



READY, WILLING & ABLE TRAINEE ROADMAP

Version 2 07/23/2007

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13-18	Every March
In House Work <i>Initial work: kitchen, housekeeping</i> 5x week	Work Training <i>Helps Trainee learn work skills</i> Assignments: 2-4 months: CIP; 5-9 months: CIP, HPD*, Kitchen, Security, Back Office*, Pest@Rest* & Computer Lab* * only in NYC Area										G R A D U A T E	Independent Housing <i>Trainee obtains and sustains permanent housing</i>	D I A M O N D G R A D U A T E
	Drug Testing <i>Social service tool to help Trainees stay drug and alcohol free.</i> Standard Regular Testing: Alcohol, Cocaine, Heroin, Marijuana & Methadone Additional Testing : Ecstasy, Amphetamine, Barbiturates, Bendodiazipine, Cotinine, Methaqualone, Oxycodone, PCP, Propoxythene and Adulteration. 2x week												
Case Management / Caseload <i>Ongoing support for Trainees throughout the program.</i> Case Management- on-going; Caseload- as per direction of Director of Social Services/Program Director										Graduate Services <i>Ongoing support for Graduates</i> Requirements: minimum once a month showing of rent receipt and paycheck 1x week			
Orientation <i>Introduction to RWA and to staff</i> 3x week		Life Skills <i>Helps prepare for job prep and independent living</i> 1x week		Job Prep <i>Help with job search basics</i> 1x week		Job Search <i>Trainee looks for job</i> 2x week for 1 month 5x week see flip side	Full Time Permanent Employment <i>Trainee maintains full-time employment</i>						
Relapse Prevention <i>Helps Trainee learn how to stay clean</i>										Relapse Prevention <i>Graduates Welcome</i>			
minimum 1x week for 1 month	as needed										G R A D U A T E	G R A D U A T E	
TABE Test <i>Assesses reading and math levels</i>	Adult Education (optional) <i>On-site classes on basic skills, pre-GED, and GED levels</i> Requirement: TABE Test 2x week												
			Classroom Based Vocational Training (optional) <i>Increases training, qualifications and certifications</i> Assignments: Food Handler's Certification, Pest Control Training*, Commercial Driver's License*, Driver's Education, Office Skills Proficiency and SIT. *only in NYC area and JC Requirements: See flip side					\$1000 Gift <i>(see flip side)</i>					
Computer Learning Instruction Center (CLIC) (optional) <i>Helps Trainee learn Word, PowerPoint, Excel, Internet and Email Skills</i> Requirements: 6th grade reading level													



ADDITIONAL INFORMATION

In House Work	All Trainees are assigned upon joining the program
Work Assignment	Progress from 'in house work' to work training after approximately 30 days based on discussion that takes place at weekly staff meetings.
Job Search	<p>Job Search Standards:</p> <p><i>Part Time Job Search-</i> Trainee goes on job search 2x week for 4 weeks.</p> <p><i>Full Time Job Search-</i> 5x week for 2 weeks (Can be extended another 2 weeks at Case Manager and Program Director's discretion, if Trainee is serious about getting a job). After 4 weeks, Trainee is paid a \$15 Stipend.</p>
Non-compliance	<p>Hard Ground- Trainee is placed on hard ground when Program Director, Case Manager or House Manager determines that it is necessary. If Trainee relapses, doesn't comply with program rules, curfew violates, etc.</p> <p>What if Trainee uses drugs? Suspend from paid work assignment. Case Management makes treatment recommendations according to the following:</p> <ol style="list-style-type: none"> 1. referral to outside treatment 2. put on "hard ground" for 30 days with in house treatment
Graduation	<p>Trainee becomes GRADUATE when he maintains sobriety, housing and secures full-time permanent employment.</p> <p>Trainee becomes a DIAMOND GRADUATE when he qualifies for the annual graduation ceremony.</p>
Vocational Training	<p>Qualifications:</p> <p>Food Handler's Certificate- 6 months, Kitchen experience or high level of interest and commitment, 8th grade reading level.</p> <p>Security Certification(8-hour Certificate)- 8 months, final disposition for all misdemeanors, No felonies, 6th grade reading level.</p> <p>Pest Control Training(Pest@Rest)- 5-8 months, A valid driver's license or permit, 8th grade reading level (NYC and JC only).</p> <p>Commercial Driver's License- 6-8 months, valid driver's license, a clean driving record, in excellent standing with The Doe Fund (NYC and JC only).</p> <p>Driver's License- <i>5- hour training-</i> Valid permit, 60 days or more in field <i>Driving Lessons-</i> Valid permit, 5-hour training, 90 or more days in field.</p> <p>Supervisor in Training- 6-8 months, valid driver's license or permit, no excessive reprimands or disciplinary incidents.</p>
Graduate Services	Graduates are eligible to receive a \$1,000 gift. To receive the gift, a graduate must submit rent receipts and pay stubs each month and a clean urine each week.