

## GIVE SOMEONE A JUMPSTART TO A JOB

The Community Employment Program or CEMP was developed by the Alabama Department of Human Resources (DHR) JOBS Program to provide valuable work experience which can lead to permanent, paid employment for recipients of Family Assistance (FA) benefits. FA clients may be assigned to work experience placements in public or private worksites. CEMP workers do not receive a salary. The work is done in exchange for public benefits. There is an on-going need for employers to volunteer to serve as CEMP worksites.



CEMP participants preparing materials for a Job Readiness class.

### **CEMP HELPS PARTICIPANTS IN ALABAMA'S JOBS PROGRAM:**

- Develop good work habits
- Build self-confidence
- Learn job skills
- Gain work experience
- Learn to get along with coworkers
- Learn to establish contacts
- Learn to accept supervision and to handle grievances appropriately

### **IN ORDER TO ENSURE A SUCCESSFUL PLACEMENT, JOBS STAFF WILL WORK CLOSELY WITH THE EMPLOYER AND WILL:**

- Perform pre-placement screening of CEMP workers
- Match CEMP workers to placements based on the CEMP worker's skills and the employer's needs
- Assist the CEMP worker with supportive services such as child care, transportation and expenses related to participation in CEMP
- Provide liability insurance for the worker
- Pay for background checks
- Monitor client's progress at specified intervals
- Assist with workplace problems when requested



CEMP participant receiving a car donated through the Family Coaches Program

### **WHAT'S IN IT FOR EMPLOYERS?**

- Additional help for your organization at no cost to you
- A potential employee whose skills and abilities you already know
- A worker with flexible hours to fit your schedule

### **WHERE CAN CEMP WORKERS BE ASSIGNED?**

- Any for-profit or nonprofit business or organization may use CEMP workers.
- CEMP workers may not fill existing non-filled vacancies or displace individuals currently employed with the same employer.
- CEMP workers must be provided the same working conditions that are provided at the job site to an employee performing comparable work for comparable hours.

### **HOW LONG IS THE CEMP ASSIGNMENT?**

- A worker may be placed with a for-profit sponsor for up to three months.
- A placement with a governmental or nonprofit sponsor may last for up to six months.
- Time spent monthly by a participant may be up to, but will not exceed, 40 hours per week.
- Most placements average around 20 – 25 hours per week.

### **WHAT JOBS CAN A CEMP WORKER DO?**

- You tell us! CEMP workers may perform most jobs that paid employees perform as long as they are not used to displace paid employees.

### **WHAT ARE MY RESPONSIBILITIES AS A CEMP EMPLOYER?**

- Interview referred clients for placement
- Supervise the placement
- Keep an attendance record
- Provide guidance and encouragement
- Contact DHR immediately if there are problems
- Evaluate the worker's performance at mid-placement and at the end of the placement
- Serve as a reference for workers who successfully complete the placement

The worksite must provide the CEMP worker with a productive training experience, competent daily supervision, and a safe work environment. CEMP placements should focus on the teaching of soft skills such as arriving to work on time and following instructions as well as hard skills such as the use of a computer or how to operate simple machines.

### **HOW DO I GET STARTED?**

- Contact your local DHR JOBS office by telephone. Click [here](#) to find the DHR office nearest you.
- Decide on the skills you would like the CEMP worker to have and what tasks you would like the worker to perform.

- Your local DHR office will ask you to complete an agreement which outlines their responsibilities as the referring agency and your responsibilities as a CEMP employer.

**IF THE PLACEMENT WORKS OUT, MAY I HIRE MY CEMP WORKER? YES**

- In fact, if you accept your CEMP worker as a permanent employee, your company may qualify for certain benefits, including the Work Opportunity Tax Credit. (WOTC)
- Go to <http://www.doleta.gov/business/incentives/opptax/> for more information.

 WORKING TO HELP SOMEONE WORK 