



Job Placement & Referral Services

CNCS Focus Area: Economic Opportunity
Strategic Initiative: Employment

Goal Statement: The Member will provide job placement and referral services to economically disadvantaged clients and as a result these clients will be placed in jobs. These services include job search and placement assistance (including career counseling); compiling labor market information (which identifies job vacancies, skills needed for in-demand jobs, and employment trends); initial assessment of skills and needs; and information about available services.

Placement Partner Site Name: Casa Familiar
Member Service Title (must match service description): Job Placement Assistant
% of Time Member to spend on this goal: 100%
Local LISC Office: San Diego
Slot Type Requested (select from the drop-down list): Full-Time 1700 hours

The service description details the activities the member will undertake to achieve the outputs and outcomes noted below. Are there any additional allowable activities the Member will undertake to achieve the noted goals? **YES** **NO**

If yes, describe: The member may advise on opening bank accounts and basic budgeting practices.

GUIDANCE ON SETTING OUTPUT AND OUTCOME TARGETS

All members providing services in this goal area must measure the **OUTPUT** and the **OUTCOME** noted below as part of the AmeriCorps service term. These **OUTPUTS** and **OUTCOMES** must represent an unduplicated count of economically disadvantaged clients who receive job placement and/or job referral services directly from the member. Members may only count a client once as an **OUTPUT** and once as an **OUTCOME** and not each time s/he provides service to the client. Members may not count the **OUTPUTS** and **OUTCOMES** for the entire team or organization.

Members may only count clients that are considered economically disadvantaged. Economically disadvantaged refers to a client who is receiving or meets the income eligibility requirements to receive TANF, SNAP, Medicaid, SCHIP, Section 8 housing assistance, OR has a poor credit score OR is at least 60 days behind on one or more personal/ family accounts.

In order to count an **OUTPUT** a level of dosage – or time spent by the member with a client – must be determined. LISC AmeriCorps has set a level of dosage to be at least 30 minutes of time with the client. If your site has a higher level of dosage to allow for counting an **OUTPUT**, please use that level and edit the dosage level.

The member will be required to provide proof during the reporting stage to document that the **OUTPUT** and **OUTCOME** were achieved via a measurement tool. The site must use a measurement tool that documents attendance (output) and that the client was able to obtain employment or obtain better employment (outcome). Please define what measurement tool(s) will be used and attach a copy of the tool. LISC requires that member uploads proof of **OUTPUTS** and **OUTCOMES** which does not contain SPII. Partner sites are required to maintain the detailed documentation for proof of outcomes and provide if requested.

		NUMBER
OUTPUT:	Economically disadvantaged clients the member will provide job placement and referral services to (CNCS: 03)	50
MEASUREMENT TOOL TO BE USED: Intake form, case plan and case notes/followup.		
OUTCOME:	Economically disadvantaged clients the member will provide job placement services to that are then able to secure a new position as a result of the services provided. Clients may have been previously employed. (CNCS: 010 CNCS suggests a pay-stub or employer acceptance letter be used)	15
MEASUREMENT TOOL TO BE USED: Pay-stub or employer acceptance letter.		
LEVEL OF DOSAGE TO BE USED: 30 minutes		

Member Signature: _____

LISC PD Status: SMRapp Approved