

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

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HOST AGENCY TRAINING RESPONSIBILITIES

1. Jobseekers are placed in the Host Agency for training and not as substitutes or replacements of agency staff.
2. Trainees will be placed in productive part-time community service assignments. These trainees will be scheduled for 20 hours per week unless otherwise authorized in writing by the SCSEP Director.
3. Training descriptions and training schedules for each jobseeker should be established before placement. Jobseekers do not volunteer. The Program Director should approve schedule. New task assignments should be discussed with and fully explained to the jobseeker and the Program Director.
4. The training supervisor will provide jobseekers with day-to-day supervision, adequate training, and support services. Proposed assignments and/or responsibilities must be fully explained to the jobseeker.
5. Furnish to each jobseeker - without cost - equipment, such as uniforms, tools, and supplies that are needed for performance of their duties and assignments.
6. Assigned duties should be compatible and consistent with each jobseeker's obvious physical and/or medical limitations and mental capabilities. Strive to provide reasonable and affordable accommodations to comply with the Americans with Disabilities Act (ADA).
7. Provide jobseekers with a work environment that is safe and sanitary. Prohibited drugs and alcohol must not be permitted at any time on the premises.
8. Promptly notify the Program Director of a replacement of the Host Agency's supervisor and/or proposed changes in the jobseeker's assignment.
9. Training of jobseekers may not result in the displacement of currently employed workers. Nor should he/she be assigned to train in the same job that was performed by a laid-off worker.
10. No jobseeker will be permitted to receive training in buildings or under conditions that are unsanitary, hazardous, or dangerous to his/her safety.
11. Report in writing all accidents within the training site whenever a SCSEP jobseeker is involved, whether the jobseeker is injured.
12. Host Agency supervisors are encouraged to assist the jobseekers in job search(es). Jobseekers are encouraged to seek and accept unsubsidized employment. The Host Training Agency should provide priority to hire the jobseeker if an opening occurs where he/she is qualified.