

## Senior Community Service Employment Program

### Participant Responsibilities

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Welcome to the Senior Community Service Employment Program! Our desire is to provide you with quality training and service that will prepare you to leave SCSEP for meaningful unsubsidized employment. In order to be successful in this program, there are certain responsibilities we ask you to assume, as follows. These are also spelled out in various areas of your Participant Orientation Handbook.

#### **TRAINING:**

1. **Commit to and participate totally in all aspects of your training. Comply with all items in your Individual Employment Plan.**
2. **Attend monthly Network to Work meetings** and notify your local SCSEP staff / Participant Assistant if you are unable to attend.
3. **Tell your Host Agency Supervisor of your employment goals** – and ask to be told of openings in the host agency.
4. **Refrain from: engaging in political activity, the unlawful use of drugs; and the sexual harassment or discrimination towards others while training at your Host Agency.**
5. **Log in and use the A4TD online training portal on a regular basis. Go to [www.a4td.org](http://www.a4td.org).**
6. **Contact your local SCSEP Mature Worker Resource Center / Participant Assistant when:**
  - **Absence:** You can't report to your scheduled training (you must also contact your Host Agency)
  - **Schedule change:**
    - You want to make any changes to your scheduled training hours; or
    - You are asked to train at a different time, or for more hours, than are listed on your Community Service Assignment Form.
  - **Training / Host Site problems:**
    - You encounter problems with your training assignment, duties, supervisors, co-workers or staff.
    - You are asked by your host agency to do tasks or duties that aren't outlined on your IEP or listed on your Training Assignment Description.
    - You are asked to drive somewhere by someone at your Community Service Assignment.
    - You are injured while at your assignment.

#### **JOB HUNTING / EMPLOYMENT:**

1. **Seek employment** – This is your primary responsibility. SCSEP is a training program; it doesn't provide a permanent job. Therefore, it is essential that you actively seek a permanent job.

2. **Register with the One-Stop Career Center / American Job Centers** – You must register with them, keep your registration active and updated, and contact them at least twice a month to review job openings.
3. **Complete a Job Search Activity Log** – Once you become “job ready”, you must **complete** a monthly Job Search Activity Log documenting your job search activities and **turn it in** to local SCSEP staff at the monthly Network to Work meetings.
4. **Contact the SCSEP program office / local SCSEP staff when:**
  - **Applying and Interviewing:**
    - You apply for a job or go on an interview, so your search efforts can be recorded and staff can follow up on prospective employment leads.
  - **Your employment status changes** and you obtain a regularly paying job of any kind, even part time.

## **PROGRAM REQUIREMENTS**

1. **Wear your A4TD name tag** – while training and at Network to Work meetings
2. **Turn in your Timesheet by 4 pm on the 2<sup>nd</sup> Friday of a payroll cycle (unless you train on a Saturday or Sunday).**
3. **Abide by all requirements as agreed upon** in the IEP and the “Participant Acknowledgement of Terms of Enrollment” document.
4. **Refrain from any form of full-time, part-time or self-employment** and any job that produces a regular income, such as baby sitting, mowing lawns, playing the church organ weekly, etc.
5. **Initiate contact with your local SCSEP Participant Assistant with:**
  - **Updates on your training & job search efforts** - once per pay period
  - **Changes to personal information** such as address, telephone number, marital status or family size.
    - Or if you become the relative or domestic partner of another participant or supervisor
  - **Changes to your income**
  - **Leave of Absence**
    - If you are going to be absent for more than 5 consecutive training days you must get prior permission by requesting a formal leave of absence.
  - **Changes in your employment (new or different employer) that happen *AFTER* you exit the SCSEP program for a job.**
    - This allows local SCSEP staff to continue to follow-up on your progress as required by the Department of Labor
6. **Behave in a respectful and professional manner** during all aspects of your training and refrain from willful misconduct (as outlined in the A4TD Termination Policy).