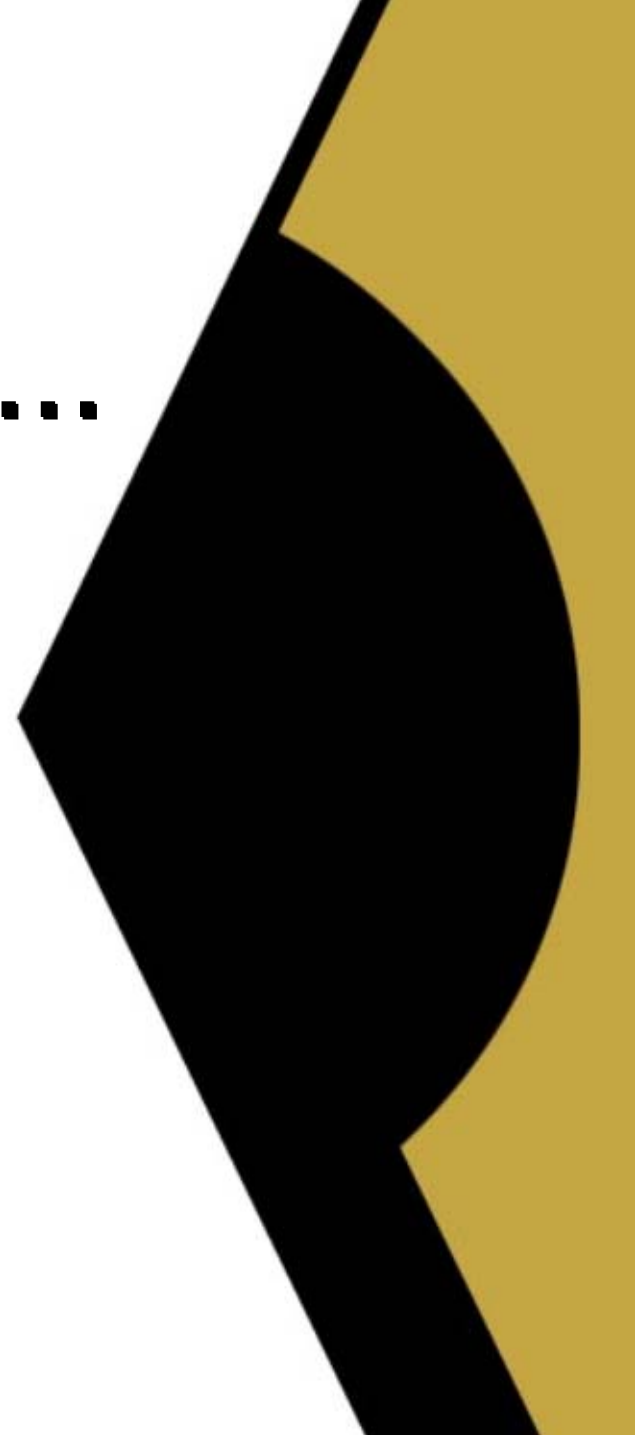
→ IEP connected → Personal Dev → New
CS performance Options
Unsub/ job




Making the Most of Participants' Community Service Training Experience

- ◆ Participants' primary experience in SCSEP takes place at the host agency
- ◆ Majority of program funds are expended on the community service employment & training experience
- ◆ Creating new and/or expanding existing community services remains a major SCSEP goal
- ◆ New performance standards include indicators around the subsidized experience

Community
Service Training ...
the essence of
the SCSEP
Experience



- When do you make the host agency assignment?
 - What are the criteria for making the match?
 - How long can a participant remain at that host agency?
 - ◆ What are the roles of participants and host agency supervisors?
 - ◆ How can you forge & maintain a mutually beneficial partnership?
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Assignment & Reassignment

