

How long can I be involved in EP?

You can be involved in EP for up to 18 weeks. If you do not have a job at the end of this time, you and your caseworker will create a new service plan to help you find a job.

What supports will I get once I am accepted into EP?

You may receive funds to help you with your EP activities. These include help with:

Transportation

- ✓ your transportation costs, even if you use a car

Clothing, grooming or equipment

- ✓ buying items such as uniforms, work boots, safety equipment or tools

Supplies, services and licensing fees

- ✓ paying for items such as driver's licence renewal, medical examinations, criminal record check or professional fees

Child care

- ✓ getting and paying for child care

Disability access

- ✓ the costs related to a disability, such as the need for large print materials or sign language.

Where can I get more information about EP?

For more information about EP, talk to your Social Services caseworker or visit your Social Services Employment Resource Centre (ERC).



Our **Vision** is a future in which all of our clients are moving toward greater self-reliance and eventual independence.

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Employment Placement

What is Employment Placement (EP)?



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Toronto Social Services works with agencies in the community to help you find and keep a paid job. If you are ready to work, EP can help.

How do I get started?

Your Social Services caseworker will refer you to an EP agency that will contact you to arrange a screening interview. The screening interview determines your acceptance as a program participant. Once accepted, you will have access to a wide range of services.

If you are not accepted, your caseworker will help you decide your next steps.

How will an EP agency help me?

Individual job search plans

Each agency will work with you to develop a personal job search plan to help you make the most of your job search efforts.

Job search training

- ✓ learn to use the Internet, telephone and other tools to help with your job search
- ✓ find out what skills employers are looking for
- ✓ get information on the types of jobs available
- ✓ learn how to complete application forms
- ✓ work with the agency to create an up-to-date resume and cover letter
- ✓ increase your chances of getting a job by learning the dos and don'ts of job interviews.

Job search support

- ✓ use computers to update your resume, prepare cover letters and look for jobs on the Internet
- ✓ access to telephones, fax machines, photocopiers and newspapers
- ✓ view job boards and job postings
- ✓ help from staff with your job search and other supports you need.

Job referral

Each agency works to match you to paid jobs. The number of job referrals made to employers depends on your skills, work experience and education.

Updates

EP agencies update Toronto Social Services on your job search efforts and employment status.



What are my responsibilities?

While involved in Employment Placement (EP), your responsibilities are to:

- ✓ ensure your caseworker has your up-to-date address and telephone number. The EP agency will not be able to contact you for the screening interview unless this information is available
- ✓ meet the requirements of the agency you are enrolled with, including:
 - attending a screening interview
 - attending requested job search classes, workshops and individual interviews with agency staff
 - maintaining your own job search efforts while the agency works with you to find a job
 - attending job interviews arranged by the agency, as well as interviews you may get on your own
 - informing the agency and your caseworker when you find a job
- ✓ advise the agency and your caseworker of changes that could affect your participation in EP, either on a short-term or long-term basis (this could include illness, child care issues, etc.)
- ✓ submit monthly Income Reporting Statements (IRS) to your caseworker if you continue to receive social assistance once you start a job
- ✓ let your caseworker know if you have issues or concerns about the actions of the EP agency.