

Lutheran Social Services of North Dakota/ New American Services Employment Program

Employment staff

(Name)

(Name)

(Name)

Agenda

- Why is employment important?
- Employment in the Fargo area
- What are your employment/financial needs?
- Federal, State and County guidelines
- LSS Employment Services (our role)
- How to find a job, get a job and keep a job
- Applications, Forms, Interviews

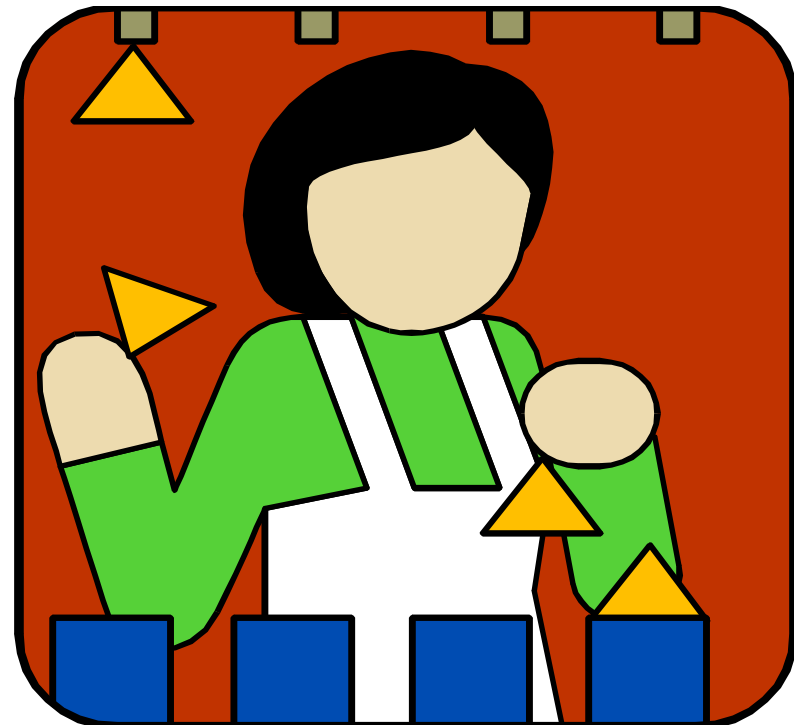
Why Work?

- Personal Satisfaction
 - » To use your skills, knowledge and abilities in a satisfying way.
 - » To make a contribution to your community.
- Financial
 - » Survival
 - » Quality of Life

Employment in Fargo

General or Entry Level

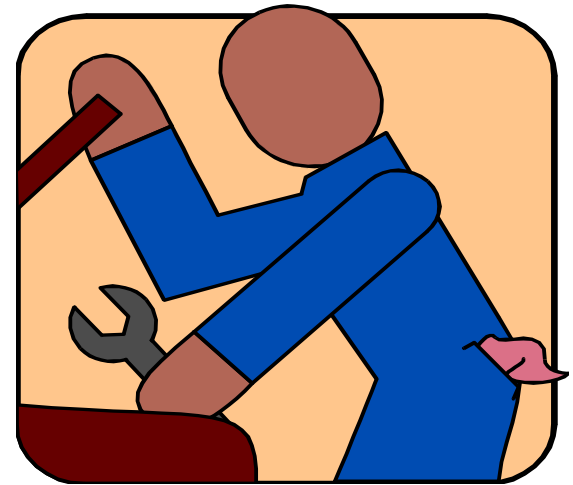
Entry level jobs: Jobs that require little training or experience, such as a hotel housekeeper, restaurant helper, or factory worker.



Employment in Fargo

Skilled

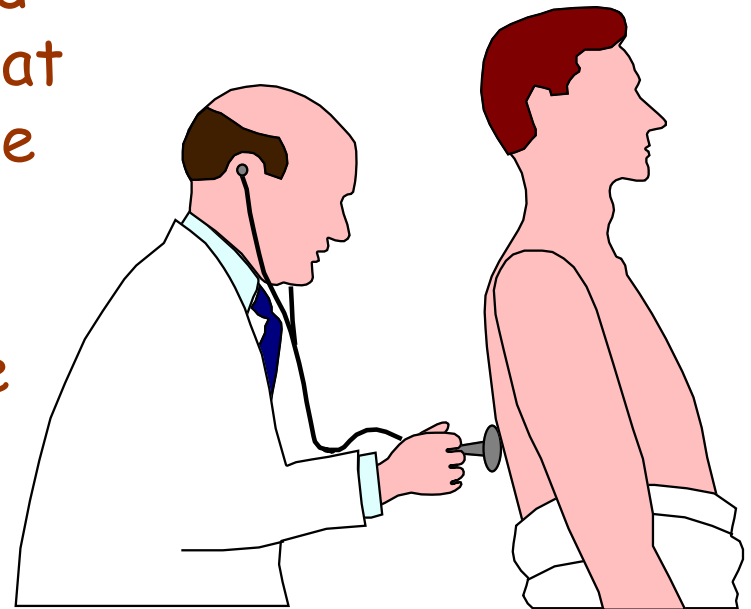
Skilled jobs usually pay more, but require formal training, a higher level of English, and specific skills.



