SERVICE NAME	EMPLOYMENT SERVICES GROUP
Funding Source	Reporting Center funding
Setting	Reporting Center/Service Center/Satellite Center
Basic Definition	Program centered on an employment service-delivery model built to foster participant engagement. Cognitive based program designed to help participants identify job goals, assess and develop their skills and interest, and plan a strategic job search.
Service Expectations (include EBP)	• Open group • Career exploration • Application assistance/submission • Resume building • Interviewing skills • Succeeding on job/job satisfaction • Addressing criminal history • Building a Professional Resume • Facilitator will use Motivational Interviewing • Coordinate with community stakeholders • Facilitator will oversee the collection and submission of data related to individuals obtaining and maintaining employment • Facilitator shall complete documentation within 3 business days of completion of weekly session and immediately relay any concerns to supervising officer and/or Reporting Center Coordinator. • Facilitator will collaborate with Probation Officers for enhanced case management • Facilitator will provide referral recommendations to supervising officer, if applicable. • All facilitators must submit a *Program Plan Overview* with their RFQ application to AOCP at the beginning of each procurement cycle and utilize the approved AOCP curriculum. • <u>AOCP Approved Curriculum:</u> 1. Seeking Employment by the Change Companies 2. Individual Placement and Support (ISP) By: Deborah Becker, Robert Drake, Sarah Swanson (for those with mental health needs) 3. Employability Skills Framework By: U.S Department of Education Curriculum, workbooks, and handouts utilized are to be provided by the facilitator. If using the Change Company Seeking Employment Curriculum, this will be supplied by AOCP
Length of Services	Minimum of 10 weekly sessions per group cycle 1-2 hour session per week 1 hour of preparation/documentation per 2-hour weekly session (.50 hrs. per 1.0hr of group, if group time is shortened in anyway, doc/prep time shall also be shortened) Participants have successfully completed the group when they've successfully obtained and maintained employment
Staffing Requirements	• High School Diploma or equivalent • Two (2) years of experience in the employment services field • Two (2) years of experience facilitating groups ***All facilitators must be a Registered Service Provider with Probation.***
Maximum Class Size	15
Minimum Class Size	6 *Minimum Class Size* refers to the number of referrals needed to schedule the group. If fewer than the minimum (6) attend, the class may still be held. However, if attendance falls below the minimum (6) for two consecutive weeks, the class cannot be held in the third week until at least the minimum number of participants are present. As a result, a class may need to be temporarily suspended due to insufficient attendance.
Hours	Hours will be determined by Reporting Center Coordinator

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May be facilitated through Teleservices	Yes- With a maximum of 15 participants across all sites.
Desired Individual Outcome	• Obtain suitable employment • Will maintain suitable employment • Expansion in creative thinking, problem solving, reasoning, and planning • Enhanced interpersonal capacities such as understanding teamwork, leadership, conflict resolution, and customer focus. • Competence in resource management to include managing time and money
Rate	$47.00 per hour

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