

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: H. Ontario Works	Effective Date: July 2009
Topic: 8. Managing Participation	Replaces: November 2004
Subject: 8.2. Community/Employment Placements	
Policy No. H.8.2.	Page 1 of 3

<b>POLICY</b>
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**Authority**                    **OW Act: Sec. 2, 4, 7(4), 39 and 39(1), (2), 45 and 73.1**  
**OW Directives: Dir. 8.5 & 8.7**

<b>PROCEDURE</b>
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### **EMPLOYMENT PLACEMENTS**

The Manitoulin-Sudbury DSB will continue to search for and develop jobs for its participants in the local job market. The participants will be carefully matched to these jobs by Employment Case Managers to ensure long-term successful employment. Employment Case Managers will be available to monitor placements and offer placement services for employers (i.e. screening participants, and offering interviewing space, human resources services).

### **SUBSIDIZED EMPLOYMENT PLACEMENTS**

The Manitoulin-Sudbury DSB uses Enhanced Job Placement Program (EJP) to assist its' clients who could benefit from gaining work experience and who may not otherwise be able to obtain employment. The goal is to find a placement that will ensure the participant's long-term attachment to the labour force without any need for further or future social assistance. It is imperative that the participants who participate in the EJP are carefully screened to ensure a proper match with the employer and ensure success of this program.

The Manitoulin-Sudbury DSB offers a wage subsidy program to employers to offset the cost of training and to help place the participant on a level playing field with possible employees that may have more skills and experience. The Manitoulin Sudbury can offer employers a wage subsidy of up to Four Dollars (\$4.00) per hour for a period of up to 40 hours per week for a maximum of 6 months. With this program we can also offer 6 months of human resources services to the employers if needed.

Although this program is meant for employment ready clients with specific employment goals in mind, it can also be used when needed to gain work experience for clients that may not otherwise be able to find a job to gain basic work skills.

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Once placed with employers the employment staff regularly follows up with the employer and the participant to determine what other support may be required in order to ensure attachment to the labour force.

## **COMMUNITY PLACEMENTS**

The Community Placement Program is an excellent tool that can be used to assist participants in gaining valuable skills and experience.

The Manitoulin-Sudbury DSB encourages clients to find a Community Placement in the clients' field of interest or towards an established employment goal. Community Placements assist participants to gain new skills, updates to their resume, to try new and different experiences, the opportunity to work within their community and feel productive while networking and gaining valuable references.

Some of our Community Placements are Self Declared. These Self-Declared Community Placements allow for participants to remain anonymous regarding their financial status with employers/volunteer organization. Self Declared Placements are often found by clients i.e.: a hockey coach.

All Community Placements must be with a non for profit organization and up to 70 hours per month for a maximum of 6 months. Any extension to this period must be approved by the Case Manager.

## **VOLUNTEER DRIVERS**

### Use of Manitoulin-Sudbury DSB Vehicles

Any Community Placement Host who wishes to use the DSB vehicle must ensure the following:

#### Insurance Requirements

- All drivers must be over 25 years of age unless approved by the Director of Ontario Works
- Are legally licensed to drive
- Have not been convicted with reckless, impaired or careless driving
- No person shall drive the Manitoulin-Sudbury DSB vehicle if they suffer from impaired eyesight or any other physical or mental disability or disease, have an alcohol or drug problem which might affect the safe

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operation of a motor vehicle or when their license is suspended for any violation of the Highway Traffic Act

#### Administrative Requirements

- Host must provide a copy of the following to the DSB:
  - a photocopy of the driver's, valid drivers license (copy both sides)
  - a Drivers License Extract from MTO (Manitoulin-Sudbury DSB will reimburse cost)
  - a recent Criminal Reference Check from Local Police Authority (Manitoulin-Sudbury DSSAB will reimburse cost)
- Drivers must respect confidentiality at all times and will sign a "Statement of Confidentiality Form".
- Drivers operating the vehicle must be in possession of the appropriate driver's license for the class of vehicle being used
- Never use the vehicle for personal reasons
- Vehicle to be parked at the Manitoulin-Sudbury DSB office nightly in its designated spot and any exception will require prior written approval

#### Vehicle Log Book

- Drivers must complete a vehicle log each day
- The log must indicate the date, the driver's name, destination, start and end odometer and exact dollar amount for gas purchased (all entries must be accounted for with a receipt that matches)
- The vehicle log should be forwarded to the Head Office in Espanola with all receipts for gas purchases attached on the last working day of each month