

Kawerak Native Employment Work Services



Katie Bourdon, Program Director
Katie Hannon-Lewis, Job Development Specialist



KNEWS Partners with DPA

- Department of Public Assistance provides cash assistance and work services to eligible participants to help with basic needs.
 - TANF = Temporary Assistance for Needy Families
- Each participant is assigned a Case Manager from Nome Work Services. They create a Family Self-Sufficiency Plan (FSSP) with the participant that is reviewed regularly.



Active Participation



- When participants agree to accept the cash assistance, they are agreeing to actively working on a plan for self-sufficiency.
- If a participant refuses to actively participate, then penalties may be applied by the DPA Case Manager.



KNEWS Participation

- DPA contracts with Kawerak Native Employment Work Services (KNEWS) to provide services to participants in the villages.



- KNEWS helps our participants find volunteer work activities to gain experience and work skills to earn their TANF benefit.



Site Agreement



- The Site Agreement is made between KNEWS and your organization.
- KNEWS renews Site Agreements annually.
 - Allows TANF clients to work at your site as a volunteer.
 - TANF clients perform tasks that serve a useful purpose.
 - Participants develop their job skills.
 - Participants develop positive work habits.



KNEWS Agrees To:



- Assess client skills and do our best to match clients to available work activities.
- Contact the Site Supervisor to arrange placement of participant.
- Provide support to the participant and work site for a positive work experience.
- Assist the Site Supervisor in resolving problems that may occur.
- Up to \$25,000 accident coverage by State of Alaska for client when at work site.



The Work Site Agrees to:

- Identify work activities for participants.
- Provide supervision for participants.
- Orient and train participants to perform assigned tasks.
- Sign a monthly timesheet to verify participant hours.
- Notify KNEWS:
 - If participant sustains an injury while at the work site.
 - Does not perform assigned tasks appropriately.
 - Fails to appear at the work site without a reasonable explanation.



Participant Agrees to:



- Arrive promptly for work activities.
- Treat this work experience like a job.
- Ask the supervisor for help when needed.
- Notify the supervisor if unable to come to work site as scheduled.
- Have the supervisor sign participant's timesheet each month.
- FAX in timesheet to KNEWS.

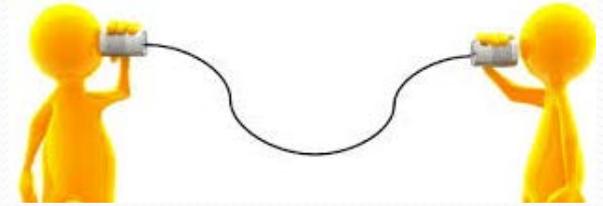


Placement Agreement

- Placement Agreement places an individual client at your work site for specific job duties.
- Includes a start date and end date.
- Specifies scheduled work days and hours.
- Names Site Supervisor and work site contact phone.



Follow-up with Site



- KNEWS staff will follow-up with the Site Supervisor to see how the participant is doing.
 - If positive, we may consider increasing hours and/or days or increasing job duties.
 - If negative, we may consider ending the Placement Agreement early and creating a new agreement to improve success.
- Important to communicate with KNEWS staff, so we can support a positive relationship with the Site and the Participant.



Examples of Work Activities

- Office Assistant
- Janitorial Work
- Classroom Aide
- Cook Assistant
- Dish Washer
- Gym/Recess Monitor
- Sports Coach Assistant
- Snow Removal
- Maintenance Work
- Delivery Driver
- Grant writing
- Community Activities Volunteer
- Eskimo Dancing Practice Helper
- Arts & Crafts for youth
- Game Night for youth
- Transportation for Elders
- Library Aide
- Grave Digger
- Cemetery Clean-up & Repair
- Sunday School Teacher
- Head Start Assistant



Ending a Placement

- Due to various reasons, a placement may end before its end date. In this case, KNEWS will notify the worksite that the placement has ended.
- The best outcome is a participant completing a placement successfully, building new skills, and having a positive work experience.



Benefits to your organization

- Providing a public service to community members to benefit their families.
- Providing work activities to improve job skills and work habits.
- Enhancing involvement and togetherness in your community.



Thank you for working with
Kawerak Native Employment
Work Services!

