



## ***Probation Service Definition***

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

<b>SERVICE NAME</b>	<b>Employment Placement Program</b> <span style="float: right;"><input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile</span>
<b>Category</b>	Non-Treatment
<b>Setting</b>	Community-Based
<b>Facility License</b>	Licensure is not required for this service
<b>Service Description</b>	A service specifically designed to build effective job readiness skills, career planning, resume assistance, interview skills, job search, referrals and how to develop a positive work ethic. This service is individualized to assist the youth to overcome barriers to obtaining employment.
<b>Service Expectations</b>	<p>The employment placement program is responsible for instructing the youth on the skills necessary to prepare for, search, find, obtain and maintain employment. This is accomplished through:</p> <ul style="list-style-type: none"> <li>○ Providing guidance to the youth to discover the kind of work they are interested in and able to do</li> <li>○ Teaching the youth how to search for employment in their community</li> <li>○ Helping the youth prepare an application to use for their job search</li> <li>○ Assisting the youth in searching for employment</li> <li>○ Providing guidance during the application and interview process (role-playing)</li> <li>○ Supporting the youth to prepare for their first day on the job and problem solve issues that may arise when employment is started</li> <li>○ Following up with the youth after 30 days to see how the things are going as well as be available to the youth when needed during the first 30 days for support.</li> </ul> <ul style="list-style-type: none"> <li>● Youth and the youth’s parent(s) and/or guardian(s) shall participate in the intake process in person or via tele-services.</li> <li>● A written service plan shall be developed with the youth and probation/problem solving court officer based upon the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer.</li> <li>● Individualization of the plan will be determined based on service referral information, (criminogenic risk, needs and responsivity) relevant collateral documentation/assessments and youth/family goals.</li> <li>● Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress.</li> </ul>
<b>Service Frequency</b>	The frequency shall be approved by the probation/problem solving court officer and will be no more than 10 hours per week.

<b>Length of Stay</b>	90 days
<b>Staffing</b>	Affiliated with an agency who is a registered service provider with Administrative Office of Courts and Probation.
<b>Staff to Client Ratio</b>	Determined by the agency. Agency will ensure youth are directly supervised
<b>Hours of Operation</b>	Flexible in order to meet the needs of the youth and family
<b>Service Desired Outcomes</b>	<ul style="list-style-type: none"> <li>• The youth has increased understanding of their skills, interests, and the employment process</li> <li>• The youth obtains documentation necessary to assist in employment search</li> <li>• The youth has found and maintained employment for 30 days or more</li> </ul>
<b>Unit and Rate</b>	Per hour; see rate sheet

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Service Interpretive Guideline]