INITIAL ASSIGNMENT

- ◆ Based on the initial assessment
- ◆ Made as soon as practical and appropriate following enrollment, orientation and assessment
 - Preemployment training phase may be used if further time and information is needed to develop the best possible host agency assignment
- Project staff must seek a community service assignment that permits the most effective use of the participant's skills, interests and aptitudes

Reassignment (rotation)

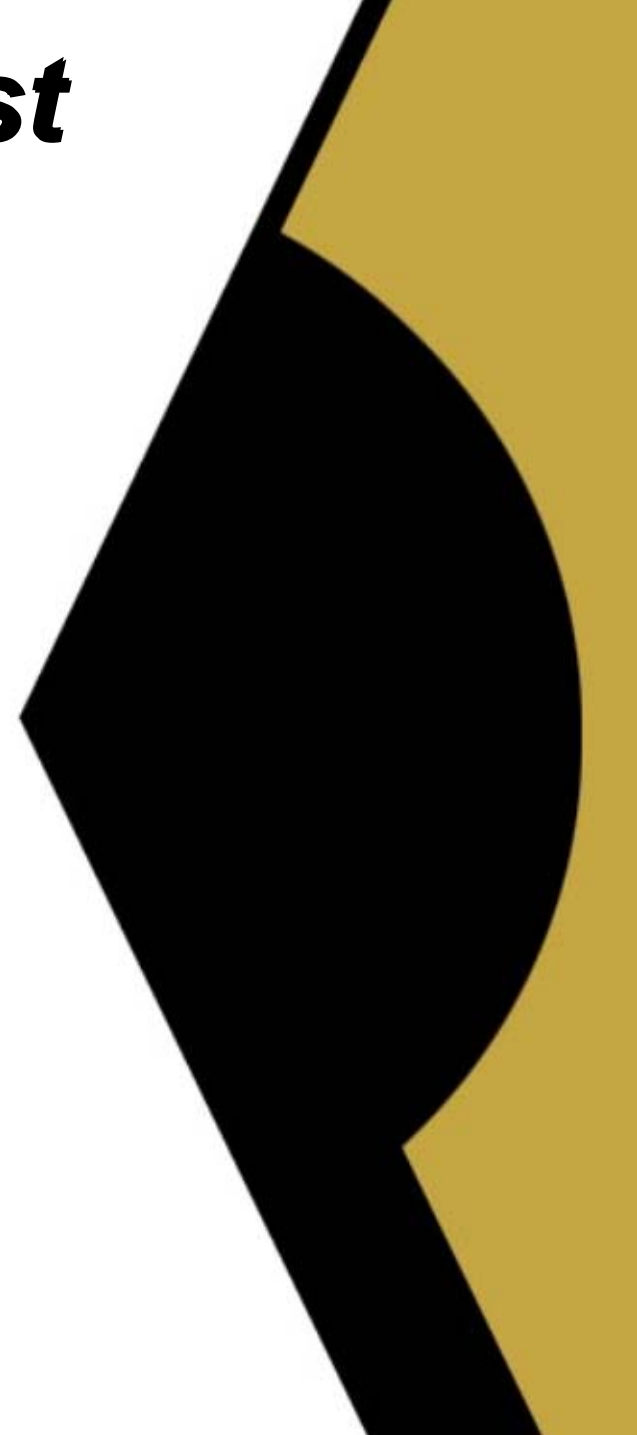
if a different placement will, based on the participant's IEP:

- Provide greater opportunity for use of participant's skills and aptitudes
- Provide work experience or training that will enhance unsubsidized placement potential
- Otherwise serve in the participant's best interest

