



ADULT EDUCATION SECTION

CAREER COACH CHECKLIST FOR

WORKFORCE/POST-SECONDARY EDUCATION & TRAINING

Student/Client Name: _____

Date: _____

DHS SNAP E&T REQUIREMENTS (SNAP WORKS): DATE COMPLETED

- Complete **Intake Assessment Form** _____
- Complete **Employment Plan** _____

DWS TANF/OSY REQUIREMENTS: DATE COMPLETED

- Complete **TANF Eligibility Form** _____

COLLEGE AND CAREER READINESS SKILLS: * *(Required of all individuals)* DATE COMPLETED

- Schedule** meeting with client to review checklist & **build** rapport
 - Plan to meet with client throughout their enrollment
- Complete Barriers to Employment Assessment**
 - Make referrals and assist client with reducing barriers to support success
 - Refer to Adult Education for basic skills instruction or to earn GED®
- Assess** client using **World of Work Inventory** (WOWI) <https://www.wowi.com/> or O'NET to discover career interest <https://www.onetonline.org/>
- Help** client explore Career fields or occupations based on career assessment
- Help** client explore job outlook and wages in Arkansas based on goals:
 - Discover Arkansas-Labor Market Information <http://www.discover.arkansas.gov>
 - Real Life Arkansas <https://www.workforce.arkansas.gov/Real-Life/>
- Introduce** student/client to WAGE™ for workforce preparation and training

IF THE INDIVIDUAL WANTS TO GET A JOB AND ENTER THE WORKFORCE: * DATE COMPLETED

- Create**, revise, or update resume _____
- Register** with AR Job Links (www.arjoblink.arkansas.gov) and upload resume _____
- Assist** student/client with looking and applying for a job(s) _____
- Discuss** the three states of an interview (refer to Canvas Course (CCs & CSPs)) _____
- Complete** Mock Interview with client(s) _____

IF THE INDIVIDUAL WANTS TO GO INTO POST-SECONDARY EDUCATION & TRAINING: * DATE COMPLETED

- Research** and explore programs of study/interest by visiting college websites _____
- Apply** for college and **complete** financial aid application
 - Connect with TRiO Services to get assistance with college admissions & Financial aid <https://www.aspsf.org/trio-programs> or
 - Help student complete **College Admissions** application
 - Help student complete **Free Application for Federal Student Aid (FAFSA)** application <https://studentaid.ed.gov/sa/fafsa>
- Provide** an overview of the Level II WAGE™ credential options _____

****Give the client/student a copy of this form as a guide and reference.**
***Most activities can be completed in a group setting**

Job Search and Education Resources

JOB SEARCH WEBSITES

Arkansas Job Link:	https://www.arjoblink.arkansas.gov/
Arkansas State Jobs:	https://arcareers.arkansas.gov/
Indeed:	https://www.indeed.com/
Career Builder:	https://www.careerbuilder.com
Dice:	https://www.dice.com/
Glassdoor:	https://www.glassdoor.com/index.htm
Idealist:	https://www.idealist.org/
Jobs in Little Rock:	http://www.jobsinlittlerock.com/
LinkedIn:	https://www.linkedin.com/
LinkUp:	https://www.linkup.com/
Google for Jobs:	https://www.google.com/
Monster Jobs:	https://www.monster.com/
USA Jobs:	https://www.usajobs.gov/
Circa:	https://circaworks.com/

*Other ways to look for job opportunities: Library, newspaper, career/job fairs, networking, etc.

COLLEGES, UNIVERSITIES, AND CAREER SCHOOLS RESOURCES:

Arkansas Community Colleges:	https://www.arkansascc.org/about-acc
Arkansas Division of Higher Education:	https://www.adhe.edu/
College Navigator:	https://nces.ed.gov/collegenavigator/
TRiO:	https://www.aspsf.org/trio-programs

Other Ways to Assist Students:

- Talk to student/client about volunteer experience, on the job training, externship, and apprenticeship opportunities
- Assist the client & schedule a job shadowing opportunity
- Set up college tour(s) for student Face-to-Face or Virtually
- Contact other known resources to help pay tuition cost of individual (TANF/SNAP/ARS)

*Students and staff will have access to PowerPoints pertaining to employability training, post-secondary education/training, life skills, and financial literacy.

Visit <https://aalrc.instructure.com/enroll/JJMYHN>. Sign up at <https://aalrc.instructure.com/register> and use the following join code: JJMYH

For further assistance, please contact LaTasha Dale-Warren at LaTasha.Dale@arkansas.gov or 501-682-1970.

Arkansas' Workforce Alliance for Growth in the Economy (WAGE™)

OVERVIEW:

WAGE™ is a job readiness program for unemployed and underemployed adults within the Division of Workforce Services, Adult Education Section. The program is administered at adult education centers across the state. WAGE™ is unique from other career readiness programs in that it focuses on improving the academic basic skills of participants while providing workforce preparation and workforce training activities. With the needs of business and industry at its core, WAGE™ addresses the requirement for a competent workforce among entry level jobs in environments ranging from manufacturing to health care to hospitality and tourism. Participants can earn a Level I and Level II WAGE™ Certificate by completing the requirements of each module.

WAGE™ LEVEL I CERTIFICATE:

The Level I WAGE™ Certificate is designed to prepare adult learners with the essential soft skills needed in today's workforce. A **Career Coach** works with participants to explore interests through a career assessment, apply employability skills that address competencies in the areas of applied knowledge, effective relationships, and workplace skills, and help with the transition into post-secondary education or training programs or the workforce. **Adult Education teachers** provide academic instruction as well as integrate financial literacy and digital literacy into the classroom. Completing the WAGE™ Level I Certificate gives participants the skills needed to attain and retain employment.

WAGE™ LEVEL II CERTIFICATE:

The Level II WAGE™ Certificate is designed to support adult learners in choosing a career path within the 16 career clusters. The Adult Education Section's first phase of career clusters, which are based on high demand industries in Arkansas, include *Business Management and Administration, Education and Training, Health Science, Hospitality and Tourism, Information Technology, and Manufacturing.* **Adult Education teachers** provide contextualized learning that enables participants to improve academic skills while learning about a specific career path related to their interest. Learners have an opportunity to earn job industry certifications in Cardiopulmonary Resuscitation (CPR) and First Aid, Forklift, National Career Readiness Certificate (DWS), OSHA-10, and ServSafe, related to a specific career cluster. **Career coaches** assist participants in finding employment and/or enrolling in postsecondary education or training programs.

