

ARESET Program

PROCESS 1

PROCESS 2

PROCESS 3

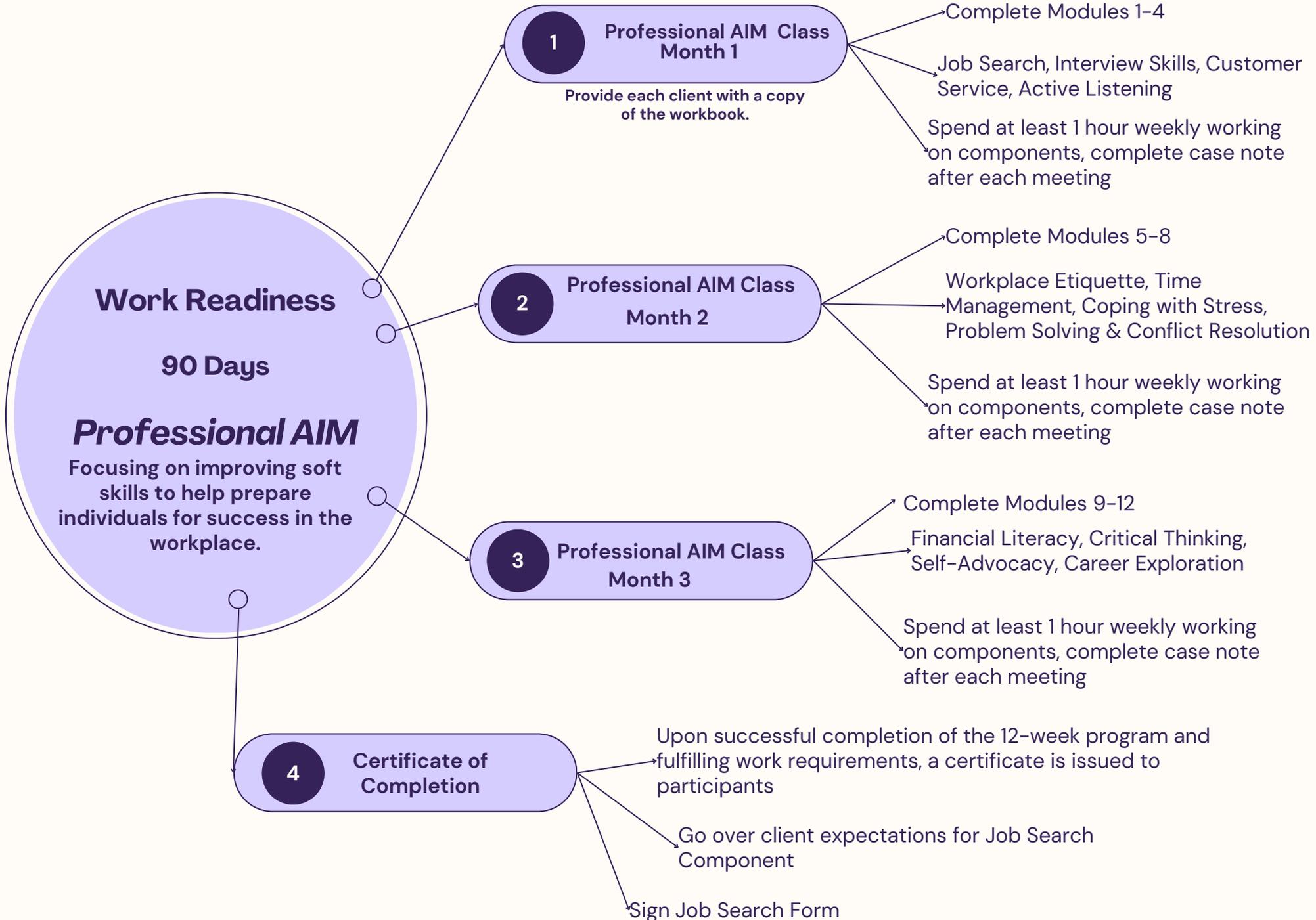
PROCESS 4

PROCESS 5



ORIENTATION





Weekly Monitoring for Each Month

- Number of applications submitted (goal-based tracking).
- Follow-up actions on pending applications (emails, calls to employers).
- Interview offers or job placements.
- Progress review of job search challenges and solutions.

