

16.27 Occupational Skill Training

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide Occupational Skill Training to eligible participants.

Procedure:

Participants entering the Occupational Skill Training program are typically referred by the Human Resource Department or other county and state agencies.

Training to a specific occupation requires the use of a curriculum or course outline, as well as instruction in the specific job tasks and the use of current and relevant materials and tools. Participants in this program will also learn occupational safety practices and acquire workplace literacy and numeric skills specific to the occupation.

Upon entering the program, all participants will receive a Licking/Knox Goodwill Industries, Inc. handbook and proper orientation to the work routine including, discussion of policies and procedures, work schedule, introduction to work supervisors and an explanation of the chosen task. The orientation is conducted by the Career Services staff member and/or the work area supervisor.

Occupational Skill Training can be provided in the following areas:

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

The length of the Occupational Skill Training program will vary depending upon the individual needs of the participant.

Within the first week of admission to the Occupational Skill Training Program, the Career Services staff member and the program participant will formulate the Individual Plan. This plan may be amended as necessary by the Career Services staff member, the participant and/or the referring counselor. The participant must approve any changes before implementation begins.

Progress will be reviewed monthly with input from the participant. The work area supervisor will report on the participant's work performance and an evaluation is completed, marking the participant's progress. The evaluation and log notes are sent monthly to the referring counselor.

The Career Services staff member will confer with the work area supervisor often regarding the participant's attitude, skills and overall performance. Problems and successes are addressed during these conferences. The Career Services staff member will make suggestions and offer recommendations to the work area supervisor regarding effective problem-solving techniques.

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

- The participant has achieved the goals established in his/her Individual Plan.
- The participant exhibits proficiency in performing the tasks of the specific job in which he/she has received training.
- The participant has demonstrated an inability to achieve the goals established in his/her Individual Plan and can no longer benefit from continued services.

Prior to a participant's discharge from the program, a final team meeting is held. At that time, all information is reviewed and recommendations are made for a smooth transition into the next phase of programming. A final Occupational Skill Training report is sent to the referring counselor 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 Career Services team.

It is expected that at the end of the program, the individual will be able to perform at competitive levels of employment. Outcomes may be summarized as follows:

- The participant will be referred for Job Development services.
- The participant achieves competitive employment with Licking/Knox Goodwill Industries, Inc.