

County of Orange Social Services Agency
Family Self-Sufficiency Division

Program/Area: CalWORKS/Welfare-To-Work

Title: Job Skills

Number: 214

Status:

Signature on file

Effective Date: 11/2011

Revision Date:

05/28/2015

PURPOSE

Job Skills is designed to build and enhance skills related to a Welfare-to-Work (WTW) participant's experience, interests, and employment goals. Participants assigned to the Job Skills activity develop strategies necessary to advance in, or adapt to, changing workplace demands, and learn skills designed to increase their capacity to move toward self-sufficiency.

Benefits of participating in Job Skills include:

- Engagement in WTW activities
 - Job preparation
 - Development of employment skills
 - Increased confidence and self-esteem
-

**JOB SKILLS
ACTIVITY**

[Job Skills](#) is a pre- or post-assessment non-core activity and is not counted toward the Job Search and Job Readiness Assistance (JSR) 6-week time limit.

The Job Skills activity is designed for participants who:

- Need additional hours to meet their hourly work participation requirement. For example: A single parent who is employed 17 hours per week, and needs 5 more hours to satisfy his/her weekly 22-hour requirement.
- Experience a break between activities. For example: A participant is enrolled in a Self-Initiated Program (SIP) or Educational activity (i.e. Adult Basic Education (ABE) or Vocational Education and Training) that has a break between school terms.
- Are scheduled to begin an activity which is pending, and need a short-term activity until the pending activity starts.

Job Skills is appropriate for participants who are currently employed, in

Experience Provides the Resources for Tomorrow (EXPRT), completed JSR without employment and/or need a filler or bridging activity. After the participant has completed four consecutive weeks of JSR, the Case Manager (CM) may refer the participant to Job Skills in the fifth week if appropriate, and Assessment concurrently with the JSR activity in the sixth week.

Participants in Job Skills utilize ResCare Academy, a comprehensive web-based training program provided by ResCare Workforce Services (RWS) to complete courses. The online platform allows individuals to independently complete required courses, assessments, and trainings, based on their availability and schedule, utilizing any computer with the Internet. [Job Skills courses](#), which may include literacy and language instruction, provide participants with an opportunity to fulfill their workplace potential by developing new, or enhancing existing skills to ensure successful employment.

Refer to [Policy 202 Work Participation Hours and Activities](#) and [Policy 204 Job Search and Job Readiness Assistance](#) for additional information.

REFERRALS

WTW participants can participate in Job Skills through a referral to RWS for the Job Skills activity.

To refer to Job Skills, the Case Manager (CM) will complete the [F063-41-251 Job Services/Supportive Services Referral form](#). The [F063-41-420 Attendance and Outcome Report \(AOR\)](#) will be used by RWS to communicate attendance and progress to the CM on a monthly basis and to communicate the final outcome. Regular communication is encouraged between RWS and the CM.

CM RESPONSIBILITIES

The CM will meet with the participant to discuss the Job Skills activity. During the discussion, the CM will:

1. Explain the purpose and benefits of the Job Skills activity to ensure it is the appropriate activity for the participant; utilize the [Job Skills flyer](#) as a guide.
2. Ensure the participant understands that the Job Skills activity is web-based and requires access to a computer with the internet. RWS will provide a list of resources to the participant for public access to a computer with the internet or provide the option to use RWS computers when available.

Note: Ancillary payments for computers or internet service

are not allowed.

3. Review the participant's assessment results, if available.
4. Complete a Job Services/Employment Support Services Referral ([F063-41-251](#)) for Job Skills indicating assigned hours per week and length of the activity.
5. Email the completed referral (with a copy of the participant's assessment results, if appropriate) as an attachment to the appropriate RWS Outlook mailbox (Rescare North, Rescare South, Rescare East, Rescare West).
6. Review and respond to the participant's Supportive Services needs. Communicate and make supportive services referrals to the Intake Employment Eligibility Specialist (IEES)/Continuing Employment Eligibility Specialist (CEES) as needed.

Refer to [Policy 301 Childcare Eligibility and Application Process](#), [Policy 310 Transportation Supportive Services](#), and [Policy 315 Ancillary Supportive Services for additional information on Supportive Services](#).

7. Complete a [WTW 2 Welfare-to-Work Plan Activity Assignment](#) which indicates Job Skills and any concurrent WTW activities, required participation hours, and all identified Supportive Services.
 - [Example 1](#) shows a completed WTW Plan for the Job Skills activity. The participant is concurrently assigned to UEM and the WTW Plan is meeting federal participation requirements.
 - [Example 2](#) shows a completed WTW Plan for the Job Skills activity and the WTW Plan does not meet federal participation requirements. The WTW 24-Month Time Clock is ticking.

Refer to [Policy 211 Welfare-to-Work Plan](#) for additional information.

8. Schedule the participant to the Job Skills activity in CalWIN.
9. Enter Job Skills and any other activities attendance hours in CalWIN and track the participant's attendance and progress per the [Participation Tracking Resource Guide](#)
10. Collaborate with RWS to monitor the participant's attendance, participation, progress, and potential barriers to successful

completion of the assigned Job Skills activity.

11. Update CalWIN Case Comments.

**RWS
RESPONSIBILITIES**

RWS will:

1. Receive the referral for the Job Skills activity via email or fax.
2. Meet with the participant to discuss the Job Skills activity, online access to coursework, and provide him/her with a ResCare Academy User Guide.
3. Discuss available coursework categories for the Job Skills activity based on the participant's experience, goals, and interests.
4. Monitor the participant's attendance, online participation, and progress.
5. Address barriers to participation and communicate with the CM as needed.
6. Update CalWIN Case Comments that include but are not limited to: attendance, absences, and outcome.
7. Submit the [F063-41-420](#) AOR to the CM monthly, and within 3 business days when the activity ends.

Note: RWS will communicate participation concerns to the CM immediately.

ATTACHMENTS [F063-41-251 Job Services/Employment Support Services Referral](#)

[F063-41-420 Attendance and Outcome Report \(AOR\)](#)

[Job Skills Courses](#)

[Job Skills Flyer – English](#)

[Job Skills Flyer – Spanish](#)

[Job Skills Flyer – Vietnamese](#)

[WTW 2 Welfare-to-Work Plan Activity Assignment](#)

[WTW Plan Job Skills/UEM Example 1](#)

[WTW Plan Job Skills Example 2](#)

REFERENCES [Participation Tracking Resource Guide](#)

[Policy 202 Work Participation Hours and Activities](#)

[Policy 204 Job Search and Job Readiness Assistance](#)

[Policy 211 Welfare-to-Work Plan](#)

[Policy 301 Child Care Eligibility and Application Process](#)

[Policy 310 Transportation Supportive Services](#)

OCCSSA