



Workforce Development Division

Contract Program Descriptions

INMATE JOB SKILLS CLASSES – Building Skills for Life and Work is a comprehensive 12 week program designed to provide the critical job and life skills needed for an individual to be successful in their daily interactions with family, co-workers, employers and the community at large. The course utilizes a successful evidence-based curriculum that helps hard to reach adults prepare for success in work and life. The program is designed to build from beginning to end, with the initial focus on Attitude, however, the flexible format allows for continuous inclusion of new students without loss of focus. The coursework uses hands-on activities that teach critical thinking skills through individual reflection, discussions, small group work, and role plays. At the heart of the course is the “a-ha” experiences, learning through one’s own discovery, rather than through lecturing. The theoretical foundation of the curriculum utilized is the ecological model of family resiliency with the individual at the center encircled by Family and then Community, forming a support system against the stresses of life. The course teaches essential life skills to improve relationships at home, work, school, and in the community. All of the elements of a successful job search are incorporated into the course: resume development, master application, cover letters, references, thank you letters, interviewing and understanding the world of work including employer perspectives and expectations. Funded by the Sonoma County Sheriff’s Office.

SonomaWORKS COMMUNITY SERVICE PROGRAM (CSV) – Activities offered are designed to provide participants with successful community service placements, in their local areas, to provide participants with general employment skills, specific job skills, and an understanding of the work culture. For many of the individuals this is their first exposure to the world of work, making it vitally important that the placement is a positive learning experience. The ultimate goal of the program is successful job placement, retention and eventual self-sufficiency gained through unsubsidized employment. Funded by Sonoma County Human Services Department, by referral only.

SonomaWORKS ENHANCED SUBSIDIZED EMPLOYMENT PROGRAM (ESE) – The Enhanced Subsidized Employment program offers opportunities for eligible participants to gain valuable employment skills and experiences that will lead to unsubsidized employment. Participants will have the opportunity to determine what type of employment to search for, receive support and guidance, and have an increased chance to be placed in a position where they receive a paycheck due to the support received and the subsidy available to employers. ESE assists the employers through the initial hiring process by providing a subsidy to the employer as an incentive. Wage subsidies will be reimbursed to the employers up to **75% of the gross wages**

paid, for up to 6 months. The maximum reimbursement to an employer is **\$10,000 per participant**. Funded by Sonoma County Human Services Department, by referral only.

SonomaWORKS JOB SEARCH SERVICES (Intensive Job Search/Targeted Job Search) – Job Search Services is a Temporary Assistance to Needy Families (TANF) program offered as a part of our SonomaWORKS contract that assists participants with gaining the skills needed to obtain employment. The four-week intensive program offers training in resume creation, master and online applications, mock interviews, networking, life skill workshops, job retention, and career planning. An additional four weeks of Targeted Job Search provides services similar to Intensive Job Search with additional targeted services based on the client’s need. Funded by Sonoma County Human Services Department, by referral only.

SonomaWORKS LEARNING ENHANCEMENT AND ACHIEVEMENT PROGRAM (LEAP) – Provides a wide array of services for SonomaWORKS participants, who have been screened and assessed to confirm the diagnosis of a learning disability. Participants receive case management assistance to pursue education, training, career services, community service, and job placement. In addition, the coordinator teaches participants the skills to advocate for their needs with employers and training programs. Funded by Sonoma County Human Services Department, by referral only.

SonomaWORKS TEMPORARY EMPLOYMENT PROGRAM (TEP) – The Temporary Employment Program offers SonomaWORKS participants short-term temporary employment within GIRE. Funded by Sonoma County Human Services Department, by referral only.

SonomaWORKS TRANSITIONAL WORK PROGRAM (TWP) – The Transitional Work Program is an intensive six-month program that will help SonomaWORKS clients build work skills through a combination of paid temporary work and unpaid training. Funded by Sonoma County Human Services Department, by referral only.