

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 **WIA**, 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.

24.12 JOBS SKILLS/VOCATIONAL TRAINING

Jobs skills/vocational training enables individuals to acquire the necessary knowledge and skills to compete in a specific occupation. It may be used only when the training is likely to lead to employment. This activity is provided through existing resources available in the community on a non-reimbursable basis, until such resources have been exhausted.

This training is preparation for a specific occupation and is conducted by an instructor in a non-work site or classroom setting. Entry into this activity is restricted, and training is authorized only for programs that can be completed in 1 year or less.

NOTE: Some college classes may be considered to be job skills or vocational training when the participant is receiving the same kind of instruction that would be received in a job skills or vocational training venue.

A. PLACEMENT CRITERIA

An individual, who has demonstrated the ability to do the course work and who meets the entrance requirements, may participate when:

- His goal is an occupation that requires completion of a vocational course prior to employment; or
- He has no job skills, or has only obsolete or non-marketable skills and must be retrained to find employment; or
- He does not have a high school diploma/GED, and the skill training has been identified as an alternative which can lead to employment.

B. STANDARDS

The training institution and instructor must meet licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

A participant's evaluation for an appropriate skill training situation must include appropriate testing when the individual does not have a high school diploma or a GED.

No client may be assigned to training unless the Worker is assured the client will accept training-related employment upon completion of the training.