

Sonoma County Job Link



Integrated Services

Friday Update

Date 8/15/08

In order to assist everybody to keep track of all the changes we have put in place during the last few weeks we would like to list these changes in today's update:

- ✚ **Orientations:** The brief orientations and the following welcome process are going very well. English orientations are given daily Monday – Friday at 9:00 AM and 1:30 PM; Spanish orientations take place Tuesdays and Thursdays at 10:00 AM.
- ✚ **Workshops:** The employment information session is no longer offered. Instead we created a new workshop called Job Search 101, which has been received positively by clients. Workshop sign-ups are available on the N-Drive. More workshops have been added to meet the increasing demand.
- ✚ **WIA training:** The skills information sessions continue. Three Employment and Training Counselors who previously worked with the Employment Team will help assisting clients who requested vocational training. Job Link will focus on approving short-term training programs. Individual Training Accounts (ITAs) will be approved on a semester-by-semester basis and clients will need to apply for assistance each semester for the duration of their program. The dollar amount for ITAs has been reduced to \$2,500. For clients who are limited English speakers or who have a disability the amount remains at \$3,000.
- ✚ **Welcome:** A warm welcome to Carmen Puccinelli, E&T Specialist, and Juanita Chavez, Eligibility Worker, who will also be helping out at Job Link. Carmen's main task is to gather eligibility information from clients to be entered into JTA. Juanita is helping with Spanish-speaking clients and translations.
- ✚ **Additional help:** We are in the process of hiring two people through Manpower; one who will help with JTA data input and one who will help with Welcome.
- ✚ **Brief IS meetings:** The brief IS morning meetings have been reduced to once a week on Tuesday mornings at 8:00 AM at Job Link in the Multipurpose Room.

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

Mary Lou Cook