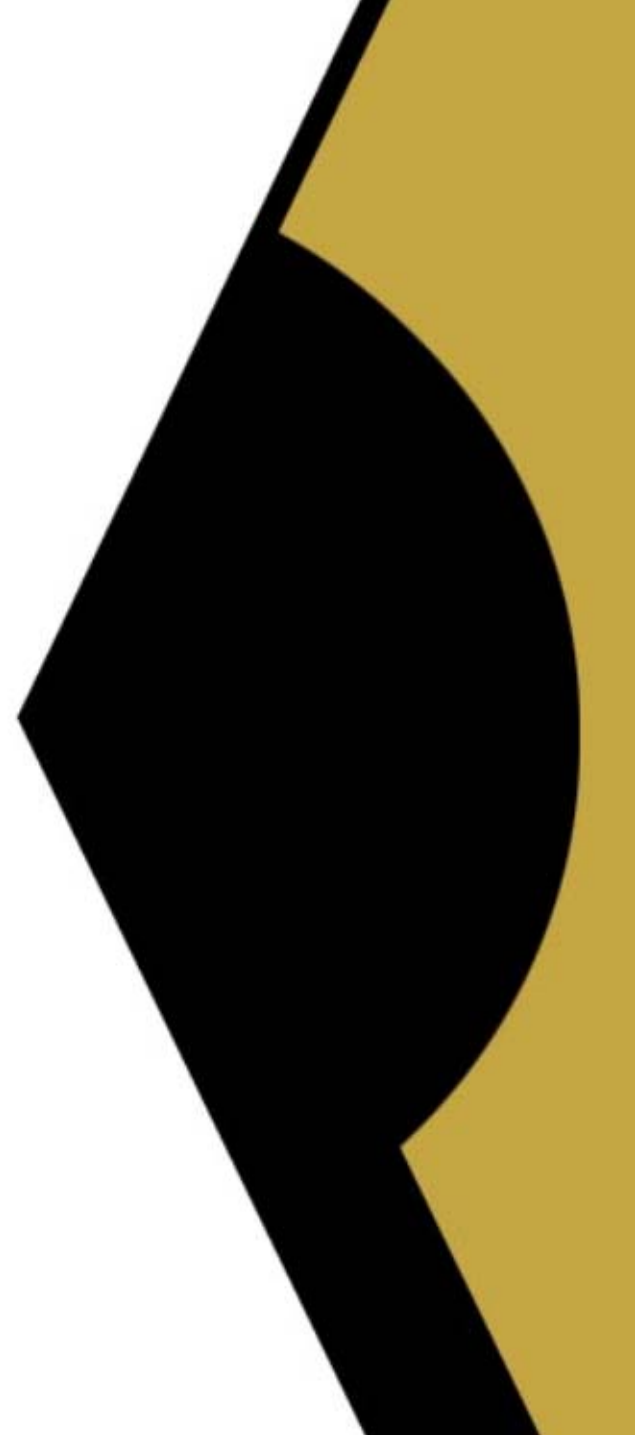


Length of time at a host agency assignment

- ◆ Based on participant IEPs
- ◆ SCSEP is a participant-centered program ... host agencies do not "own slots" or have "openings" to be filled by participants



QUICK BRAINSTORM



FORMAL ROTATION POLICY

Pro's and Con's of
establishing participant
time limits at a host
agency



Setting time schedules for rotations ...

- ◆ Practitioners have found that shorter periods at host agencies result in more hires.
- ◆ Many grantees have found that setting durational limits on community service assignments is beneficial to participants. This policy must allow for exceptions/waivers.
- ◆ Enforcement is necessary together with a limit on waivers

