

16.23 Community Based Assessment

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide opportunities for eligible participants to sample particular jobs of interest through Community Based Assessments.

Procedure:

Participants entering the Community Based Assessment program are typically referred by the Human Resource Department or other county and state agencies.

Before a participant begins a Community Based Assessment, a meeting is held with the individual, the assigned Career Services staff member and the referring counselor. The targeted job area and the length of the assessment will be determined in this meeting. The average length of a Community Based Assessment is two weeks, but may vary depending upon the individual needs of the participant.

Community Based Assessments are provided in various areas and offer opportunities to perform tasks with varying degrees of responsibility and skill level. Areas in which Community Based Assessments are provided include:

- Janitorial
- Retail
- Basic Office Skills
- Warehouse Processing
- Light Manufacturing
- Laundry Services
- Outdoor Maintenance
- Auto Detailing
- Auto Repair
- Indoor Maintenance
- Day Care
- Computer Repair
- Food Service

Within the first week of admission to the Community Based Assessment Program, the assigned Career Services staff member and the program participant formulate the initial Individual Plan. This plan 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.

The Career Services staff member will confer often with the work area supervisor regarding the participant's skills and overall performance. Problems and successes are discussed during these conferences. The Career Services staff member will make suggestions and offer recommendations to the supervisor regarding effective problem-solving techniques. Supervision of the participant will be a collaborative effort between the Career Services staff member and the work area supervisor. The Career Services staff member will endeavor to work one-on-one with each participant in helping them to learn the skills necessary to the job.

Progress will be reviewed at least weekly with input from the participant. An evaluation is completed marking the participant's progress.

Participant pay is based on the prevailing minimum wage.

In order for the program participant to exit the program, the following discharge criteria must be met:

- The participant has achieved the objectives established by the referring counselor and the Career Services staff member.
- The participant has demonstrated an inability to achieve the objectives established by the referring counselor and the Career Services staff member and can no longer benefit from continued services.

Prior to a participant's discharge from the Community Based Assessment segment of programming a final team meeting is held. At that time, all information is reviewed and recommendations are made for smooth transition into the next phase of programming. A final Community Based Assessment report is sent to the referring agency summarizing services rendered, problems encountered, worker liabilities and assets and outcomes of the program. Included in the report are recommendations for any further services deemed necessary and appropriate by the participant and the rehabilitation team. All evaluations and log notes on the participant are sent with the final report.

It is expected that at the end of the program, the participant will have either identified the job performed as a possible vocational goal or decided the job performed is no longer a vocational interest. Further outcomes may be summarized as follows:

- The participant is referred to a higher level of programming for continued services.
- The participant is referred for Occupational Skill Training.
- The participant obtains transitional employment.
- The participant obtains competitive employment.