Job Search Component

90 DAYS

1

MONTH 1 DAYS 1-30

Set up job search tools (resume, cover letter, LinkedIn profile) and submit initial applications (Goal: 10-20 applications).

Phase 1: Month 1 - Initial Job Search Preparation

Week 1: Enrollment and Initial Setup

- Initial Assessment and Orientation
 - Conduct an initial assessment to identify the participant's job search goals, skill levels, and barriers.
 - Explain the 90-day program structure and set expectations for submitting applications, attending weekly meetings, and documenting progress.

Weeks 2-4: Job Search Preparation

- Job Search Tools Development
 - Assist the participant in creating or refining their resume, cover letter, and LinkedIn profile.
 - Provide interview preparation resources, including mock interviews and tips for answering common questions.
- 1-Hour Weekly Meeting with Case Manager
 - Track progress on creating job search materials and discuss initial job search strategies.
 - Document any applications submitted and follow-up actions required.
 - Set goals for applications to be completed (e.g., 5-10 applications per week).

2

MONTH 2 DAYS 31-60

Actively submit applications, track employer responses, and prepare for interviews (Goal: 20-40 applications).

Phase 2: Month 2 - Active Job Search

Weeks 5-8: Active Application Process

- Weekly Job Applications
 - Participants must submit at least 5-10 job applications per week.
 - Continue to identify job openings aligned with their career goals and qualifications.
- Weekly 1-Hour Meetings with Case Manager
 - Review and document the number of applications submitted each week.
 - Track responses from employers, including interview offers, rejections, or follow-up actions.
 - Identify and address any challenges (e.g., difficulty finding job openings, lack of responses from employers).
- Ongoing Support
 - Provide continuous feedback on submitted applications and interviews.
 - Offer additional resources like access to job fairs, networking events, or referrals to employers.

3

MONTH 3 DAYS 61-90

Finalize the job search process, focus on interviews and follow-ups, and secure job placement (Goal: 20+ applications).

Phase 3: Month 3 - Final Job Search Push and Conclusion

Weeks 9-12: Intensive Job Search and Review

- Intensive Follow-Up and Refinement
 - Focus on refining applications based on responses or feedback from employers.
 - Encourage more aggressive job applications if needed, exploring new industries or opportunities.
- Weekly 1-Hour Meetings with Case Manager
 - Continue tracking applications submitted, job interviews scheduled, and any job offers.
 - Discuss follow-up strategies for pending applications.
 - Document the participant's progress and ensure they are meeting their application goals.

