CJSD Residential Job Search Guidelines

1. All unemployed clients that are released to job search must be showered, dressed appropriately, and out of bed by 8:00 A.M. Monday through Friday. Clients will receive their entered job search forms from their dayroom coaches between 8:00 A.M. and 9:00 A.M. each morning.

2. All clients will be required to have a generic application filled out and on their person each time they leave the CJSD building for job search. Generic applications are available in the dayrooms in the filing drawer.

3. All unemployed clients will be required to job search to one to three locations per day, Monday through Friday. Job search will last for a maximum of three (3) hours and ten minutes if they are riding the GVT bus for each job search. Clients that are walking, riding bicycles, or have approved outside rides will only be allowed two (2) hours maximum for each job search.

4. Clients must fill out the appropriate half of the job search form depending on if they are going on morning job search or afternoon job search. The job search form has morning and afternoon sections listed on them.

5. Clients are required to turn in their job search forms the day before by noon. The form must be placed in the Job Coordinator mail slot in your dayrooms. For Mondays job search the form must be turned in by Friday at noon. Clients may turn in as many forms as they want in advance.

6. Job applications for each site must be pre-filled out and reviewed before leaving on job search. Applications for some jobs can be obtained from the Employment Specialist or dayroom coaches. Any exceptions to be cleared through the Employment Specialist.

7. Applications that the Job Coordinator does not have must be picked up by the client. Clients must still fill the application out at CJSD then return the application to the employer.

8. There are job search locations that require you to fill the application out on the employment site. Clients that go to these locations will be allowed to fill out the application at the employment site. They may use their generic application for information they may need to complete the employer’s application.

9. Clients will have access to a dayroom coach to review applications prior to leaving on job search. Dayroom coaches will help answer any application or job search questions clients may have.

10. Clients may go to interviews at any time if they are confirmed by staff. Dayroom coaches will be available to enter same day interviews for clients.

11. Clients may go to job search locations later in the afternoon if the businesses they want to go to do not open until after 4:00 P.M. Clients must use the afternoon job search section when going to these locations.
12. Clients will be allowed up to 3 job search locations per day depending on how far away the locations are from each other. The Employment Specialist will evaluate each job search form and control how many locations each client goes to. Clients will not be allowed to spread their locations out while on job search. If a client wants to go to multiple locations they have to be within a close radius of each other. Clients will only be allowed one location if other business are not in the immediate area.

13. Clients that are seeking a better or second job will have a separate set of guidelines they must follow. They will be given these guidelines once they are approved by their Case Manager to participate in this activity.

14. No clients will be approved job search on Saturday or Sunday.

Client Expectations

1. Job searching or preparing for job search will take up most of the client’s day Monday through Friday. Clients will be required to job search one time per day, either in the afternoon or morning. Clients are required to have the job search form turned in for the next day’s job search into the Employment Specialist mail folder in the dayroom by noon the day before. Clients may turn in their forms in advance.

2. Clients must complete their job search forms legibly and accurately. When out on job search every location that they contact must be fully documented on their job search form. Clients will be required to turn these forms in to reception upon their arrival from job search.

3. Clients that are unemployed and job searching over 30 days will only get one four hour pass no matter what phase they are on and not during job search time Monday through Friday from 8:00 A.M. to 5:00 P.M.

4. Identified clients in the Employment Focus Group (placed through Case Manager initial assessment or placement due to non-compliance) will be required to meet with the Employment Specialist prior to job search each day. All clients must be appropriately dressed and have the materials they need (applications, resumes, etc) prior to leaving to see the Employment Specialist, or for job search. These clients will be paged each morning to the Bridger building by the Employment Specialist.

Non-compliance with these expectations could result in
- Review for placement in the Employment Focus Group
- Review for placement on a behavior contract
- Loss of pass time and placement on the Intervention Phase.

Positive reward for compliance with all job search guidelines
- Positive reward: No non-compliance chrons for each week could earn a privilege for the following week (hour of pass time maximum).