

SCSEP Available Training Opportunities

Please complete this form so we can have a complete inventory of the training opportunities and assignments that are available through your agency. This document will be used to **customize training assignments for each participant** and as a **pre-screening tool** to match appropriate candidates with the right Host Agencies. Our local Project Director will rely on this information when he/she develops each participant's individual training assignment. Please be sure to include all **potential and existing** training options available through your agency, so we can better assist you in expanding your community services and provide quality training to our program participants.

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| Host Agency Name: | |
| Street Address: | |
| City, State, & Zip Code: | |
| Primary Contact Name: | |
| Contact Phone Number: | |
| Fax Number: | |
| E-Mail Address: | |
| Primary Community Service Provided by Agency: | |

Please list and describe all training opportunities available through your agency

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Criteria for Selection

(Used to pre-screen and match the right candidates for training opportunities with your agency)

Friendly and pleasant personality. Ability to read, write and type. Flexibility, willingness to learn, transportation and a Valid drivers license.

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Describe Agency services available to Trainee (if any)

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Senior Community Service Employment Program
Georgia Department of Human Resources
Division of Aging Services

HOST AGENCY LETTER OF AGREEMENT
Athens Community Council on Aging, Inc.

This agency, as the Host Agency, agrees to the following:

1. The Host Agency will follow and abide by the policies and procedures as set forth by the Senior Community Service Employment Program.
2. The Host Agency will not displace a paid employee.
3. The Host Agency will provide opportunity for participants to work in a Senior Community Service Assignment an average of 20 hours per week.
4. The Host Agency will not discriminate because of age, race, creed, color or national origin.
5. Participants will be placed in useful supervised Community Service Assignments in which the Host Agency will:
 - a) Train each participant in the development of sound work habits and marketable skills;
 - b) Give careful attention to the personal development of each participant
 - c) Prepare the participant for future unsubsidized employment with the Host Agency or another employer
 - d) Train and supervise the participant according to the participant's needs and interests; and
 - e) Provide a safe and healthy work environment for each participant
6. The Host Agency will give consideration to regular employment of the participant when a job opens for which the participant is qualified.
7. The Host Agency understands and will abide by the SCSEP policies. The participant may work only in assignments based on the participants IEP (Individual Employment Plan).
8. The Host Agency will provide on-the-job training to the participant. Participants may attend other Community Service Assignments which are consistent with the participant's Individual Employment Plan.

Signature of Authorized Host Agency Official

Name of Host Agency

Title

Address

Date

Telephone

Fax

Email

This host agency will receive the services of _____

From _____ to _____ Participant job title _____

Immediate Supervisor _____

Federal Employer's Identification Number _____