

BFET

Bev Pogue – Valentyna Tsema
WorkSource Spokane

Basic Food Employment and Training WorkSource
Spokane

Our Goal:

**PARTICIPANTS RETURN TO THE WORKFORCE
WITHIN 90 DAYS OF ENROLLMENT!**

**WORKSOURCE, in partnership with DSHS, provides
TRAINING AND SUPPORT to job seekers to help them regain
their dignity through the value of work!**

Who Can Qualify?

Mainstream BFET/ORIA Program

- Participants of the Food Stamp Program
- US Citizens, or for ORIA, Non-US Citizens
- Looking for work and capable to work a minimum of 20 hours or more per week
- Willing to attend training and accept coaching on 21st Century Job Search Skills
- Not receiving TANF

Where Do Our POTENTIAL Customers Come From?

Our Outreach Methods:

- *Partnerships with DSHS*
- *Community Organizations*
- *Marketing BFET at Job Fairs and Hiring Events!*
- *As well as WorkSource Staff*

Our Integrated Service Delivery model (ISD), coupled with access to our Computer HUB, provides the opportunity for many of our customers.

G.A.S.

Goals + Accountability = Success Enrollment Process

1. ENROLLMENT / ELIGIBILITY EJAS
2. ASSESSMENTS
3. SETTING GOALS AND GAINING BUY-IN FROM PARTICIPANTS
4. VALUE: INSTILL IN PARTICIPANTS
5. ACCOUNTABILITY (ACTIVITY PLANNER; EMPLOYER CONTACT LOG)
6. WORKSOURCE TRAINING/WORKSHOP CALENDAR

Assessment Methods

Goals: Short Term and Long Term/ Visual Aid, IEP

- Desired wage / LMI
- Career One Stop
- Strengths/ Transferable skills
- Self disclosed barriers
- Review resume/ Access to computer HUB to create/update resume
- Review WorkSource calendar
- Suggested Job Search Activities (Strategies For Success)
- Set next appointment

K. I. T. = Keep In Touch

To Manage a Large Caseload

Use Outlook to save time:

- Set up and color code Case load in Outlook
- Prepare Notes and add extras to your “draft” file, then it is easy to create and send out in seconds.
- **Specialized Notes****
 - Appointment reminder,
 - Thank you note,
 - Missed appointment note,
 - Activity plan/ job log reminder.
 - Announcements for Job Fairs, Meet the Employer, etc.

Requirements:

- Must have an E-mail
- Must Check e-mail daily
- Email is best way to contact coach
- Turn in Monthly Activity Planners**
- Attend Training 12 hours per month and 12 Employer contacts per month

FILE HOME SEND / RECEIVE FOLDER VIEW ENTERPRISE VAULT

Untitled - Contact

FILE CONTACT INSERT FORMAT TEXT REVIEW

Save & Delete Close Save & New Forward OneNote

Actions

Show

Communicate

Email Meeting More

Names

Address Book Check Names Business Card Options

Full Name... Company Job title File as

Internet

E-mail... Display as Web page address IM address

Phone numbers

Business... Home... Business Fax... Mobile...

Addresses

Business

Categorize

Clear All Categories

- (BFET) Return to work
- Bev's Friends
- BFET Basic Food Employment & TRaining
- BFET Completed Successfully
- BFET Loss of Contact completion
- Clarkston Caseload
- Classes and Training
- Co-Enrolled with WIOA- Pardners DVR
- Combined fund Drive
- Job Development Contacts
- No show for appointment/or Drop from program
- Out of the office
- Outreach activities
- Pullman Clarkston Case Load
- RB
- All Categories...

Mail Calendar People Tasks ...

ITEMS: 953

ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE



S.T.P. (See The People)

- Ongoing Support through Continuous Engagement!! Motivates Job seeker!!
- Weekly Job Clubs (2+1 hours - one on one help) 12 Week Program= 21st Job Century Job Search skills including (Resumes to Social Media)
- Turn in Monthly Activity Planners
- Provide Necessary Transportation assistance: Bus Pass, Gas Cards and Interview/ Work Clothing etc.
- Appointment only (not just walk-ins)
- Job Club Success Story

Create Success!



REPORT TIME IS SO EASY WHEN YOU KNOW THE STORY!

Use **CO**LORS to make tracking easy AND fun!

EE-4, BR-4, LC-4, CS-3, VE-1

Add your code behind participants name, and simply change the color when participant status changes.

- **Returning to work = Green \$\$\$**
- **Training, WIOA = Going for the GOAL(D).**
- **BR Retention Program= True Blue Employees**
- **LC Loss of Contact = Gray Skies**

Progress Report

When adding progress report:

- Think if the radio buttons first
- Add components and hours
- Ensure notes meet standards (Template)***
- Connecting the dots (3rd week of every month)
- CLMR (Caseload Management Report)
- Report time; pulling figures for quarterly



EMPLOYMENT TOURS, JOB FAIRS/EVENTS, EMPLOYERS SHOW CASES, MAPS/DIRECTIONS



KHQ AND WORKSOURCE JOB FAIR

MEET THE EMPLOYER
 WorkSource Spokane | Riverfront Park Plaza
 100 S Ashla Street | Spokane, WA 99202
 May 8, 2018 | 9:00am - 4:00pm

Learn from our area employers about the skills and work ethic it takes to secure a role with their company.