Week 13: Program Completion

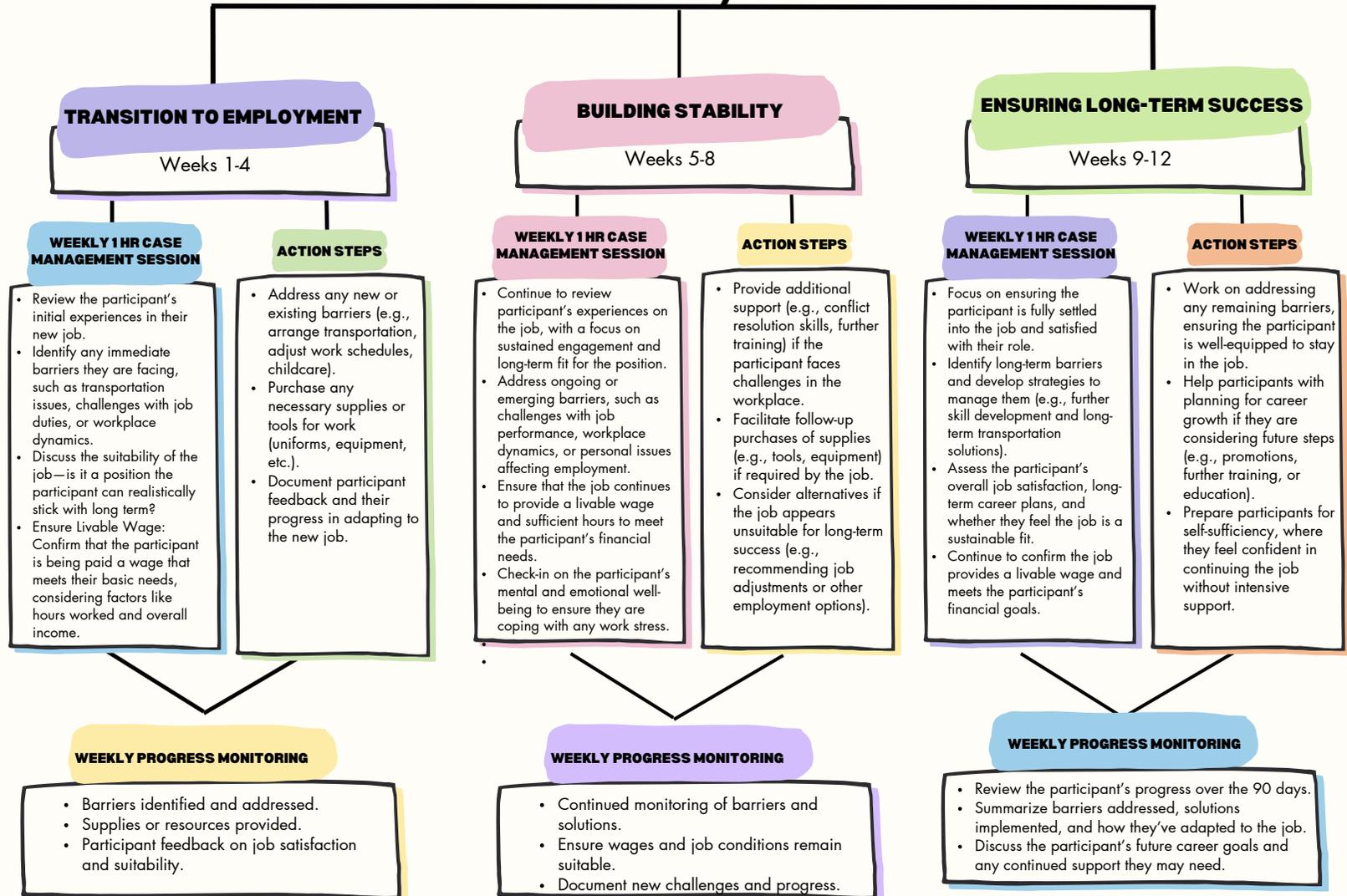
- Final Meeting with Case Manager
 - Review the participant's overall progress over the 90 days.
 - Summarize total applications submitted, interviews attended, and job offers received.
 - If employed, transition to Job Retention Support or continue job search if necessary.
- Completion Documentation
 - A final report documenting the participant's job search activities and outcomes will be generated.
 - Discuss next steps, such as continued job search support or transitioning to employment services.

JOB RETENTION

90 Days

Key Weekly Monitoring

- Job Suitability:
- Is the job a good long-term fit based on the participant's feedback, wage, and job duties?
- Barriers:
- What new or existing barriers are affecting job retention (e.g., transportation, child care, workplace conflicts)?
- Livable Wage:
- Is the participant earning enough to support themselves and meet their financial goals?
- Supplies and Resources:
- Are any work-related supplies (e.g., uniforms, tools) needed to help them succeed in the job?
- Participant Well-Being:
- Are there any personal or emotional issues that may be affecting job performance and stability?

