

East Haddam Youth & Family Services

Job Bank Guidelines

How does the Job Bank Work?

- Any East Haddam youth ages 12 thru 17 may submit an application to have their name listed in the Job Bank.
- Any East Haddam resident may call EHYFS to request a youth to hire.
- EHYFS provides names of potential employers based on type of job.
- The youth/parent contacts the employer directly.

Screening:

EHYFS does not screen employers or employees. There is no implied approval of the employer or youth. There is no implied recommendation of the skills of the employee. It is up to the student and their parent to decide if this job and/or employer are appropriate. It is up to the employer to interview and check references. Employers are encouraged to speak with the parent to determine whether the youth is capable of the job.

Conditions of the Job:

Employment requests consist primarily of temporary and part time work in the homes of area residents. Wages, hours, transportation, and any equipment needed must be agreed upon in writing by the employer, youth, and parents **before** beginning the job.

Job Bank Reports:

We encourage employers to call us with reports, both positive and negative. We also encourage youth and their parents to give us feedback about their employment experiences.

How do I resign from the Job Bank?

When a youth graduates from high school, they are automatically removed from the Job Bank. If a youth wishes to resign earlier they must call EHYFS at 860-873-3296 to update their status.

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.