We'll bring the employers... you prepare the following details:

- Dress professionally in interview-appropriate attire.
- Bring copies of your resume.
- Network with our diverse panel of industry representatives.

EMPLOYERS SCHEDULE TO ATTEND:

- Community Integrated Dev
- East Valley Industrial District
- Heat Exchangers
- Harsco
- Motor Car Wash
- Medical
- Northwest
- Food World
- Precision Manufacturing
- Pyrotek
- ReCoast
- Spokane Transit System
- US Tech Solutions
- Silverwood - Heritage
- TouchMark - Systems

You will need an admission ticket distributed by our front desk at 1:00 am and 1:00 pm on the event day.

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 WorkSourceWA.com

EMPLOYER SHOWCASE

HAAKON INDUSTRIES

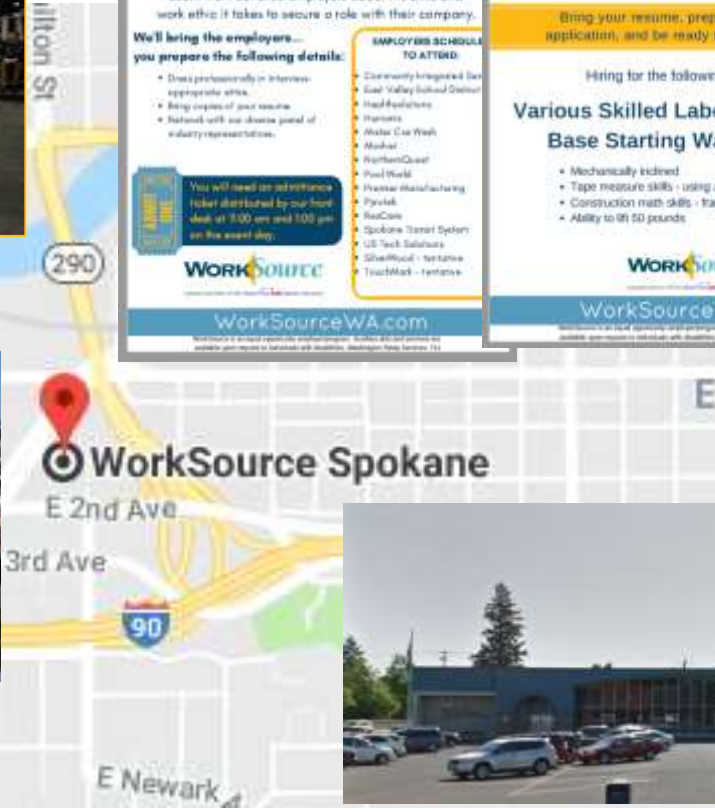
April 4, 2018 | 9:30am - 12:30pm

Bring your resume, prepare to fill out an application, and be ready to meet a recruiter.

Hiring for the following positions:
Various Skilled Laborers Positions
Base Starting Wage: \$14.50

- Mechanically inclined
- Tape measure skills - using and reading
- Construction math skills - fractions to decimal
- Ability to lift 50 pounds

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Participating in COMMUNITY EVENTS



REFUGEE DAY



UNITY IN THE COMMUNITY



HOW WE IMAGINE OUR NEW LIFE IN THE USA!



WHAT'S THE REALITY?



WE HELP BUILD A CAREER PLAN AND CREATE A PROFESSIONAL PORTFOLIO THAT WILL LEAD TO SUCCESS! (SHORT TERM AND LONG TERM GOALS)

OUR WORKFORCE PROFESSIONALS ASSIST WITH:

