



Pima County OneStop Career Center Job Readiness Guidelines for Referring Agencies

Pima County OneStop offers a continuum of career services for both youth and adult job seekers. Core Services are offered to the public on a walk-in basis, while Intensive Services and Training require an intake to determine eligibility for available funding. Staff-assisted referrals (i.e. you contact us in advance and/or accompany your client to the OneStop) provide a better chance the job seeker will be successful. If you wish to refer a group of clients to the OneStop, please contact the Center Director in advance to make an appointment. The following checklist was prepared **to help you** determine whether an individual is ready to engage in job search through our centers.

Core Services include resume assistance, labor market information, on-line career exploration and job matching, job leads and referrals, employability skills workshops, computer skills tutorials, and access to work stations and office equipment. Bus passes are provided only to job applicants who are referred to a specific employment opportunity. Before referring clients to the OneStop for core services, please ensure that the person:

- Is not currently experiencing any psychological symptoms that inhibit his/her ability to function independently.
- Is not under the influence of alcohol or substances.
- Has not been convicted of a sex offense and is allowed to be around youth.
- Has transportation, or is willing to ride bus and have bus passes provided by the referral agency.
- Is dressed acceptably and has basic hygiene skills.

Intensive Services and training are provided for otherwise job-ready individuals who need additional assistance or occupational skills to obtain employment and who meet funding eligibility criteria. These services include case management, career plans, job placement assistance, training plan development, financial assistance with tuition and support services. Referring agencies are asked to verify the individual's job readiness based on the following criteria:

- Person meets all the referral criteria for Core Services.
- Person referred is willing and able to work full time.
- Person does not have any pending major medical issues, such as surgery.
- Person has a valid ID and social security card or is able to obtain one.
- Person has been clean and sober for 6 months as documented on agency letterhead prior to referral for any services beyond basic job search.
- TABE score is adequate for desired training or career path (usually at least 8th grade level).
- Person follows up with psychiatric and outpatient treatment team appointments with his or her current provider. Treatment plan statement from treatment provider should be obtained.
- Person has stable housing.
- Person has a phone or reliable message phone.
- Person has a medical release that they are able to work full time.
- Person is not on work release from jail or prison.
- Person does not have pending child care issues or, if so, knows how to obtain any necessary assistance with the issues.
- Person has not been involved with the criminal justice/corrections system for the past 6 months.