



Vocational Services

JOB PLACEMENT SERVICES

Job Placement Services

Job placement services consist of two phases: job development coaching and job retention. With structured and extensive VSP staff assistance, job ready graduates are provided with the necessary resources, skills and support needed to obtain employment. Once employed, clients are provided with retention support services to ensure success.

Eligibility Requirements

- 16 years of age or older
- Able to provide a birth certificate or Social Security card and a valid state-issued identification card or driver's license
- Able to pass drug/alcohol screening
- Willing to submit to a background check
- Work Readiness at LifeBridge Health, Contemporary Office Technology Training, Win Through Work graduate recommended for service
- Work motivation



Job Development

Job development coaching services include intensive efforts such as job lead provision, Internet job search techniques, interview skill-building, networking, application completion, résumé updating, and cover letter and thank-you letter writing. Effective post-interview follow-up methods are covered in detail.

An individual job placement plan is developed with the client, identifying specific client and job placement specialist roles and responsibilities. Clients are expected to: actively engage in job search, attend regularly scheduled meetings, maintain weekly staff contact, apply for jobs, generate weekly job leads and make employer contacts.

Job placement specialists provide job leads, assist participants in applying for jobs, prepare for interviews, and advocate on behalf of job seekers in terms of job qualifications and accommodations, as needed. Weekly individual and group meetings address building confidence, setting goals, conducting active and effective job searches, and job retention.

Job Retention

Once job placement has been achieved, job retention and coaching services are provided for the first 90 days of employment to ensure a smooth transition. A full range of job retention skill-building activities is included in this service.