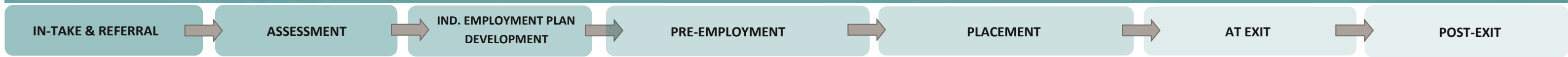


The Youth Job Connection offers a range of service and opportunities for young people to learn about jobs and gain experience working. The ultimate goal of this program is for youth to secure long-term employment and meaningful careers. The guiding principles for YJC are: Diversity – recognize the diversity of young people’s identities and employment needs, Accessibility– must be accessible to all young people, Holistic – apply a holistic approach to youth employment programming, and Collaboration – engage community partners and develop collaborations.



SERVICE PROVIDERS SHOULD:

AT IN-TAKE STAGE:

- Conduct community outreach and make necessary linkages with schools, youth and other community groups to build awareness of the program
- Develop partnerships with other youth-serving community or social service agencies, schools, or local school boards
- Conduct an initial quick assessment to determine an individual's eligibility and suitability for the program and if eligible, direct them to client assessment. If an individual is neither eligible or suitable for the program, then the service provider should refer them to other, more suitable, programs and services (inside or outside of Employment Ontario)

AT ASSESSMENT STAGE:

- Conduct an in-depth assessment to determine the client’s suitability
- Clarify the participant’s employment and training goals ; determine whether the individual is ready to participate
- Identify community services and programs that could assist the client while participating in the program
- Formally accept the client into the program as a participant and move him/her into the next stage

AT INDIVIDUAL EMPLOYMENT PLAN DEVELOPMENT STAGE:

- Enter client information and service plan into EOIS-CaMS once initial client information has been assessed
- Work together with the participant to develop a mutually agreed upon employment service plan that will outline the participant's activities and financial supports as they move through the program

AT PRE-EMPLOYMENT STAGE:

- Offer pre-employment workshops or activities that are designed to help participants get ready for work. Workshops should focus on career decision-making, employability, skills development or enhancement, job search and job maintenance
- Manage the stipends paid out to participants

AT PLACEMENT STAGE:

- Offer job matching, placement and employer incentives to provide concrete job experience and exposure to careers, occupations and workplaces for participants
- Proactively contact local employers to seek out job placement/work experience opportunities
- Negotiate and manage the placement incentive amounts and any placement or training supports paid out
- Provide job coaching to identify ongoing participant and employer needs, including training needs and placement supports

AT EXIT STAGE:

- Collect and report on program data as requested by the ministry
- Conduct an exit interview with participants and placement employers

AT POST-EXIT STAGE:

- Follow up with every YJC participant at 3, 6, and 12 months following their exit from the program to report on the participant’s current status
- Offer participants Education and Work Transition Supports (EWTS) that are community-focused and will help to bridge early transitions from the YJC program to employment or further education.
- Document and record EWTS client activity

PARTICIPANTS SHOULD:

AT IN-TAKE & ASSESSMENT STAGE:

- Complete and sign program participant forms

AT INDIVIDUAL EMPLOYMENT PLAN DEVELOPMENT STAGE:

- Be open to discussing their interests, needs and, employment, education and/or training goals
- Work with the service provider to identify appropriate steps and activities required to achieve their goals and complete the program
- Demonstrate agreement and ownership of their employment service plan

AT PRE-EMPLOYMENT STAGE:

- Complete a minimum of 60 hours of pre-employment workshops in order to develop their job readiness skills and to prepare for their placement

AT PLACEMENT STAGE:

- Be open to discussing any issues that they are experiencing on the job or with their mentor with their caseworker
- Complete the placement to the best of their ability

AT EXIT STAGE:

- Complete an exit survey
- Following their exit of the program, participants have the option to request Education and Work Transition Supports EWTS services
- Be accessible for follow-up at 3, 6 and 12 months following their exit from the program to discuss their current employment/training status

EMPLOYERS ARE REQUIRED TO:

AT IN-TAKE STAGE:

- Complete all required forms and provide service providers with information about their company in order to be considered for eligibility as a YJC placement employer
- Disclose any human resources concerns to service providers

AT PLACEMENT STAGE:

- Offer a training/work experience that will help the participant achieve their career/employment goals
- Employ the participant during the job placement by placing the participant on their company’s payroll
- Provide participants with adequate orientation and supervision during their training and work experience
- Provide feedback and assessment of the participant’s job performance and skills level to the service provider
- Adhere to the YJC Training Incentive Placement Agreement negotiated with the service provider
- Comply with applicable human rights, employment and labour laws, and other regulations and standards

AT EXIT STAGE:

- Participate in an exit interview with the service provider to provide feedback about the services and program, and identify potential future job placements/employment opportunities for new program participants

THROUGHOUT THE OVERALL DELIVERY OF YJC, THE MINISTRY IS REQUIRED TO:

- Set program policy and establish service delivery and performance expectations
- Monitor and evaluate performance and compliance against program guidelines and transfer payment agreement commitments
- Determine service levels & make funding decisions
- Undertake program evaluation and determine data collection requirements

Bringing it all together: A quick reference tool for ETD staff