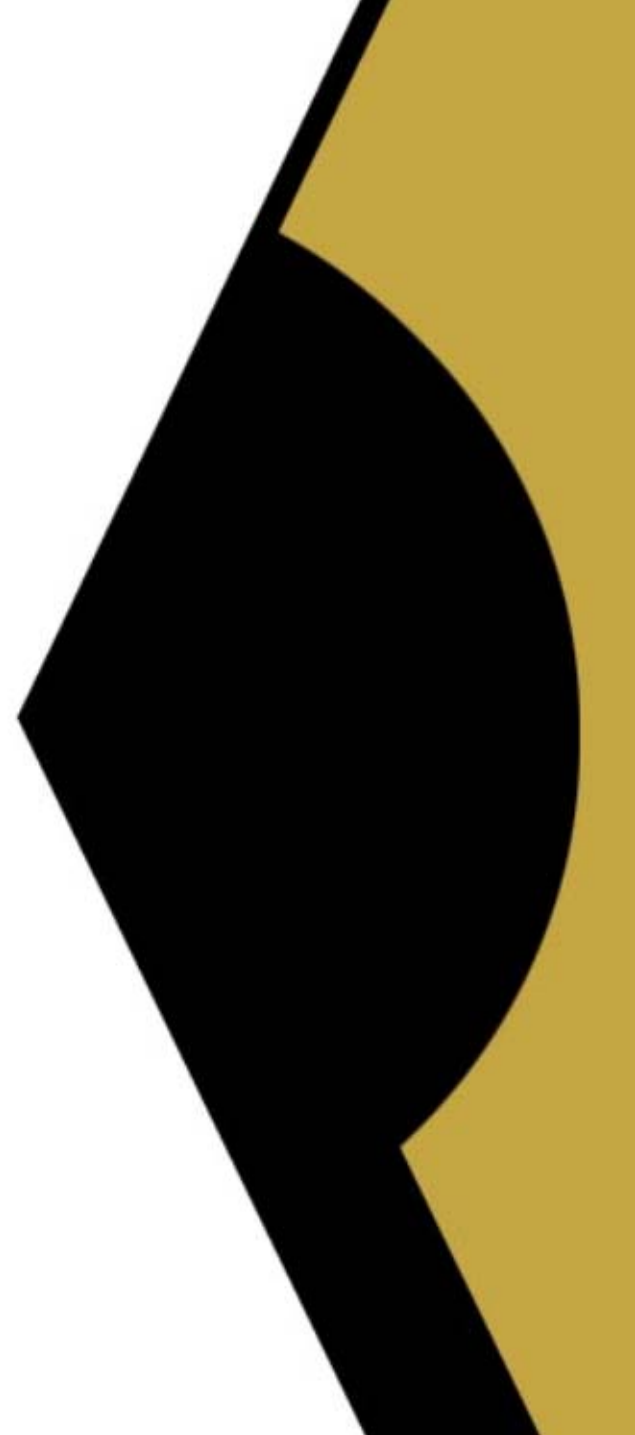


- ◆ Rotating a participant's assignments allows greater access to a wider variety of job skills training.
- ◆ Participants should be considered for rotation to a new training assignment if they have completed their site training and are not being considered for hire
- ◆ Training and hiring opportunities will be expanded by a move to another site



The rotation process encourages unsubsidized employment

- ◆ It encourages host agencies to hire participants
- ◆ It motivates participants who could become too comfortable in a position and neglect their job search responsibilities



Roles of Participants and Supervisors

- ◆ Participants: acquire new skills/update existing skills; gain greater self confidence; learn new workplace systems and procedures; update resume; provide valuable community services
- ◆ Supervisors: provide workplace and task orientation; on-the-job training; skill and personal development assistance based on participant IEP; encouragement in job search; evaluation of participant progress/ upgrading of tasks or assignment of new tasks if possible

Forging a Good Partnership

- ◆ Thoroughly orient new and reorient existing host agencies to both program goals/policies and grantee policies and procedures
- ◆ Identify (and make real) benefits to being a host agency as well as responsibilities

- ◆ Make host agency agreements (and renewals) an opportunity to reemphasize their role and what they can expect from you and the program — renewals are a time to evaluate and reassess (if necessary) the relationship
- ◆ Include the supervisor in quarterly IEP updates
- ◆ Give plenty of notice (3 months) when rotation is the next step (opportunity to hire)
- ◆ "Reward" host agencies that hire (recognition, additional participants, etc.)



New DOL Initiative

- ◆ Faith Based and Community Programs
 - › Who are they
 - › How can you identify and contact
 - › How can they broaden your host agency options
 - › How can the national DOL office help