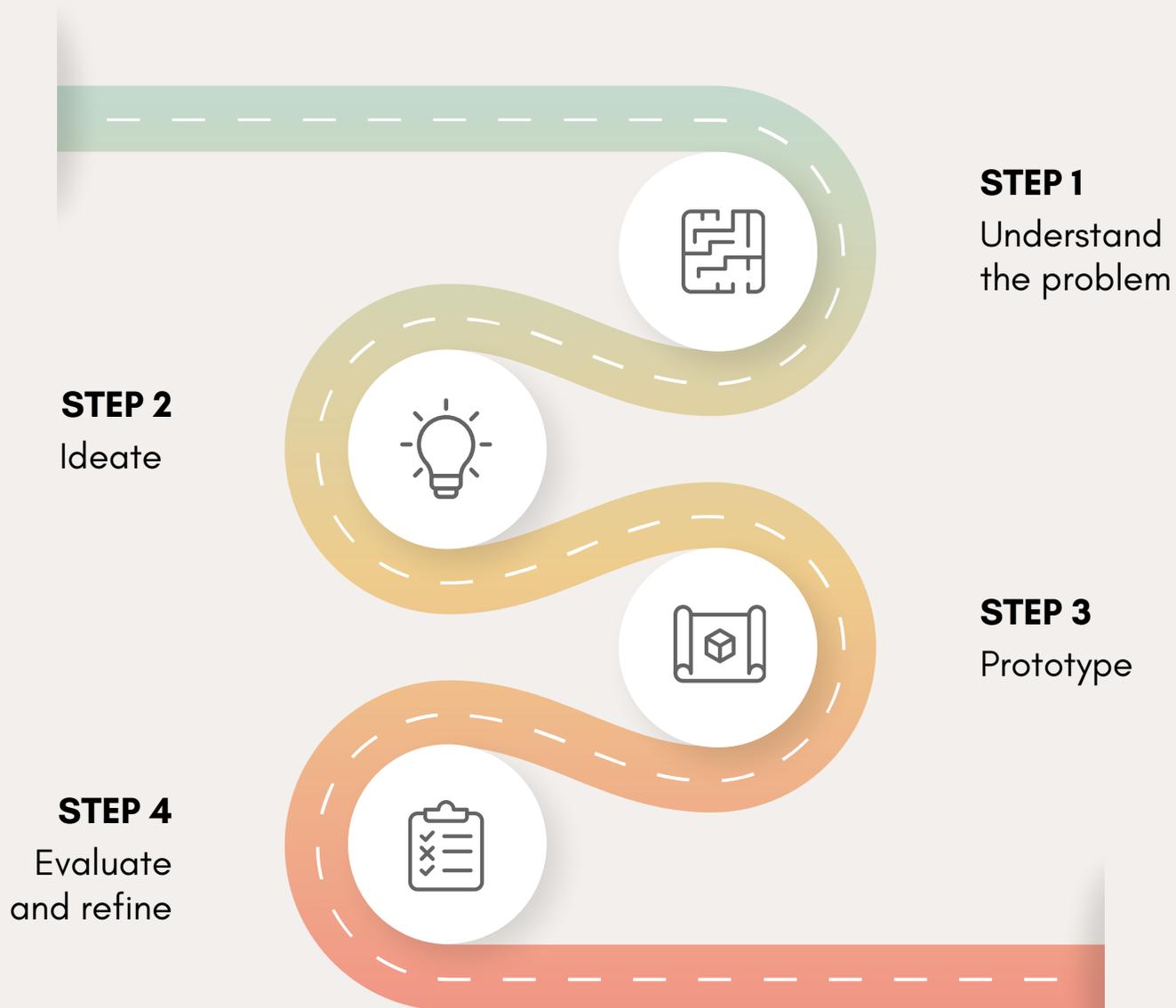


Completion Documentation:

- A final report is generated, documenting the participant's overall success in the program and their job retention status.



4 Step Process Innovation Design Thinking



AIM ARESET Program



Eligibility Criteria:

- Gender: Clients must be female.
- SNAP Status: Clients must have an open, pending, or eligible food stamp (SNAP) case to qualify.

Meet with Case Manager:

All clients must meet with a case manager to complete their orientation. This orientation will cover the available program components and the client's employment goals.

Select a Program Component:

During the orientation, the client and the case manager will decide on one of the three components: All clients must meet with a case manager to complete their orientation. This orientation will cover the available program components and the client's employment goals.

Work Readiness: For clients who need job readiness training and support before seeking employment.

Job Retention: For clients who have already secured employment and need support to retain their job or transition to a better position.



