

**Responsibilities of Designated Trainer**

Highlighted below are some of the areas that require the constant attention of the DESIGNATED TRAINERS who are responsible for Job Seekers.

**ABSENCE** If a Job Seeker is absent due to illness for more than 3 days (ie. hospital stay or prolonged illness) please notify your Regional Director at the VANTAGE Workforce Solutions

Office ASAP.

If the Job Seeker goes to the Emergency Room or is Hospitalized for **any reason**, **even on the week-end,** the Job Seeker **must** submit to his/her local Regional Director a return to work paper signed by a physician, including the date the Job Seeker is permitted to return to his/her work-training assignment, before the Job Seeker may return to his/her Training Site Work-Training Assignment. This return to work note may be faxed to the local Regional Director by the physician.

If a Job Seeker misses days from his/her training assignment due to illness, the Job Seeker may be required to submit to the local Regional Director ] a return to work paper signed by a physician, including the date the Job Seeker is permitted to return to his/her work-training assignment, before the Job Seeker may return to his/her Work-Training Assignment.

***NOTE:* If a Job Seeker returns to the work-training assignment *prior* to submitting the requested “return-to-work paper” OR *before* *the designated date* written on the “return-to-work paper” from the doctor, the Job Seeker must be sent home until the proper “return-to-work paper” has been received specifying the allowed return date or the designated date written on the “return-to-work paper” has been reached.**

**ACCIDENTS** If a Job Seeker has an accident on the Work-Training Assignment, please

notify your **local** Regional Director **& Director of Human Resources, (330) 762-8666**

**or 1-800-554-5335, Ext 186**, at the VANTAGE Aging’s National Headquarters. **Please follow**

**the *Workers' Compensation Instructions* to report the incident,** **even if the Job Seeker does not**

**think he/she is injured.**

**EVALUATIONS** Periodically the Designated Trainer will be required to evaluate the

 performance of the Job Seeker(s) assigned to their site. These ***performance evaluations*** should be

completed in a timely fashion, reviewed with the Job Seeker, any comments added, signed by both

the Designated Trainer and the Job Seeker, and returned to your local Regional Director. At the END of each Job Seeker’s Training Assignment, an ***exit evaluation*** will be required and promptly submitted to your Regional Director.

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**EMPLOYMENT INTERVIEWS** The Primary Goal of this program is to aid the Job Seeker(s) in finding unsubsidized employment. This may require that interviews be scheduled

during hours that the Job Seeker is scheduled at your training site. The Job Seeker may be paid for

this time. Job Seekers are now required to make a designated number of employment contacts every pay period. The Training Site Supervisor is expected to encourage and assist the Job Seeker(s) in securing unsubsidized employment by:

1. providing training that assists in developing marketable skills in conjunction with the

 Job Seeker’s Individual Employment Plan (IEP) and in cooperation with the Regional Director;

1. encouraging and allowing the Job Seeker to attend Job Club or other Training;
2. encouraging the Job Seeker to apply for all appropriate openings at the Training Site and/or the Community in general AND to accept any viable offers for unsubsidized employment;
3. encouraging and allowing the Job Seeker to schedule and go to interviews, even if they occur during his/her regularly scheduled Work-Training Assignment hours.

**ASSIGNMENT** **DESCRIPTION** The Job Seeker should be assigned **only** those duties that are part of the *Work-* *Training* *Assignment Description*, which was completed for the position. If

new training or new duties are added or the location of the assignment are changed, a **new** *Work-*

*Training Assignment Description* must be completed, and **approved** by the local Regional Director

**prior to the change of assignment**. Adhering to this requirement is necessary to avoid W/C

problems and/or to jeopardize the Training Site Agreement.

**MAINTENANCE** **OF EFFORT** A Job Seeker “will neither displace nor replace any paid employee.” The Training Site is to provide Training Assignment(s) that “Create new and/

or expand existing community services,” ONLY. Any other use of the SCSEP funds is considered

MAINTENANCE OF EFFORT and is against Federal Regulations. For example, the Project Office

must be notified if your Training Site is in the process of laying off any employees. At that time

an evaluation will be completed to determine whether or not the Job Seeker may continue to train at the Training Site. Should it be determined by the Sponsor and/or DOL that a Job Seeker has

been participating in a Maintenance of Effort assignment, the entire wages and fringes spent on the

Job Seeker(s) in the assignment(s) so determined at any Training Site must be repaid to the DOL for the duration (all months and/or years) of such assignment(s). All efforts will be made to retrieve

these monies from the said Training Site. (Please see both the Agreement and the Manual)

**REQUIRED MEETINGS** Required meetings are scheduled for all Job Seekers. It is **MANDATORY** for all Job Seekers to attend these meetings. Supervisors are expected to

support the Job Seeker's attendance at these meetings. A Job Seeker's failure to attend may result in loss of wages and/or termination from the program.

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**TIME SHEETS** It is the responsibility of the Training Site Supervisor to verify that *Time*

*Sheets* are filled out correctly and that the hours reported reflect the **actual hours** that the Job Seeker

was **on the assignment.** Job Seekers **may not** “bank” hours; Job Seekers **may** make up missed

hours during the **same two-week pay period, ONLY.** Job Seekers may report no more than 40 hours in any one week on a time sheet and no more than 40 hours for any two-week payroll period;

working extra hours not approved by the SPONSOR, can be cause for termination of the Job Seeker

and cancellation of the Training Site Agreement. *Time sheets* **may only** be signed by Supervisor(s)

who are on the ***Supervision Report*** and have signed the ***Authorized Signature Form****.*

**VOLUNTEERING** Job Seekers **may not** **volunteer at their assigned Training Site for**

**any reason or activity.** Training Site status may be jeopardized by permitting Job Seekers to

volunteer. However, Job Seekers may volunteer at any other agency.

***Please read all additional SCSEP rules in the Handbook for Job Seekers and Supervisors.***