

24.11 JOB SEARCH

NOTE: There is a limit on the number of weeks that Job Search may be used to meet the client's work requirement. The limit is 6 weeks, no more than 4 of which may be consecutive. However, the client may be required to continue in Job Search activities after this time limit has expired, even if it can no longer be used to meet the work requirement, as long as it is negotiated as part of the PRC.

Job Search activities assist clients in the process of looking for and obtaining employment.

Job Search activities must be flexible to allow the client to be available to apply for potential jobs. Activities may be offered on an individual or group basis. Activities may be contracted, if resources are available or may be provided by WV WORKS staff.

The Job Search activity may be offered as structured or independent.

Structured Job Search follows a recognized Job Search model that is provided by a contractor or WV WORKS staff. It is a combination of classroom instruction and seeking employment. The classroom instruction includes, but is not limited to, how to prepare for an interview and complete an application, telephone techniques, grooming and job retention skills.

While seeking employment, the client is expected to return to the classroom to report progress and to receive additional instruction, assignments and employment information. If part of a group, he is expected to report his experiences and participate in the reports of other group participants. The client is required to maintain a Job Search log showing all employers contacted. The number of required contacts may vary according to each individual's PRC.

Independent Job Search allows clients to seek employment independently. The Worker is responsible for establishing a Job Search plan and monitoring progress. The plan must include the number of employer contacts, hours of participation, the completion and return of contact sheets and employment follow-up activities.

Clients may be assigned to Independent Job Search at any time. This may be combined with any other activity. The

number of required contacts may vary according to each individual's PRC.

Existing programs, offered through JTPA, Department of Education and other agencies must be used first when services are available without cost. These providers are not reimbursed, unless all existing training positions have been filled and it is necessary to create additional positions for WV WORKS clients.