Job Search: For clients ready to start searching for employment, including resume writing, interview coaching, and job application assistance.

Component Transitions:

- Switching Components:
- Clients can change components (e.g., move from job search to job retention) before their 90 days are complete, based on their progress or employment situation.
- Multiple Components:
- A client may participate in multiple components, but they will only be certified and receive reimbursement for one component.

Frequently Asked Questions:

- Can I bypass the Work Readiness phase?
 - Yes, if you demonstrate job readiness, you can go straight to the Job Search phase.
- Can I bypass the Job Search phase?
 - This is rare, but if you are already employed and are not looking for a new job, you may bypass Job Search and move directly into Job Retention.
- Can I switch components?
 - Yes, you can switch components at any point during your 90 days if your situation changes or you reach a new employment milestone.
- Can I participate in more than one component?
 - Yes, you can participate in more than one component, but you will only be certified and reimbursed for one.

For any additional questions, please contact the Helpdesk.

Program Components:

1. Work Readiness:

- Max Participation Time: 90 days
- Purpose: Helps clients develop essential job skills, such as communication, teamwork, and professionalism.
- Outcome: Prepares clients for the job search phase or direct employment.

2. Job Search:

- Max Participation Time: 90 days
- Purpose: Clients receive support in actively applying for jobs, improving resumes, and practicing interview skills.
- Eligibility to Bypass Work Readiness: A client can bypass the work readiness phase if they:
 - Have recent work experience and demonstrate job readiness.
 - Already possess necessary job skills and need only assistance with finding a job.

3. Job Retention:

- Max Participation Time: 90 days
- Purpose: Supports clients who are already employed, helping them maintain their current job or transition to a better position.
- Eligibility to Bypass Work Readiness and Job Search: A client can be placed directly into job retention, but this is rare. Even if a client joins the program with a job, they would typically participate in the job search phase if they are seeking a better position.

Case Flow Process for Women in Prison

Step 1: Eligibility Criteria

- Confirm if the client is female and has an open, pending, or eligible SNAP (Food Stamp) case.

Step 2: Meet with Case Manager

- Client meets with a case manager to complete the orientation.
- Discuss the client's employment goals and available program components.

Step 3: Choose Program Component

- **Work Readiness:** For clients needing to develop job skills.
- **Job Search:** For clients ready to find a job.
- **Job Retention:** For clients already employed, needing job retention support.
Options:
- **Bypass Work Readiness:** If the client has recent work experience and demonstrates job readiness.
- **Bypass Job Search:** In rare cases, clients can go straight to Job Retention (if already employed and not seeking a new job).

Step 4: Participation in Selected Component

- Participate in the selected component (Work Readiness, Job Search, or Job Retention).
- Upon completion, clients receive a certificate and reimbursement for the selected component.

Individualized Reentry Services

Step 5: Component

- If needed, clients can switch components before the 90 days are complete.
- Clients may participate in multiple components but will only receive certification and reimbursement for one component.

CASE FLOW PROCESS

ELIGIBILITY CRITERIA

Confirm if the client is female & has an open, pending, or eligible SNAP (Foodstamp case)

01

MEET WITH CASE MANAGER

- Client meets with a case manager to complete the orientation.
- Discuss the client's employment goals and available program components.

02

CHOOSE PROGRAM COMPONENT

- Work Readiness: For clients needing to develop job skills.
- Job Search: For clients ready to find a job.
- Job Retention: For clients already employed, needing job retention support.

03

PARTICIPATION IN SELECTED COMPONENT

- Participate in the selected component (Work Readiness, Job Search, or Job Retention).
- Max Participation time: 90 days.

04

COMPONENT TRANSITIONS

- If needed, clients can switch components before the 90 days are complete.
- Clients may participate in multiple components but will only receive certification and reimbursement for one component.

05

Step 6: Certification

- Upon completion, clients receive a certificate and reimbursement for the selected component.

Options:

- Bypass Work Readiness: If the client has recent work experience and demonstrates job readiness.
- Bypass Job Search: In rare cases, clients can go straight to Job Retention (if already employed and not seeking a new job).

5 Colorful Steps

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