

16.29 Job Retention

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc to provide Job Retention Services to eligible participants.

Procedure:

Job Retention Services is a short-term retention program for those participants who would benefit from on-going follow-up support services.

The Human Resources Department or other county and state agencies typically refer participants entering the Job Retention Services.

Upon receipt of a referral, the Career Services staff member will meet with the participant and/or the referring counselor in order to obtain information about the participant's employment.

Within the first week of admission to Job Retention Services, the assigned Career Services staff member and the program participant will 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 notify the participant's employer regarding implementation of the retention program and the participation of the Career Services staff member.

The Career Services staff member will contact the employer and conduct job site visits on a regular basis or as needed for a period of 90 days. The Career Services staff member will assist the participant and the employer with any problems that may occur.

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

- The participant has maintained employment throughout the duration of the 90 days by proficiently performing all assigned tasks.
- The participant has demonstrated an inability to perform the tasks of the job in which he/she was hired and employment is terminated.
- The participant chooses to terminate his/her employment.

Upon completion of services, all log notes are sent to the referring agency.