

## **East Haddam Youth & Family Services Job Bank: PLEASE READ**

### **RESPONSIBILITIES OF THE YOUTH**

- Contact potential employers in a timely manner.
- Call the employer if unable to keep an appointment.
- Be punctual and stay at the worksite for the allotted time.
- Keep a record of work time and pay. Recordings should be signed by both the youth and the employer.
- Be clear on job responsibilities.
- Discuss wages.
- Call East Haddam Youth & Family Services if there are any questions, problems or complaints.

### **RESPONSIBILITIES OF THE PARENT/GUARDIAN**

- Review and sign off on all contact between youth and employer.
- Contact potential employers in a timely manner. Make sure to screen all employers to ensure potentials jobs are appropriate. EHYFS is not responsible for screening potential employers.
- Discuss wages.
- Provide transportation to and from the job, or negotiate transportation with the employers.
- Call East Haddam Youth & Family Services if there are any questions, problems or complaints.

### **RESPONSIBILITIES OF THE EMPLOYERS**

- Interview youth and check references if necessary. It is recommended that this interview take place with both the youth and their parent/guardian. EHYFS is not responsible for screening potential employers.
- Call youth if unable to keep an appointment.
- All valuables should be kept in a secure place.
- Compensation should be agreed upon before the service is rendered.
- The exact amount of payment should be given to the youth.
- Enough information must be given/received to enable employer/employee to contact each other if plans change. EHYFS is not responsible for this.
- Call EHYFS if there are any questions, problems or complaints.

### **RESPONSIBILITIES OF EAST HADDAM YOUTH & FAMILY SERVICES**

- Inform youth of employers who have expressed an interest in hiring.
- EHYFS is not responsible for providing transportation or delivering services for any youth unable to keep an appointment.
- EHYFS does not interview employers or youth.
- EHYFS does not check references for the purpose of employer or youth information.

It is the responsibility of the employer, youth and parents to decide whether or not they will enter into an employer-employee relationship. An interview between the youth and employer should be scheduled by the youth/parent to allow both parties the opportunity to explore the prospective position and its responsibilities.

**We strongly recommend that a parent/guardian accompany their child to the original interview.**