

4.1 Career Scope Phases and Processes

(Time-limited core)

Revised ~~February 2~~September 20, 2021

Legal references:

- [RCW 74.08A.240 & 250](#)
- [WAC 388-310-0400](#)

The Employment Services- Career Scope/Work Search section includes:

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- [4.1.11](#) Career Scope services- Step-by-Step guide
- [4.1.12](#) Strategies for Success (SFS) Life Skills- Step-by-Step guide for participants enrolled in Job Search.

4.1.2 What are Career Scope phases and how long do services last?

Phase 1: Orientation and Assessment

- The Career Scope Orientation is an overview for WorkFirst participants to learn about the benefits and responsibilities of participating in the Career Scope program. Orientation focuses on employment as a means towards self-sufficiency.
- During Phase 1, participants complete an ~~an [Work Skills](#)~~[Employment Skills](#)- Assessment. The assessment helps determine a participant's work values, interests, work skills, and work readiness. The Career Scope Coach enters ~~a summary of this~~[the assessment](#) into the ESD ~~Updates section of the Comprehensive Evaluation (CE)-~~[Job Search Activities in eJAS](#) under ~~ESD-Employment_Skills_and Assets-Assessment Summary~~ and adds a note in eJAS.

Phase 2: Asset Development

- Participants develop the necessary tools to begin looking for work.

- The participant is expected to complete these tools within the first two to three weeks. The Career Scope Coach enters the asset completion dates into the ESD ~~Updates Section of the Comprehensive Evaluation (CE) under Asset Inventory~~ Skills and Assets.
- Portfolio Assets include the following:
 - ~~Master Application~~
 - ~~Resume development~~
 - Interviewing ~~skills techniques~~
 - 60 ~~Second Commercial~~
 - ~~Resume development~~
 - ~~Master application~~ Labor Market Research
- Additional documents include in each Portfolio:
 - List of 3 references
 - Cover Letter/Thank You note examples

Phase 3: Employment Pathways

- With the tools completed, the Career Scope Coach is able to provide an individualized approach to gaining job skills/employment. Career Scope Coaches document the participant's progress and support/coaching offered on the Participant Notes screen in eJAS.

Phase 4: Post TANF/Employment Services

- The goal of Post TANF/Employment Services is to offer recently employed WorkFirst participants, support to maintain their employment.
- Newly employed individuals, who were TANF recipients, remain connected to their Career Scope Coach by phone, e-mail, or through one-on-one in person sessions.
- At multiple points during the Career Scope process, Career Scope Coaches tell participants about post-employment services to help them find full-time or stable employment.

How long do Career Scope services last?

- Career Scope services last up to twelve weeks, divided into the three active phases and one post TANF phase for job retention and wage progression as outlined above.
- CSD staff can approve additional Career Scope services based on participation and the recommendations of ESD Career Scope Coaches, as part of the "Continuous Activity Planning" process.
- As mentioned above, post TANF/Employment Services are also a resource to participants after obtaining employment.

4.1.3 Who is prepared to participate in Career Scope?

Being prepared to participate in Career Scope is defined as being "work ready."

Participants referred to Career Scope services should have the following:

- Childcare arranged, with a back-up plan.
- Reliable transportation, including a back-up plan.
- A current comprehensive evaluation or assessment (~~CE~~) in eJAS.
- A picture ID and Social Security card, or if in the process of requesting a new card, verification be obtained within the first four weeks of Career Scope.

Participants referred to Career Scope should:

- Be willing, able, and available to accept employment if offered; full time employment being the goal.
- Participate in Career Scope either full time (FT) or part-time (PT) in combination with other work readiness or barrier removal activities described in their Individual Responsibility Plan (IRP) or part time employment:
 - FT is 32-38 hours per week or
 - 20-23 hours per week for single parents with a school age child under the age of 6
 - PT is a minimum of 10 hours per week and can be combined with
 - completing the last 4 weeks of a Commerce Program's, training and/or education *or*;
 - participating in barrier removal activities or,
 - part-time employment.

