

## Sonoma County Job Link



### Integrated Services Friday Update

Date 7/25/2008

- ✦ **Changes to Integrated Services:** In order to accommodate JTA data field requirements the following changes are being considered at Job Link:
  - A new Welcome Sheet has been designed and is being reviewed by all staff
  - Reinstate brief orientations twice a day in English and twice a week in Spanish with Welcome staff available immediately after
  - Start a job search workshop titled “Job Search 101” twice a week to help people get started in their job search; more in depth job search workshops are available and more are in development, such as On-line Applications/Job Search.
  - Counselors will be available in the Resource Center to assist clients
  - Counselor of the Day schedule will be established
  - Employment Information Session will no longer be part of the system. Starting today, June 24, Job Link staff will no longer sign up new clients for these sessions.
  
- ✦ **Customer Service:** We will not be sending anybody away who comes to Job Link. Customers who come at other times than orientation times will receive a flyer explaining our new system. They are allowed to use the Resource Center for the day and will be asked to return for an orientation with their Right-to-work documents to make the process easier for them. The Counselor in the Resource Center will be available to them.
  
- ✦ **Skills Team:** Changes for the Skills Team are still under consideration. Customers who are interested in training continue to be signed up for the Skills Information Sessions.
  
- ✦ **Additional help:** Leadership is looking at the process necessary to capture data on clients that have gone through Welcome but whose data has not been captured and put into JTA. Kathy and Karen are trying to find additional help for the data input. One eligibility staff will be here temporarily and partner staff will help with data input. Other creative ideas are in process.
  
- ✦ **Thank you GIRE and Experience Works:** Once again we would like to thank Goodwill Industries for their continued support expressed through wonderful treats, such as fruits and cookies. Thank you Experience works for the great sandwiches on Wednesday. We appreciate the support of our partners.

Creativity is inventing, experimenting, growing, taking risks,  
breaking rules, making mistakes, and having fun.

Mary Lou Cook