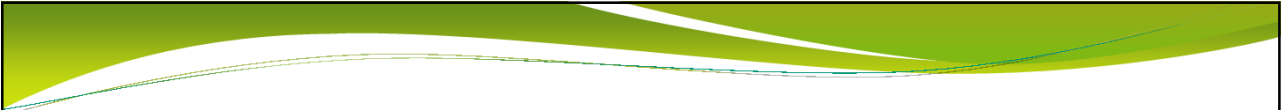





EARN
Employment Advancement Retention Network



SAINT BENEDICT EDUCATION CENTER



Mission and Program Description

Benedictine Sisters of Erie – 1856

- Settled on 9th and Parade
 - Educate and help German immigrants
 - Taught English language and work skills
 - Focus on women and children
- Saint Benedict Academy (SBA) – 1869-1988
- Saint Benedict Education Center (SBEC) – 1988-present

SBEC- Saint Benedict Education Center

Ministry of the Benedictine Sisters

- Work in collaboration
 - Erie Community
 - CAO – County Assistance Office
 - Other agencies
- Services 6 Counties in PA
 - Clarion, Crawford, Erie, Forest, Venango, Warren

EARN: Who is enrolled?

TANF – Temporary Assistance to Needy Families(1996)

- Federal Block Grant
- State Maintenance of Effort Funds (MOE)
- Recipients
 - Single families
 - Families with children under 18

TANF

- 60 months (Consecutive or not) in a lifetime
- Caseload declined by 60% in the last 16 yrs even as poverty has worsen.

Program

- Referred by CAO (hrs/eligibility)
- In-take procedure
 - Assignment of activities in accord with hours cited by CAO
 - Overview of process and program at SBEC

Service to Clients

- Program Coordinators
- Employment Coordinators
- Instructors- Vocational Education
- Job Search opportunities
- Community Service

Program Coordinators

- Determine possible employment and personal goals
- Path to follow to meet goals
- Maintain files/case notes
- Report data into official record keeping systems (CWDS/CIS)
- Refer to appropriate human service agencies
- Participate in DST (Direct Service Teams) report status, problems or need for action.

Employment Coordinators

- Identify
 - past work history/lack
 - current barriers to employment, vocational interests, potential job training needs
- Provide job leads for job seekers
- Outreach to employers targeting direct hires
- Follow up with employers to obtain job placements
- Participate in DST (participants weekly hours/employment situation)

Instructors-Vocational

- Classroom instructors focusing on job placement/process
- Design meaningful programs –pre-employment skills development
- Conduct ongoing evaluation of process and content
- Integrate computer instruction into curriculum/applications
- Collaboration with Program Coordinators/Employment Coordinators

Instructors TAP

- Classroom instructors focusing on job placement
- Design meaningful programs –to increase their levels of English proficiencies to obtain a job (gradual engagement/embedded English)
- Mentor and coach individuals and/or small groups in the learning of the language
- Assist in the enculturation process of the US culture and dominant culture
- Help prepare New Americans' for the work place and environment
- Conduct ongoing evaluation of process and content
- Integrate computer instruction into curriculum
- Collaboration with Program Coordinators/Employment Coordinators
- Participant in Team meetings for all staff working with New Americans

Job Search

- Active in seeking full-time or part time employment
- Combined with organized training that prepares an individual for the workplace

Community Service

- Volunteer hours in-house
 - Factory , non-profit agencies
- Helps build a resume for those who have a little or no work experience

Core Activities

- Education related to employment
 - 2 week cycle
 - Job search and job readiness – 4 consecutive weeks
 - Community service-build resume

Performance Goals:

- Job Placements (50%) of Cohort (25%) \$
 - Employment within 90 days
 - Minimum of 80 hours in a 4 week period
- Job Retention (30%) of Cohort (50%) \$
 - Employment at least 26 weeks out of 36 weeks
 - Minimum of 520 hours
- Increase in Hours Worked (7.5%) of Cohort (25%) \$
 - 30 hours or more per week by the end of Retention

SBEC: EARN/TAP

- TAP – Targeted Assistance Formula Program
 - Refugees (350 or so Bhutan via refugee camps in Nepal)
 - Dually enrolled (EARN/TAP)
 - Gain or upgrade employment - economic self-sufficiency
 - self-sufficiency
 - Improve TANF refugees' English language skills
 - Adjust to American culture – integration into new communities

