

Statement of Work (SOW)

The Homeless Employment Program (LA COUNTY "HOME") is a collaboration between the Los Angeles County Workforce Board and SELACO WDB. The project is referred to as a Work Experience opportunity and is designed to provide immediate employment services, followed by On-the-Job Training and Vocational Training services for those impacted by homelessness. The overall goal of the project is to support 15 homeless candidates, 15 of whom SELACO WDB will enroll into WIOA services, and 15 of those who will be paired with a Mentor.

The Scope and Sequence below expands on the comprehensive mentoring program that **(YOUR AGENCY NAME HERE)** will deliver through its connections to community resources, coaching, and co-case management.

Planning, Development, and Implementation

Program Overview:

Each partner will be responsible for the success of all 15 co-enrolled participants.

- a. **SELACO WDB:** will support 15 candidates with work readiness, vocational and work experience opportunities. This includes co-enrollment into WIOA, career planning, development of employment goals, ongoing case management & follow-up services for 12 months.
- b. **(Mentor Agency:)** will act as an advisor and coach: provide advice, guidance, and feedback; share their experience and expertise as deemed appropriate; act as a sounding board for career development and the individual's employment plan. Offer encouragement and support. The Mentor agency will provide virtual coaches for 15 candidates, who will work directly with their assigned Career Development Specialist (CDS). The Coach will communicate with the candidates weekly and provide positive feedback, resources & alert the CDS of any important information that will help/hinder the candidates' success in program goals.

(YOUR AGENCY NAME HERE)

The Mentor component in the Homeless Project will provide support virtually* by;
(*virtual mentoring/coaching can be conducted via a virtual platform, telephone, email, or in person.)

- Coordinating virtual services and activities with SELACO WDB staff and partner staff;
- Maintaining regular contact with the assigned CDS and Candidates.
- Provide community resources, including but not limited to; remedial education, counseling, anger management, substance abuse programs.
- Coach and advise customers and ensure they are prepared to begin an assigned Work Experience, Training, or program activity goal.
- Communicate with CDS about any support services needed for the candidate's success.
- Communicate candidate engagement with CDS; this includes any job search, retention, or progress.

"Mentor Agency Name" Homeless Employment
"Program Name" (HOME/RERP)
Service Agreement No. XXXXXX
PY 2023-2024

- Attend project meetings as needed, and;
- As necessary, track, prepare, and submit required agency data, reports, and other communication regarding the achievement of planned goals and objectives.

Coordination of activities and submission/completion of the above work shall be communicated to:

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