

Partner and Worker Roles in Community Jobs

Agency/worker roles in Community Jobs	
<p>WF Program Specialist</p> <p>WF Social Service Specialist</p>	<ul style="list-style-type: none"> • Refers to CJ Contractor using the CJ component code and IRP template. • Creates the CJ component for 20 hours per week. • Ensures cash aid and pre-enrollment support services are provided. • Ensures that the participant has child care and a transportation plan. • Reviews eJAS to see if the participant has participated in a previous CJ. If so, the WFPS/WFSS will follow the re-referral process in 8.3.14.
<p>Community Jobs Contractor</p>	<ul style="list-style-type: none"> • Receives electronic referral. • Reviews the participant's eJAS file for program eligibility, including previous referral and engagement in the CJ Program. If previous CJ involvement, follow contract requirements to re-engage/re-enroll the participant. • Makes first contact with participant within 5 business days from date of the referral. • Accepts or rejects the referral within 6 business days of the date of referral. • Enters the First Contact information. • Creates an initial IDP during the First Contact meeting. • Ensures that the participant signs the IDP. • Develops a subsidized job. • Enters the Actual Start Date in the Contractor Caseload screen when the participant begins at a worksite. • Creates the Employment Screen in eJAS. • Acts as the employer of record and provides CJ wages. • Provides support services during CJ enrollment. • Arranges for full time participation (40 hrs per week) or part-time (23 hrs per week) in the IDP. • Identifies and arranges for a minimum of 10 hours per week for full-time CJ or 3 hours per week for part-time CJ of stacked activities. • Notifies WFPS/WFSSS of the stacked activities, hours and provider for eJAS coding. • Monitors attendance, participation and progress for all co-enrollment activities coded to their contractor code. Documents progress in the participant's IDP. • If the Contractor is also the provider for co-enrolled education activities the Contractor will report attendance and participation via the actual hours reporting screens in eJAS. • The Contractor will identify and arrange for an additional up-to 10 hours per week of barrier management or

	<p>employment related services for full-time CJ. The activities will be documented in the IDP and not coded in eJAS.</p> <ul style="list-style-type: none">• Update the IDP on a monthly basis• Enter case notes throughout the participant's CJ program.• Close the IDP and CJ Employment Screen when the participant is no longer enrolled in the program.• Electronically refer the participant back to DSHS via the Contractor Caseload Screen
Community and Technical Colleges	<ul style="list-style-type: none">• WF Foundation Basic Skills• GED• ESL• Other WF training options including Job Skills Training
Other Service Providers	<ul style="list-style-type: none">• May be part of stacked services to resolve difficult issues (like family violence, medical issues, and/or additional training opportunities)