

Ward Employment Process

		Begin							End	
<u>Job Seeker</u>		Contact Quorum Leader or Auxiliary President	Enter and complete profile to 90% on ldsjobs.org	Develop and implement a self reliance and job search plan	Learn and master job search skills, to include networking, interviewing and resumes	Find and apply for job openings	Report progress to Job Coach	Interview for and accept job!		
Job Coach				Receive training from Ward Employment Specialist	Review weekly goals with the job seeker	Hold Job Seeker accountable for goals		Report progress to Quorum Committee		
<u>Ward Welfare Committee</u>	<u>Employment Specialist</u>	Support quorum and auxiliary plan for support of Job Seeker	Help Job Seeker build profile to 90% on ldsjobs.org	Provide Technical Skills training to the Job Seeker (Resumes and Interviewing)	Teach Job Seeker to find & apply for job openings	Help find job openings for the Job Seeker		Report to and take direction from quorum & auxiliary leaders		
	<u>Bishop</u>	Manage Access to ldsjobs.org	Conduct Welfare Committee Meeting	Initiate / Evaluate Committee assistance given to Job seeker	Make assignments to committee members and employment specialist	Ensure Job Seeker is registered on ldsjobs.org	As required, authorize Job Seeker to visit Regional Employment Center for additional support of the "ward plan"			
	<u>Quorum Leader or Auxiliary President</u>	Meet privately at Job Seeker's home	Ascertain job education, qualification, aspiration	Discuss needs in Welfare Committee Meeting	Convene Quorum or Auxiliary Committee	Call a Job Coach	Help job seeker create a job search plan	Help find job openings for Job seeker		
	Quorum or Auxiliary Committee	Leadership Responsibilities and Circle of Caring				Recommend Job Coach	Help find applicable job openings	Review Job Seeker & Coach progress	Send weekly job search email to quorum members	
Home Teacher	Report needs to Quorum Leader	Help find applicable job openings	Provide spiritual encouragement							