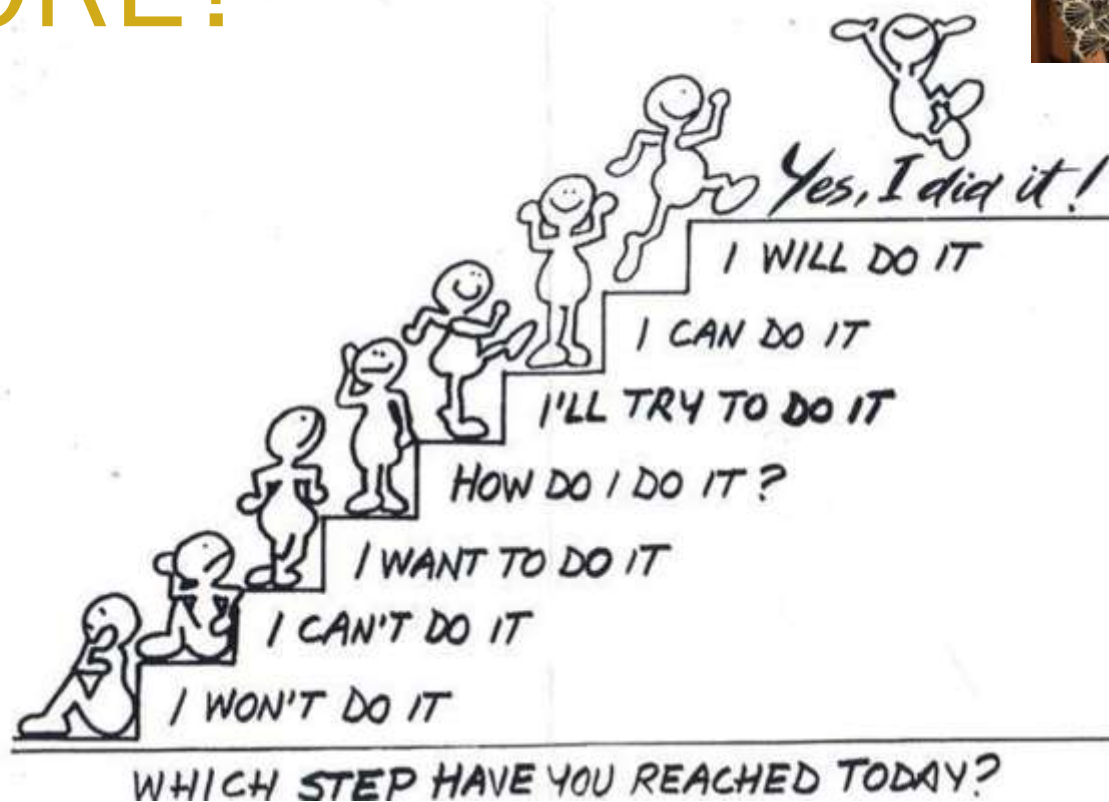
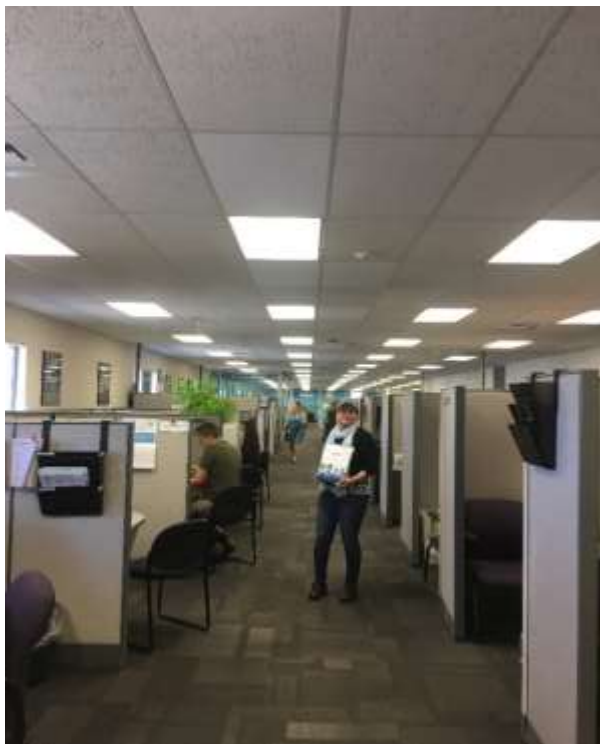
- LABOR MARKET RESEARCH
- INTEREST/CAREER ASSESSMENTS
- EFFECTIVE RESUME/COVER LETTER ASSISTANCE
- INTERVIEWING TECHNIQUES/MOCK INTERVIEWS
- JOB SEARCH TRAINING CLASSES
- PROFESSIONAL CLASSROOM TRAININGS
- CREATE YOUR 60 SECONDS COMMERCIAL
- BUILD YOUR JOB SEARCH NETWORK
- JOB LEADS IN THE INDUSTRY OF INTEREST
- and more...



**CHOOSE A JOB YOU LOVE,
AND YOU WILL NEVER HAVE
TO WORK A DAY IN YOUR LIFE.**
-Confucius

WHERE ARE YOU TODAY?

→ AND HOW CAN WE HELP YOU
ACHIEVE MORE?



Benefits of the Program!!

- SUCCESS STORIES: CHANGING LIVES
- Mainstream BFET
- ORIA BFET
- Success Board Poster

“NUMBERS ARE IMPORTANT” BECAUSE:

- Behind Each Number Is A Person; A Life CHANGED, Someone Returning To Work!”
- No One Can Re-write Their Past, But They Have the Opportunity to Write A New Ending!
- THEY ARE CREATING A NEW FUTURE
- Today Is The First Day Of The Rest Of Their Life!

****HAVE FUN MAKING A DIFFERENCE!!**