

How long can I be involved in EP?

You can be involved in EP for up to 26 weeks. As well, once you find a job, EP agency staff is available, if needed, to help you resolve any concerns that may arise during your first six months on the job.

If you do not find a job in 26 weeks, 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 & Licensing Fees

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

Child Care

- ✓ getting and paying for child care

Disability Access

- ✓ the costs associated with accommodating a disability, such as the need for large print material or sign language.

Where can I get more information about EP?

Contact your Employment & Social Services caseworker or visit any of our Employment Resource Centres (ERC). A complete listing of Employment Resource Centres can be found at www.toronto.ca/socialservices



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

Prepared by:

Communication and Support Group,
Toronto Employment & Social Services

©2010 City of Toronto
Printed in Toronto, Canada.
June 2010

♻️ Printed on recycled paper

10933

What is Employment Placement (EP)?



What is Employment Placement (EP)?

Toronto Employment & Social Services works with agencies in the community to help you find and keep long-term, paid employment. If you are ready and able to work, EP can help.

How do I get started?

Your Employment & Social Services caseworker will refer you to an EP agency. We will try to match you with an agency that is located close to you, and/or that has experience placing people in your field of work. The agency will contact you to arrange a screening interview, to help determine if the program is right for you. 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

The EP 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 do's 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.

Looking for work is a challenge – whether you are a new job-seeker or have done it many times. Working with an EP agency can provide you with the structure and support to help you stay motivated and positive in your job search.

Job referrals

The EP agency will work with you to match you to paid jobs. The number and type of job referrals to employers will depend on your skills, work experience and education.

Updates

The EP agency will update Toronto Employment & Social Services on your job search efforts and employment status.

Support after you get the job

If problems arise during your first six months on the job, you can contact the EP agency for help and advice to resolve your concerns.

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, so that the EP agency can contact you to set up a screening interview
- ✓ 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 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.