Report into the Career Scope Coach on scheduled attendance days as set by the Career Scope Coach in person, by phone, or by email.

4.1.4 What is the referral process to Career Scope services?

When the WorkFirst Program Specialist (WFPS) or the WorkFirst Social Service Specialist (WFSSS) adds ESD Career Scope activities in the participant's IRP, use the **RI** referral code with the number of hours they will-agreed to participate in WorkJob Search.

Note: The end date of the **RI** referral code is either the day of the appointment with ESD, or seven days, whichever comes first.

Job Search Components are as follows:

- **RI**- Prepare for Job Preparation/Job Search.
- **JS**- Career Scope services which include Job Preparation, Job Search.

Career Scope Services- On-the-Job training code:

- **OT**- Subsidized employment in which the employer provides training to the participant that leads to fulltime employment.

Career Scope Services- ESD Work Experience code:

- **WE**- Placement into an unpaid activity to obtain work skills in a workplace setting. ESD does not have a contractor code.

Career Scope Services- Skills Enhancement Training code:

- **JT**- Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. This can be customized training for a specific employer or general training to prepare for employment.
- **SW**- Indicator code put in by the WFPS/WFSSS when the participant~~nte~~ is attending Strategies for Success while in a JS component.

4.1.11 Career Scope Services Step-by-Step Guide

The WFPS/WFSSS:

- Opens the RI (prepare for job preparation/job search) component to match agreed hours in IRP (typically for 35 hours for full-time participation, 23 hours for part-time participation or 38 hours full-time job search when one parent is doing all the participation for both parents in a two-parent family and no less than 10 hours for part-time participation).
- The end date on the component is the day of the appointment, or the end of the timeframe for participants to contact ESD. This date will pre-fill into the IRP template.

Note: An RI component can only be opened for 7 days. Career Scope Coaches do~~no~~t have access to close the RI.

The WFPS/WFSSS:

- Develops an IRP with the participant based on the recommendation from the Comprehensive Evaluation that includes the correct participation hours in Career Scope activities.
- Adds Career Scope services to the IRP, and the participant's requirement to have in place childcare or transportation, if these are necessary.
- Monitors the RI activities to ensure the participant childcare and transportation plans are in place prior to reporting for Career Scope activities.

Note: When a participant is accepted into Career Scope, the Career Scope Coach ~~will~~ convert~~s~~ the RI component to Job Search (JS) and add the required participation hours.

Exceptions:

For Limited English Proficient (LEP) refer to WFHB section [5.2](#) Limited English Proficiency (LEP) Pathway, the worker enters the **JS** code with the contractor code. For Tribal TANF refer to WFHB section [9.3](#) and when the tribe has employment services use the **RT** referral component (valid for 7 days). Monitor and close **RT** component when the participant starts Job Search activities with the tribe.

Expectations for Career Scope Coaches:

- Assesses participants referred to Career Scope activities to ensure they are Work Ready. Provides Career Scope Orientation, when the participant is Work Ready.
- Provides participants with WorkFirst Activity Logs, coaches participants on how to properly complete the logs with required hours of participation, collects the logs weekly, and enters the hours of participation in eJAS.
- Enters Employment Skills Assessment information Summary and tracks Asset Inventory dates into the ESD job Search Activities section ~~of the Comprehensive Evaluation~~ in eJAS, ~~and updates Employment Assets in eJAS with the date completed by each participant.~~
- Records and tracks daily-required attendance, refers participants to workshops, hiring events, job openings, and Strategies for Success as appropriate.
- Keeps the WFPS/WFSSS informed by engaging in CAP meetings to assess the participant's needs/progress.
- Provides support services per the Support Service Directory limitations (as appropriate) and trigger Auto-Pay for job search and employment (when verified).
- Verifies Temporary/Permanent Employment and reports employment to WFPS/WFSSS.
- Notes all progress, changes, and circumstances (adhering to confidentiality policies) in eJAS notes.