**Business Relations Coordinators Update**

**Molly James & Morgan Rincon**

**VRC Training 4/19/18**

\*Business Relations Coordinators:

* Employer and Public Relations
  + *Public relations, education/ outreach, marketing, Workforce Team*
* Coordination of Job Development services
  + *CRP on-boarding and training and Tracking CRPs*
* Employment Preparation and Research/Resource Development
  + *PE Foundations Job Club, Client support, Job Development Support, Set up Mock interviews, Other PE activities*
* Professional Development and Other Duties as Assigned
  + JDVRTAC, Communities of Practice: VR- Blind Agencies, Business Engagement Data Elements, VR Marketing, Customized Job Training, etc.

\*Progressive Employment study with ICI

\*JDVRTA- Business Engagement Plan= foundation of our current “workforce team”

\***Workforce team BRCs & AT Staff**

* Molly James- Central & Eastern
* Morgan Rincon- Central & Eastern
* Larry Lake- Central & Eastern
* Ruth Lazzari- Portland
* Kat Denicola- Salem
* Mike Thomas- Eugene
* Kevin Bird- Medford

\*Cost saving strategies: utilize BRCs, Virtual job club, Work Source classes, Colleges, etc.

\*JOB CLUB (Virtual and in-person) & A LA CARTE SERVICES:

**“OCB Pre- Progressive Employment PORTFOLIO”**

1) Resume development & cover letter, 2) interview prep, 3) disability disclosure, 4) dress, attire and hygiene, 5) professional communication skills, 6) basics of PE model, job search resources and networking

OCB to provide foundations for progressive employment activities.  This OCB portfolio should be done prior to referral to CRP for job development.  Job development will most likely include PE activities such as: \*Mock interviews, comp. tours, info interviews, LMI, Work Experiences, AND Job Leads!

\*How to work with BRCs in the PE process

\*Job Development

**Guidelines/ Best Practices for working with Job Developers**

(typically 6-12 months)

              Check in at 3 mos= getting to know client, building relationship, LMI, etc.

              Check in at 6 mos= Red Flags? Client no show, lack of follow through, JD no follow through, no participation in Jobsville, missing reports, etc.

              Check in at 9 mos= Work Experiences in progress or completed?  Interviews? Leads?

              Check in at 12 mos= Employment or other needs???? Meeting with Angel

\* New JD CRP on boarding process:

              a) PE JD PP Training

              b) PE activity tracking form

              c) Sample monthly report

              d) Video of buzzfeed tech info

              c) Map of VRC service area

              e) FAQs

              f) Schedule phone consult or in person visit

\* Tracking CRPs w PE training new & old vendors & tracking on-going trainings OCB offers to vendors

\*Upcoming CRP trainings to include statewide calls to address JD issues with CRPs DURING JOBSVILLE 1X A MONTH (AT issues, Marketing & Education, Work Experiences, Reporting, etc.)

\* First CRP training to be in May to address news (review Angel’s email regarding this news) and changes to job development and Jobsville format (no more billing for Jobsville)

\*Request feedback & input from JDs (Questionnaire for JDs)

\*Offer CRPs buy-in to our monthly trainings (community of practice) to lead discussions

TRACKING

\*Business Engagement activities for WIOA (PE activity tracking- collect and extract Business Engagement info into our spreadsheet)

\*Molly & Morgan share current Business & Community outreach tracking logs (modified & large spreadsheet)

\*Review PE Activity tracking log and why it’s important to collect from each CRP for our Business Engagement tracking purposes

Business Engagement Videos:

[**https://icimedia.wistia.com/projects/j0zeilppr6**](https://icimedia.wistia.com/projects/j0zeilppr6)