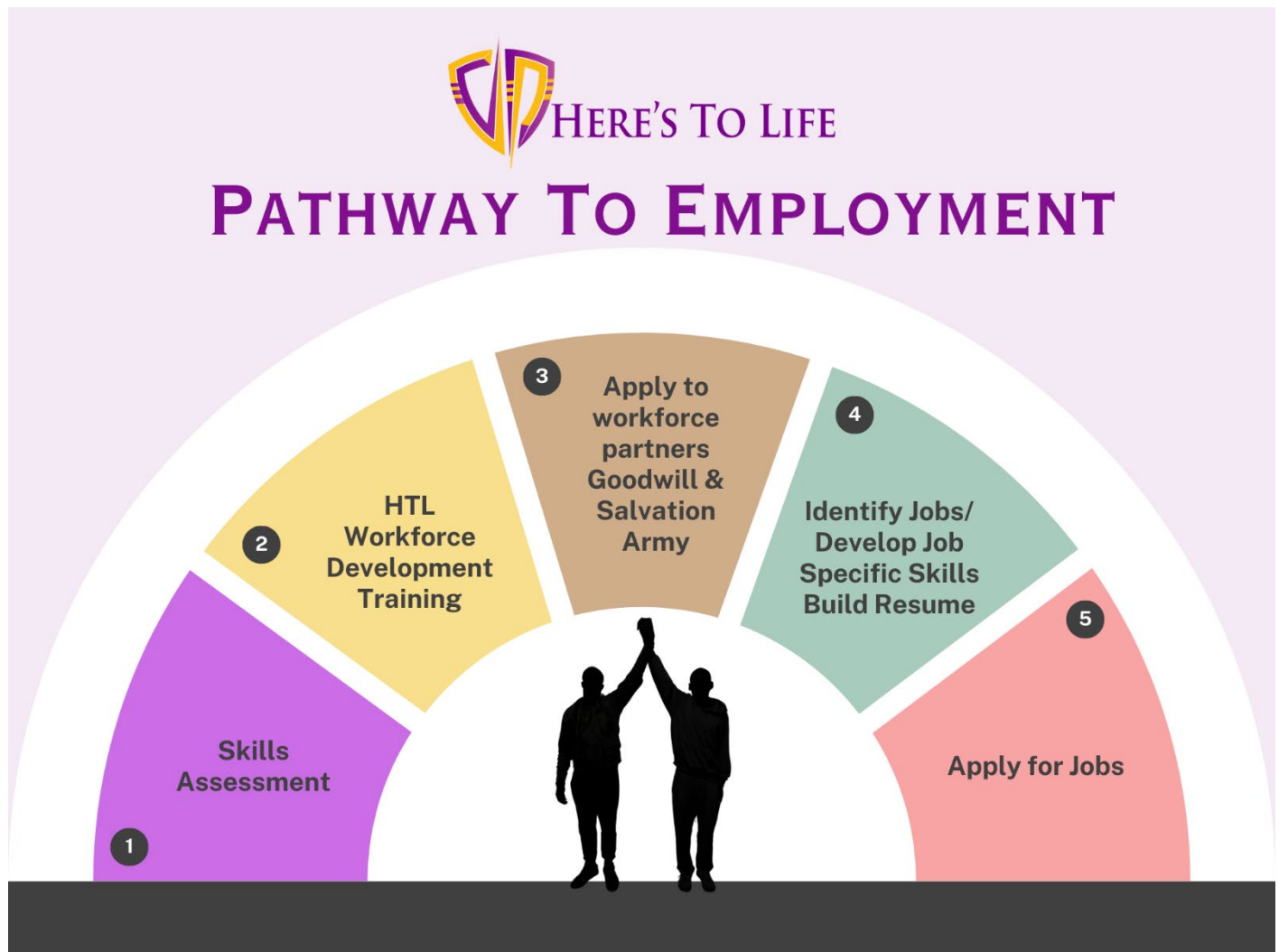


## Pathway To Employment Process

The Here's To Life (HTL) Workforce Development Pathway to Employment is a structured program aimed at helping participants achieve job readiness. The U.S. Department of Labor recognizes that individuals recovering from substance use disorders can be committed and reliable employees.