Employment in Fargo

Professional

Professional: Usually requires at least a college degree, advanced English, and specific skills in that field. These may take a long time to obtain. Many professional jobs, such as medicine or dentistry, also require a license or certificate.



Employment in Fargo

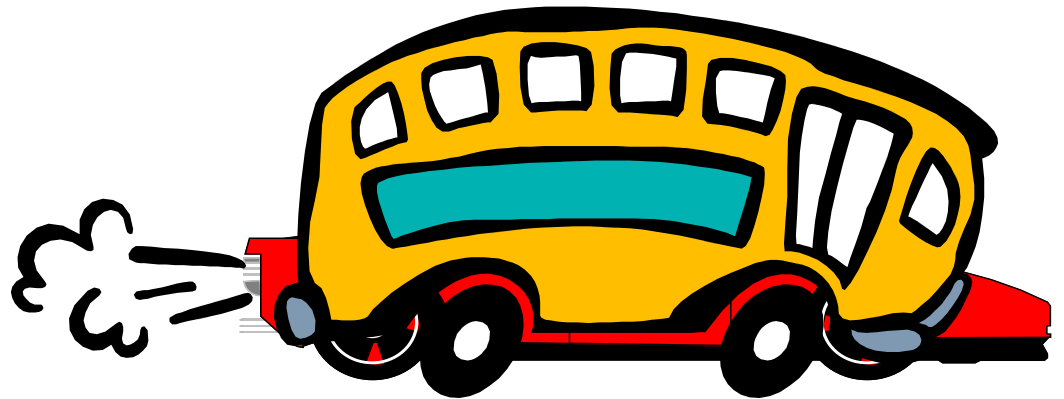
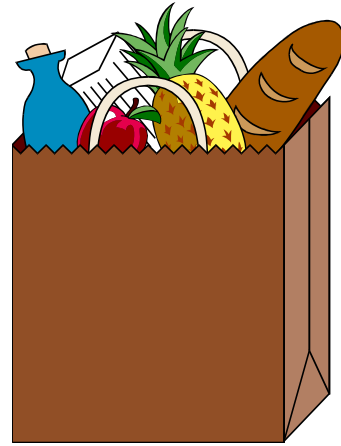
Schedules

Full Time = 8 hours/day for 5 days/week

Part Time = 6 or less hours/day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
7:00 - 3:30	7:00 - 3:30	7:00 - 3:30	7:00 - 3:30	7:00 - 3:30			40 hours
2:30-11:00	2:30-11:00	2:30-11:00	2:30-11:00	2:30-11:00			40 hours
		9:00-2:30	9:00-2:30	9:00-2:30	9:00-2:30	9:30-2:30	25 hours

What do you need?



Income from Employment

(Cash assistance will be reduced by income earned through employment.)

Wages per hour	Hours per week	Total weekly	Total monthly	Taxes	Total “take-home” pay
\$6.00	40	\$240	\$ 960	\$115	\$ 845
\$7.00	40	\$280	\$1120	\$135	\$ 985
\$8.00	40	\$320	\$1280	\$154	\$1126

Federal, State and County Guidelines

- Work requirements
- Actively seeking employment is one of the requirements for receiving benefits.
- If you choose not to work, or do not participate in looking for work, you risk having your benefits reduced.

