



Lorain County JVS Adult Career Center Placement Services Plan 2020

Scope

The Lorain County JVS Adult Career Center creates opportunities for students to achieve success in their careers. The Placement Services Plan ensures that students have access to services to support their employment goals and that instructors use placement data to ensure program relevance.

Staff Responsibilities for Coordination of Placement Services

The Career Services Specialist coordinates placement services. Services including counseling, job-readiness workshops and job opening identification are offered to all students enrolled in a Council on Occupational Education (COE) approved training program. Placement services are ongoing, provided an individual professionally handles referrals, keeps scheduled interviews and leaves positions with proper notice.

Communication Network between Staff, Instructors and Businesses

The Career Services Specialist will work with instructors and students to insure that each student has a professional resume. She/he will assist with the identifications of available job openings, help with securing externship opportunities as required by specific programs and provide counseling and support throughout the placement process.

Strong partnerships between the Lorain County JVS and the business community ensure that adult students are better prepared to meet the demands of the workplace. Many opportunities exist for employers to influence curriculum planning and implementation and participate in hiring students which will improve the training offered at the JVS. Employer involvement ultimately means that employers will continue to have access to a pool of highly-skilled JVS graduates for their workforce.

Methods of Filing/Listing Employers and Employment Opportunities

The Career Services Specialist will use contacts made during Advisory Committee meetings, Lorain County Chamber's Business-after-Hours and other employer-based gatherings to generate job leads and build employer relationships. She/he will maintain the JVS's Job Board/File, notify program instructors of relevant job orders when they are posted, and share the job openings with students through social media sites. The Specialist will stay in contact with Ohio Means Jobs (OMJ) staff, Lorain County's one-stop employment and training system, to identify available jobs and externship opportunities and also check the local paper and social media and internet sites to remain aware of available jobs for JVS students.

All Career Center students will be encouraged to register as alumni and have access to the job postings at www.lcjvs.com. Alumni are also encouraged to register with Ohio Means Jobs to expand their job-seeking opportunities.

Placement Counseling

The Career Services Specialist provides training and counseling on job-seeking skills, resume writing and interviewing techniques, online job search, networking for employment and job fair techniques. The students' program instructor is also available to assist with placement.

How Placement Data is Maintained, Used and Shared as a Measure of Success

Placement data is collected as defined in the Follow-Up Plan. It is reported as required by Ohio's system of higher education, COE and other reporting agencies. Individual program placement data is available for review on the JVS website. Placement, retention and licensure information is also presented by instructors to occupational advisory committee members to help inform program improvements.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center. The updated plans are shared with members of the Institutional Advisory Committee and with staff and students (as applicable) at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.