



Welfare-to-Work 02-17
Supervised Job Search

Date: March 20, 2017

References: [ACL 16-06](#)
[Family Stabilization](#)

Background

Job Search Services are approved Welfare-to-Work (WTW) activities designed to provide participants with the necessary tools in finding employment during a specific time frame in a supervised setting. Job Search Services will be referred to as Supervised Job Search (SJS). The principal purpose of a job search activity is for the participant to seek employment.

Participation in job search or job readiness components such as SJS are limited to four consecutive weeks in the preceding 12 months, an additional two weeks may be added during the preceding 12 months as long as there is at least a one week break between them.

Although there is a limit on the number of weeks a participant can participate in a job search within the preceding 12 months (six weeks or 120/180 hours total), all participants will continue to seek and accept employment throughout their participation in WTW activities.

Policy

SJS is a one week interactive activity designed to provide hands on assistance to WTW participants with finding employment providing assistance in the following areas:

- Cover letters
- Applications
- Interviewing Tips
- Appropriate Dress & Hygiene
- Attendance & Punctuality
- Internet Job Search
- Types of Employment
- Use of Employment Agencies

- Labor Market/Demand Occupations

Case Managers (CM) and/or SJS Facilitators are to enroll participants into SJS activity using C-IV for a one week period beginning on Mondays and ending on Friday. The SJS activity is available twice a month Monday thru Friday with a morning session from 8:30 a.m. to 12:00 p.m. and afternoon session from 1:00 p.m. to 4:30 p.m. Participants should be scheduled into the SJS activity time period that will most likely result in their successful attendance and completion.

The SJS session offers Facilitator assisted activities to develop the necessary tools for successful job searching. The SJS participants are released at noon to conduct a self-directed job search where the participants will make employer contacts and/or other jobs search related contacts. Credit for the afternoon job search activities will only be given if verification of contacts and/or employment search activity is provide on a county approved Job Search Log and is completed as indicated by the facilitator.

In the event of a holiday, the classroom activities will resume the following workday at 8:30 a.m. or 1:00 p.m. as scheduled.

**Continuing Case
Manager
Responsibilities**

The CM will be responsible for the following:

- Complete a WTW2 contract assignment/WTW Plan as follows:
 - The assigned activity section of the contract should read “Supervised Job Search”.
 - The location and schedule section should list “Supervised Job Search” with site name, begin/end date, daily begin/end of times of 8:30 a.m. to 12:00 p.m. or 1:00 p.m. to 4:30 p.m., site address, phone number and a contact person.
 - Schedule the participant in C-IV.
- Ensure all supportive services are issued accurately and timely:
 - Child care: Complete or arrange for the completion of the Child Care Packet.
 - Transportation: Issue transportation in the form of bus tickets, mileage advancement or reimbursement whichever is appropriate, to ensure the participant is able to attend the activity.
 - Clothing Allowance: Issue up to a maximum of \$50.00 if the

participant lacks clothing for interview and it was not recently issued during Career Club (CC).

- Review the participation and attendance requirements with the participant. Punctuality and daily attendance is required. If a participant fails to attend the first day they will be dropped and the activity will be closed with an e-mail to the CM. If the participant misses more than one complete day of in class time, excused or unexcused, they will be dropped and required to be rescheduled.
- Advise the participant to contact the CM when the participant knows in advance that they will be unable to attend the first day of the activity. When the participant is rescheduled in advance, the CM should disenroll the participant and assign them to an activity.
- Review the Job Search Log for the last day, Friday, job search period and post any verified participation hours as the participant will not be returning to the SJS. Close the activity as completed.
- Provide ongoing supportive services for employed participants.

Procedures for Non-Participation or Non-Compliance:

- If the participant does not attend the first day, stops or is/was participating unsatisfactorily, initiate the non-compliance process.
- Prior to the cause determination appointment, if the participant attended the first day, the CM must review the case comments screen in C-IV and/or contact the SJS Facilitator to obtain all relevant information to assist in cause determination.

**Supervised Job
Search Facilitator's
Responsibilities**

- Provide a friendly classroom environment that encourages employment as a lifestyle towards financial self-reliance using standard employment locating techniques, resources and tools. Provide constructive feedback and direction on the appropriate preparations for searching for and obtaining employment.
- Maintain flexibility in the classroom, keeping in mind that one size does not fit all and that the objective of the workshop is to improve chances to obtain employment.
- Meet and assist participants on their first day of attendance at SJS to provide an orientation walk through of the services, functions and available office equipment.
- Verify and record daily attendance posting participation hours with supporting journal entries. Support attendance and punctuality

outlined above under the CM responsibilities.

- For all no shows and drops, the SJS Facilitator will close the activity in C-IV, post any participation hours with a supporting journal entry and send an e-mail to the assigned CM.
- Prepare each participant that attends the SJS by helping them develop the following tools:
 - A working resume.
 - A working cover letter.
 - A master application.
 - A working understanding of basic interviewing techniques.
 - A working understanding of appropriate work like behavior to include attendance, punctuality, dress, personal hygiene and communication.
 - Increased knowledge of the available job market.
 - Increased knowledge of the use of the internet to locate jobs.
- Understand the importance of short/long-term goal setting with techniques provided to accomplish them.
- Coordinate online and in person job search activities.
- To receive participation credit time posted for the self-directed job search portion of the SJS activity period, participants are required to provide verification of job search activities to the SJS Facilitator on a job search log.
- Explain to participants that, in order to receive credit for job searching on the last day only (Friday), they will need to provide a job search log to their assigned CM instead of the SJS Facilitator.
- Inform and provide guidance on internet usage for job search purposes.
- Provide mock interviews with appropriate feedback, when needed.
- Coordinate issues regarding participation with the assigned CM.
- Assist with barrier removal options and develop a plan, as needed.
- Assist with all necessary contact between the attending participant and their CM.
- Sign concurrent or standalone WTW2 contract for services such as domestic abuse, substance abuse and/or mental health treatment, etc. and record information on C-IV. Refer to [Family Stabilization](#), if appropriate.
- Statistics are due on the 10th calendar day of the month for the

month prior.

- Keep track of the outcome for participants that attended the first day.