

- May not type confidential memoranda, letters, or other communication, or provide direct service to other clients
- May not complete or process applications

Participants may be assigned to perform the following functions:

- Answer phones and take messages for staff
- Pull and re-file records
- Schedule appointments
- Prepare and review letters or any pre-printed notification letters
- Sort/distribute mail and file printouts
- Complete and maintain logs
- List scheduled appointments on staff calendars
- Prepare packets of training or orientation materials
- Schedule meetings and notify attendees of date, time, and location
- Alphabetize **and file** any loose filing
- Type routine form letters
- Operate a copy machine for materials not related to individual clients
- Arrange appointments with outside agencies
- Distribute policy manual materials and update manuals
- Assist with stocking shelves with supplies
- Keep interviewing areas stocked with supplies

The participant must possess the following skills and abilities:

- Is literate and knows the alphabet. High School education or equivalent preferred, but must have completed the 8th grade.
- Can follow simple instructions

- Good communication skills
- Cooperative attitude, friendly
- Ability to operate office machines
- Typing skills preferred
- Neat, clean appearance
- Dependable
- Must not have an active WVDHHR Social Service case such as an Adult or Child Protective Service record.

B. JOINT OPPORTUNITIES FOR INDEPENDENCE PROGRAM (JN)

The Joint Opportunities for Independence Program (JOIN) is a State-operated employment program that provides clients the opportunity to participate in a work program that closely resembles full-time employment. The client may receive work experience in the private or public sector to improve his present job skills or to train him in new job skills. The work experience must meet local labor market demands.

A client is eligible if he has the necessary motivation, employment potential, education, previous work history and skills to benefit from the program. A placement should match the client's interests as determined during the assessment process. No client may participate in JOIN for more than 12 months, nor for more than 40 hours per week.

Prior to placement, a JOIN participation agreement must be completed. The client must be given copies of the job description and informed of the job requirements and general working conditions.

A review of the client's progress must be conducted at the end of the first 6 months of participation or earlier, to determine if there is satisfactory progress toward the goal of employment. The expected result of JOIN participation is employment, either at the JOIN training site or with another employer. The possibility of obtaining employment at the JOIN training site must be evaluated.

Any contractor who repeatedly fails to commit to hiring placements may be denied future contracts. The client must be given the opportunity to evaluate his own placement and be involved in the review process.

NOTE: WV WORKS clients must not participate as a volunteer with Community Service at any active JOIN contract site regardless of whether or not there is a current JOIN placement at that site.