



AGENCY INFORMATION BOOKLET

East Texas Human Needs Network

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www.ethnn.org

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INVITATION

Please participate in *Take the Step – A job skills event* organized by the East Texas Human Needs Network! The event takes place on **Wednesday, September 12, 2018 from 10 am to 6 pm, at the City of Tyler Rose Garden Center.**

The event provides practical information and resources to individuals who face barriers to employment. A brief intake, assessment, and referral process will identify each individual's barriers and have them meet with agencies like yours that can assist them.

DATA DRIVEN

The *Take the Step* event was developed by a network of organizations as a unique response to the employment needs assessed during ETHNN's comprehensive community needs assessment (CCNA). The *Take the Step* event is not a job fair.

The 2016 CCNA data showed that 25% of those interviewed were unemployed. When asked about their reasons for unemployment and what could make a difference for them, they shared:

Top three employment needs:

1. Computer Skills
2. Resume Writing
3. Career and job training

GOALS

- Assess barriers to employment.
- Provide a venue to connect job seekers with providers of employment resources.
- Facilitate the development of job skills for job seekers that meet the needs of local employers.
- Stimulate the local economic and employment climate.

OBJECTIVES

- Decrease employment barriers.
- Increase employment.
- Increase employment skills.
- Increase employment retention.
- Increase employee wages.

YOUR AGENCY

You are asked to do what you do best, establish a relationship, assess needs, provide guidance and resources, and make a follow-up appointment.

We are inviting agencies that provide services to help remove barriers broadly defined as:

- Personal and financial
- Emotional and physical
- Career decision-making and planning
- Job-seeking knowledge
- Training and education

You may find more details about the Five Barriers to Employment on page 5.

We need you to please complete the linked form below to let us know you want to participate and to define what services you will offer that address one or more of the five barriers.

<http://www.ethnn.org/agency-form.html>

Due Friday, August 24

If you have any questions at all, please do not hesitate to call or email.

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FIVE BARRIERS TO EMPLOYMENT

Personal and Financial	Emotional and Physical	Decision-making and planning	Job seeking knowledge	Training and Education
<i>Barriers from a lack of money, housing, or other basics.</i>	<i>Barriers from physical or emotional limits or problems.</i>	<i>Barriers from poor career or life planning or misinformation.</i>	<i>Barriers from a need for improved job search techniques.</i>	<i>Barriers from a lack of training or education.</i>
Transportation	Keeping a positive attitude	Decision-making skills and abilities	Job search skills	Completing HS Diploma or GED
Child Care	Turning unemployment into opportunity	Setting long and short term goals	Completing the job application	Learning how to read or write
Housing	Dealing with anger about being laid off or fired	Learning about starting a small business	Developing a resume	Returning to college
Food	Not allowing myself to be discouraged or depressed	Looking at my strengths and weaknesses	Explaining gaps in work history	Learning basic math
Medical care Dental Care Behavioral Health Care	Dealing with alcohol or drug problems	Getting information on various occupations	Using a computer to find and apply online	Learning English as a second language
Clothing	Overcoming vision-loss or blindness.		Identifying existing employment skills	Learning about educational financial aid
Cultural and language issues	Overcoming physical disability.		Interviewing skills	Learning how to use a computer and internet
Legal/Court issues			Building a network of people who know I'm looking for work	Getting licenses or certificates related to goals

PARTICIPANTS

Each participant will receive a folder with:

- copies of their *intake and assessment**,
- a *referral map*,
- an *event guide*,
- a *directory of agencies*,
- a *flash drive* for resumes¹ and other information you could download for them, and
- a *bag* to keep everything in one place.

*to protect the privacy of each participant, a single intake and assessment interview will be conducted by a Navigator at the “The First Step” of the event.

Each participant will receive multiple copies of their completed intake and assessment document to give to each agency they visit. This will ensure that personal questions are not asked where others can listen. It will also prevent the participant from having to tell their story to every agency they visit.

PROCESS

Step 1 Participants will check in at **“The First Step”** table.

Step 2 Intake, assessment, and referral. During this step, a trained Navigator will perform a simple intake, conduct a barriers assessment to determine which agencies they should visit during the event, and complete a referral map to guide the participant to the agencies that can address their needs. The Navigator will print and give the participant multiple copies of his/her assessment to share with you. This will take about 20 minutes.

Step 3 Another volunteer will then review the referral map and help them find the agencies in the **“Take the Step”** Agency Hall.

Step 4 Participants may go from one agency to another based on the assessment and referral map. Tables and chairs will be setup in the center of the room for participants to sit, review materials, rest, and have water and a snack.

Step 5 Participants will check in at **“The Next Step”** table. Here they will receive help to develop a plan for their next step, they’ll be asked a few questions about their experience at the event, and will be asked if we can call them to check in with them in the next few months.

ETHNN

ETHNN will provide marketing materials, website listing and links, tables, chairs, a name board, access to electricity and Wi-Fi, a hospitality room, and t-shirts for agency staff and volunteers.

ETHNN will follow-up with willing event participants at 1, 3, 6, 9, and 12 months to measure outcome indicators.

The event is free to agencies and to participants.

ON THE DAY OF THE EVENT

SETUP, SIGN IN, ORIENTATION, DOORS OPEN AND CLOSE, AND BREAKDOWN

We will gain access to the Rose Garden on the morning of the event at 7 am.

- **Setup** will take place on Wednesday, September 12 from 7 to 9 am.
- **Sign in and Orientation:** All agency staff and volunteers will Sign In and participate in Orientation at 9:00 am.
- **Doors open:** Doors will be opened to participants at 10 am and will close at 6 pm.
- **Breakdown** will take place September 12, between 6 pm and 8 pm.

HOSPITALITY ROOM

A Hospitality room will be set up for agency staff and volunteers to take breaks, and get food and water.

MAKING IT ACCESSIBLE

We are ensuring that the event is accessible to our target population. This plan includes access to transportation to and from the event and access to on-site childcare during the event.

WHAT PARTICIPANTS WILL BE ASKED TO BRING

We asked participants to bring ID, education and work history, resume if they have one, work permit, disability status, immigration status, etc. We've also asked them to **come event if they don't have these items**. If there are specific items your agency will need from the participant, please include in the Agency Form.

HOW LONG WILL PARTICIPANTS STAY AT THE EVENT?

The time they stay at the event will vary depending on how many agencies they need or want to visit that day. They could stay two hours or all day. We encourage them to take advantage of this opportunity. We will have water, snacks, and a place to sit and rest so they can stay all day.

CHILDCARE

Childcare will be provided for event participants by Champions for Children for children ages 2 to 12 years old. Childcare location will be Building C of the East Texas Fairgrounds, directly across the parking lot from the Rose Garden Center.

TRANSPORTATION

Transportation will be available from Smith County and Tyler locations to and from the event. The website will be updated and an email will be sent to you as transportation hubs and schedules are developed.

CONTACT

If you need additional information, or cannot attend and want to send materials, please contact Christina Fulsom at 903.216.3211 or christina@ethnn.org.