

16.22 Job Development

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to assist eligible participants in accessing employment opportunities and obtaining employment through Job Development services.

Procedure:

- Participants entering Job Development are typically referred by the Human Resource Department or other county or state agencies.
- Upon receipt of a referral, the Career Services staff member will hold an initial interview with the participant to discuss their vocational goal and program objectives.
- Within the first week of admission to the Job Development Program the appropriate Career Services staff member and the program participant formulate the initial Individual Plan. This plan is may be amended as necessary by the Career Services staff member, participant and/or referring counselor. The participant must approve any changes before implementation begins.
- Each participant will be provided individual Job Development assistance. Career Services Staff will schedule weekly contact with the participant to discuss employment opportunities and job search progress. Career Services staff, the participant and the referring counselor will determine the need for instruction and assistance in resume development, completing job applications, interviewing skills, identifying employment opportunities, developing proper work attitude, interpersonal skills and any other job search or job retention skills.
- Career Services staff will assist participants in their job search by matching the individuals to specific jobs based on their skills and abilities. Staff will contact employers who may be in a position to hire and will act as a facilitator between the participant and employer throughout the application, interview and hiring process. A job may be developed by making adaptations necessary for the individual to do the job (i.e. site modifications, rehabilitative technology, modifying or rewriting a job description, etc.) The participant is responsible for contacting employers and conducting their own job search to the fullest extent possible.
- Log notes detailing job search progress will be sent monthly to the referring counselor.
- Upon obtaining employment, a Job Placement Information Form is completed and sent to the referring counselor.
- It is expected that upon completion of the program, the participant will obtain employment. Outcomes may be summarized as follows:
 - The participant becomes employed in a position that meets the participant's desires and needs, and the position meets the referring agency's criteria for a successful closure.
 - The participant or referring counselor decides to discontinue Job Development services.
 - The participant has demonstrated an inability to achieve the objectives established by the referring counselor and can no longer benefit from continued services.