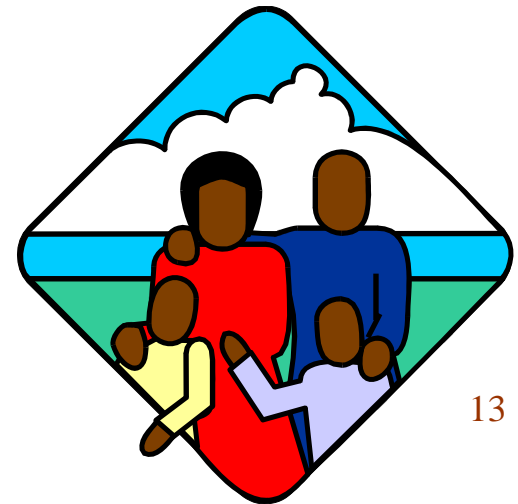
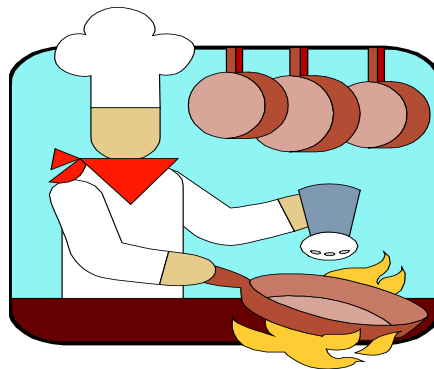
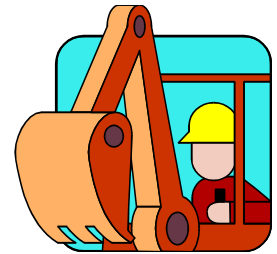
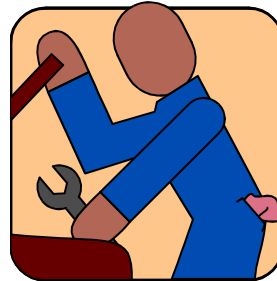
LSS Employment Services

Basic Services:

- Evaluation of your skills and abilities
- Job development
- Applications and interviews
- Transportation: Handi Wheels, City Bus, Bicycles, Friends, Relatives and Volunteers.

Finding a Job

1. Identify your skills, abilities and previous work experience.



Finding a Job

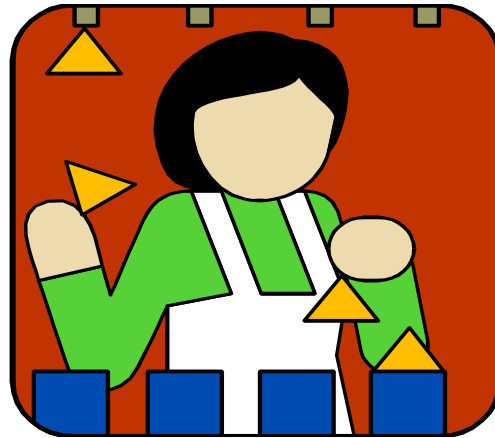
2. Identify what businesses have job openings.

**HELP
WANTED**



Finding a Job

3. Identify the requirements for the position.



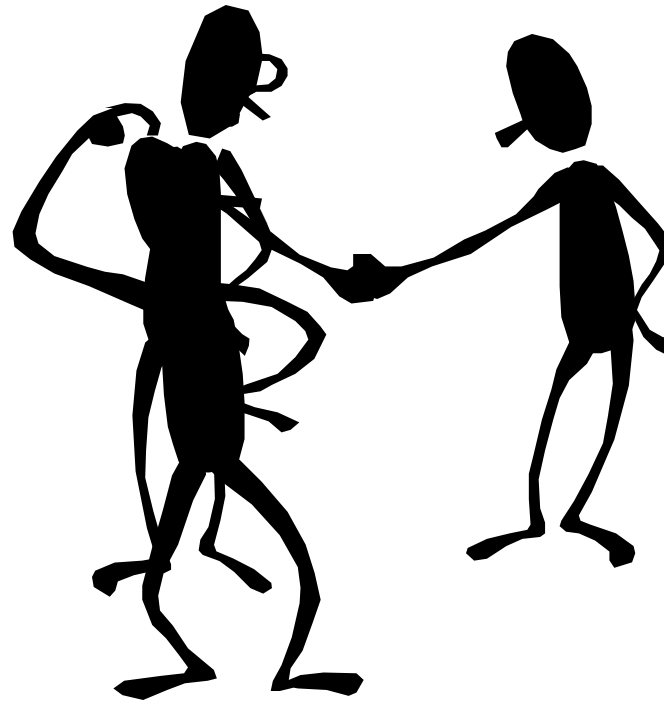
Getting a Job

1. Application
2. Reference
3. Interviews



Keeping a Job

- Find out what the employer expects from you.



Keeping a Job

- Ask for feedback
- Be enthusiastic about learning your job.



Keeping a Job

- Be a team player and ask questions.
- Be on time for work and request time off when needed.