HTL's HTL Housing Services supports HIV-positive Same Gender Loving Men aged 18 and older, offering Emergency Housing for up to 120 days with social detox and counseling. Our Transitional Housing program provides stable living for up to two years, while the Tenant-Based Rental Assistance (TBRA) allows participants to contribute 30% of their income toward rent as they work toward independence.

To ensure a smooth transition for our transitional housing participants, the HTL Workforce Pathway to Employment includes a structured employment training program that fosters housing stability.



# **HTL Workforce Pathway to Employment Procedure:**

## **1. Skills Assessment and Workforce Participant Profile Registration (Days 15-30):**

- The participant will receive an assessment code from the Workforce Development Manager.
- Upon completion of the HTL Pathway to Employment behavioral assessment, the manager will share information directly from the assessment report, including:
  - Personality Blend
  - Main Strengths
  - Keys to Manage
  - Potential Misunderstandings

## **2. Workforce Development Training (Days 15-90):**

- Participants will undergo a structured workforce development curriculum to gain soft skills, workforce knowledge, and hands-on training to prepare for entry into the workforce.
- The training will cover a wide range of topics, including communication skills, teamwork, time management, problem-solving, Working While on Social Security, and workplace etiquette.
- Practical training sessions will provide participants with real-world experience to enhance their readiness for various job roles.
- Workshops and seminars will be conducted to enhance participants' understanding of industry trends, job market demands, and professional development opportunities.

## **3. HTL Workforce Partners (Days 50-75):**

- Participants will register with the Career Connector powered by Goodwill for access to additional training courses, job fairs, workshops, and online learning.
- The partnership with Goodwill offers a wealth of resources aimed at empowering participants to secure meaningful employment opportunities.
- Job fairs organized by Workforce Partners create networking opportunities for participants to connect with potential employers and explore job openings.
- Online learning modules provided through the partnership enable participants to upskill and stay competitive in the evolving job market.

## **4. Specific Skill and Resume Development (Days 75-100):**

- The Workforce Development Manager will provide individualized training and development to meet employment needs.
- Participants will receive personalized guidance on resume building, cover letter writing, interview preparation, and job search strategies.
- Certification courses offered through Workforce Partners will equip participants with industry recognized credentials to enhance their job prospects.
- Skill development workshops tailored to the specific needs of participants will focus on enhancing their technical competencies and professional skills.

### **5. Applying for Jobs (Days 100-120):**

- Participants will apply for jobs that align with their skills and career goals, leveraging the knowledge and experience gained throughout the pathway.
- The Workforce Development Manager will provide support in identifying suitable job opportunities, submitting applications, and preparing for interviews.
- Job placement assistance will be offered to help participants transition smoothly into their desired roles and industries.

### **Guidance and Support:**

The Workforce Development Pathway to Employment offers continuous guidance to participants, recovery coaches, counselors, and staff. Regular check-ins and progress reviews help participants stay focused on their employment goals and receive necessary support. Career development workshops empower individuals to drive their professional growth. For personalized assistance, inquiries regarding employment should be directed to the Workforce Development Manager, ensuring a smooth transition back into the workforce.

# **Accelerated Track Procedure**

## **Overview**

The Accelerated Track is a performance-based process tailored for HTL Workforce Development participants who prioritize their recovery and diligently adhere to all HTL processes and procedures. This track is designed to expedite participants' readiness for the workforce, facilitating a smoother transition into transitional housing.

## **Guidelines**

### **Eligibility Criteria**

To qualify for the Accelerated Track, participants must:

1. **Complete All Workforce Development Steps:**
  - Successfully finish Skills Assessment and Development Training.
2. **Achieve an Exemplary Rating:**
  - Excel in the Recovery Bucks Incentive Program.
  - Workforce Development Hands-on training

### **Transition to Phase 3**

Once the above criteria are met, participants will receive authorization to advance to Phase 3 of the HTL Pathway to Employment, enabling them to prepare for real-world employment opportunities more swiftly.