

Senior Employment Program (Projects with Industry & In-Home Services Components)

WHAT IS SENIOR EMPLOYMENT PROGRAM?

Senior Employment Program is a job placement service for job seekers 55 years of age and over. The program provides referrals for full-time, part-time, permanent, seasonal and temporary employment.

All arrangements for wages, hours of work and job duties are made between the employer and employee. The employee is responsible to the employer for the quality of work performed. The employer makes payment for work performed directly to the employee.

THE PROGRAM HAS TWO JOB PLACEMENT COMPONENTS WHICH ARE:

Projects with Industry provides referrals for placements with business, industry, social services, education.

In-Home Services provides referrals for competitive In-Home placements. These include: caregivers with specific skills and experience like certification and licensing who perform patient care that involves personal care, meal preparation, light cleaning usually for the patient only; non-medical homemakers with experience in meal preparation, personal care, and who perform light cleaning and laundry and run limited errands; minor home repair persons and more. Follow-ups are performed to assure employer satisfaction.

- **Employment Orientation/Job Readiness Skills Seminar:** Offered as needed to encourage a positive attitude and provide techniques to assist in the job search.
- **Basic Computer Training:** Windows and Internet job search training by the Senior Employment Director and computer training classes are held at the Downtown Senior Center.
- **Job Development:** Working with local employers and employment agencies in an attempt to place our clients.
- **Resume Preparation:** Staff will prepare resumes based on information supplied in client interviews and in employment orientation. All job-seekers are encouraged to prepare a resume.
- **Job Club:** Meets once a week to provide opportunity for applicants to review current job openings, update job search skills, and exchange information with others seeking employment.
- **Job Fair:** Presented annually to bring potential employers and employees together to discuss current employment opportunities.
- **Job List:** Weekly job listings with PT and FT jobs.