



Probation Service Definition

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

SERVICE NAME	Employment Placement <input type="checkbox"/> Adult <input checked="" type="checkbox"/> Juvenile
Category	Non-Treatment
Setting	Community-Based
Facility License	Licensure is not required for this service
Service Description	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.
Service Expectations	<ul style="list-style-type: none"> • The employment placement program is responsible for instructing the youth on the skills necessary to prepare for, search, find, obtain and maintain employment • The agency with the youth, Probation/Problem-Solving Court Officer and other stakeholders identified will develop a written individualized service plan based on services referral information (criminogenic risk, needs and responsivity) relevant collateral documentation/assessments and youth goals. The written service plan will be shared with the Probation/Problem-Solving Court Officer • This is will accomplished through: <ul style="list-style-type: none"> • Providing guidance to the youth to discover the kind of work they are interested in and able to do • Teaching the youth how to search for employment in their community • Helping the youth prepare an application to use for their job search • Assisting the youth in searching for employment • Providing guidance during the application and interview process (role-playing, coaching) • Supporting the youth to prepare for their first day on the job and problem solve issues that may arise when employment is started • The agency will document the progress toward the individualized daily program schedule in their reports. Probation/Problem Solving Court 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 indicate progress • Within the first 30 days of employment, the staff will provide support to the youth to verify how the things are going. Progress will be reported to the Probation/Problem-Solving Court Officer.

	<ul style="list-style-type: none"> This service will not be offered if employment placing programming is offered/utilized as part of another service
Service Frequency	The frequency shall be approved by the Probation/Problem-Solving Court Officer and will be no more than 10 hours per week.
Length of Stay	90 days
Staffing	Affiliated with an agency who is a registered service provider with Administrative Office of Courts and Probation.
Staff to Client Ratio	Determined by the agency. Agency will ensure youth are directly supervised
Hours of Operation	Flexible in order to meet the needs of the youth and family
Service Desired Outcomes	<p>Youth is/has:</p> <ul style="list-style-type: none"> Has an increased understanding of their skills, interests, and the employment process Obtains documentation necessary to assist in employment search Has found and maintained employment for 30 days or more
Unit and Rate	See rate sheet