

RFP 15-026
6/24/15

49297

**CONTRACT BETWEEN
ST. JOHN OF GOD COMMUNITY SERVICES
AND
THE COUNTY OF GLOUCESTER**

THIS CONTRACT is made effective the 1st day of July 2015, by and between **THE COUNTY OF GLOUCESTER**, a body politic and corporate, with administrative offices at 2 South Broad Street, Woodbury, New Jersey, 08096 hereinafter referred to as "**County**", and **ST JOHN OF GOD COMMUNITY SERVICES**, 1145 Delsea Drive, Westville Grove, NJ, 08093, hereinafter referred to as "**Vendor**".

RECITALS

WHEREAS, there exists a need for the County of Gloucester to contract for the provisions of an Community Work Experience Programs (CWEP), short term job training, and job placement services for Temporary Assistance to Need Families (TANF), and General Assistance/Supplemental Nutrition Assistance Program (SNAP) participants; and

WHEREAS, this contract is awarded pursuant to and consistent with Gloucester County's fair and open procurement process and the terms and provisions of N.J.S. 19:44A-20.4; and

WHEREAS, the Vendor represents that it is qualified to perform said services and desires to so perform pursuant to the terms and provisions of this contract.

NOW THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Vendor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** This Contract shall be for a five year contract term from July 1, 2015 to June 30, 2020.
2. **COMPENSATION.** Contract shall be for estimated units of service as set forth in Attachment A and B, which is attached hereto and made a part of this contract, in an amount not to exceed \$178,000.00, for the 1st year of the Contract, with additional years depending upon grant money and approval of the County budget.

Vendor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Vendor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

3. **DUTIES OF VENDOR.** The specific duties of the Vendor shall be as set forth in "Program Specifications" which is incorporated and made part of this contract as Attachment A, together with any other specifications issued by the County in connection with this contract. Expenditures shall conform to the Budget Justification described in Attachment A or such budget revisions submitted by the Vendor to and authorized in writing by the Department.

4. **FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Vendor agrees as follows:

The Vendor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Vendor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Vendor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The Vendor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Vendor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Vendor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING AND PERMITTING.** If the Vendor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Vendor shall provide to County a copy of its current license and permits required to operate in the State of New Jersey, which license and permits shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Vendor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Vendor or its agents.

6. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Bid Specifications or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

B. If Vendor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Vendor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Vendor where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Vendor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Vendor under this Contract, shall be forthwith delivered to the County.

D. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Vendor. If the Contract is terminated by the County as provided herein, the Vendor will be paid for the services rendered to the time of termination.

E. Notwithstanding the above, the Vendor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Vendor, and the County may withhold any payments to the Vendor for the purpose of set off until such time as the exact amount of damages due the County from the Vendor is determined.

F. Termination shall not operate to affect the validity of the indemnification provisions of this Contract, nor to prevent the County from pursuing any other relief or damages to which it may be entitled, either at law or in equity.

7. **PROPERTY OF THE COUNTY.** All materials developed, prepared, completed, or acquired by Vendor during the performance of the services specified by this Contract, including, but not limited to, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, shall become the property of the County, except as may otherwise be stipulated in a written statement by the County.

8. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Vendor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no

obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

9. **INDEMNIFICATION.** The Vendor where applicable, shall be responsible for, shall keep, save and hold the County of Gloucester harmless from, shall indemnify and shall defend the County of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the Vendor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent Vendors, or from the Vendor's failure to provide for the safety and protection of its employees, or from Vendor's performance or failure to perform pursuant to the terms and provisions of this Contract. The Vendor's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

10. **INSURANCE.** Vendor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builder's insurance, and Workers' Compensation insurance in amounts, for the coverage, and with companies deemed satisfactory by County, and which shall be in compliance with any applicable requirements of the State of New Jersey. Vendor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming County as an additional insured.

If Vendor is a member of a profession that is subject to suit for professional malpractice, then Vendor shall maintain and continue in full force and effect an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Vendor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract. The County shall review the certificate for sufficiency and compliance with this paragraph, and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Vendor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

11. **SET-OFF.** Should Vendor either refuse or neglect to perform the service that Vendor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Vendor's failure to perform, then and in that event, such expense shall be deducted from any payment due to Vendor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

12. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Vendor shall be suspended without liability for the period during which the County is so prevented.

13. **METHODS OF WORK.** Vendor agrees that in performing its work, it shall employ such methods or means as will not cause any interruption or interference with the operations of County or infringe on the rights of the public.

14. **NONWAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Vendor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

15. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

16. **CHANGES.** This Contract may be modified by approved change orders, consistent with applicable laws, rules and regulations. The County, without invalidating this Contract, may order changes consisting of additions, deletions, and/or modifications, and the contract sum shall be adjusted accordingly. This Contract and the contract terms may be changed only by change order. The cost or credit to the County from change in this Contract shall be determined by mutual agreement before executing the change involved.

17. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

18. **APPLICABLE LAW.** The terms and provisions of this Contract shall be construed pursuant to the laws of the State of New Jersey and, where applicable, the laws of the United States of America. Applicant/Vendor shall comply with the following Federal Code/Regulations concerning the Environment:

Sec. 306- Clean Air Act (42 USC 1857(h))
Sec. 508- Clean Water Act (33 USC 1368)
Environmental Protection Regs. 40CFR Part 15
Energy Policy and Conservation Act 89 Stat.891

19. **INDEPENDENT VENDORSTATUS.** The parties acknowledge that Vendor is an independent Vendor and is not an agent of the County.

20. **CONFLICT OF INTEREST.** Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services pursuant to this Contract. The Company further covenants that in the performance of this Contract, no person having any such interest shall be employed.

21. **CONFIDENTIALITY.** Vendor agrees not to divulge or release any information, reports, or recommendations developed or obtained in connection with the performance of this Contract, during the term of this Contract, except to authorized County personnel or upon prior approval of the County.

22. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

23. **CONTRACT PARTS.** Attached hereto and incorporated herein are various appendices, schedules and attachments (collectively, "the attachments") which provide details of the Vendor's obligations concerning reporting requirements, record keeping and the like. Also incorporated herein are any other specifications issued by the County in connection with this contract. If there is a conflict between any of the attachments and the specifications the specifications will control. If there is a

conflict between any of the attachments or the specifications and the Contract, then this Contract will control.

THIS CONTRACT is made effective the 1st day of July, 2015.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director, attested by its Clerk, and its corporate seal affixed hereunto, pursuant to a Resolution of the said party of the first part passed for that purpose, and Vendor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.

ATTEST:

COUNTY OF GLOUCESTER



**CHAD M. BRUNER,
ADMINISTRATOR/CLERK OF THE BOARD**



**ROBERT M. DAMMINGER,
DIRECTOR**

ATTEST:

**ST. JOHN OF GOD COMMUNITY
SERVICES**



**MUNCIE BUCKALEW,
EXECUTIVE DIRECTOR**

ATTACHMENT A-1

- A. The Vendor agrees to provide a **Community Work Experience program (CWEP), Skills Training, job placement services along with job retention services for one year (attachment A-2 for details)**. The Vendor agrees to provide the above services to 64 (annually) **Work First New Jersey Program participants who reside in Gloucester County New Jersey**.
- B. The Vendor agrees to provide said services **beginning July 1, 2015 until June 30, 2020 for an amount not to exceed \$178,000.00 for the first year of the contract. (Attachment B for Program Budget)**.
- C. The Vendor agrees to hold the County harmless for any injuries suffered by residents while under the supervision and/or care of the Vendor. The County will be held harmless as pertains to legal fees and the costs of suit. The Vendor agrees to provide proof of insurance coverage in the amounts satisfactory to the County. (see attachment A-2 for documentation)
- D. The County hereby agrees to be bound by all rules and regulations now in effect with the Vendor and likewise the Vendor hereby agrees to be bound by all rules and regulations now in effect or hereinafter promulgated by the State of New Jersey.
- E. As this is a **Cost reimbursement Contract**, all reporting/corresponding documentation must be submitted to the Department of Economic Development, Workforce Investment Board **by the 10th of each month for reimbursement**.
- F. **Program Workflow:** The Gloucester County One Stop – American Job Center (GCOSAJC) will refer Work First New Jersey (WFNJ) participants to the St. John of God Community Services (SJOGCS) Community Work Experience Program (CWEP) located at 1145 Delsea Drive, Westville, NJ 08093. The hours of operation is offered 5 days a week from 8:30 am to 4:30 pm. Contact person: Jerry Knast 856-848-4700 x 112. Referrals to the program from the Case Managers to Bernadette Drew, CWEP Coordinator at GCOSAJC will take place every day depending upon slot availability. CWEP Coordinator or Case Manager will contact the provider to set up appointment for participants. Participants will be notified by CWEP Coordinator of interview date and time. CWEP Coordinator will contact St. John of God community Services for follow-up purposes. **In addition, customer outreach will be required by SJOGCS. Prior to activity starting, SJOGCS will contact customer via phone and document that contact. (SEE A-2 for more instructions). Once customer is established at the site, the provider will take attendance by using the e-time sheets.** If necessary, GCOSAJC will provide training on the use of e-time sheets. It is recommended that individual folders/reports be created by the Vendor by the 3rd day of the program. If a participant is enrolled in the program and does not show by the 3rd day, the attendance sheets must document this and forwarded to their case manager at the GCOSAJC.

ATTACHEMENT A-2

1) Executive Summary

The Gloucester County Board of Chosen Freeholders under advisement from the RFP Review Team recommended the awarding of the **RFP#15-026-CWEP and Job Placement for Work First New Jersey participants to include TANF, GA/SNAP Proposal** to St. John of God Community Services. SJOGCS Community Work Experience Program (CWEP) will provide avenues for occupational training individuals with barriers to employment by way of Group Work Experience Projects (GWEP) in one of the 11 following areas: customer service, library aide/assistant, food services, day care, special education, environmental services, materials management, transportation assistant, maintenance worker, clerical services and human resources worker. As an AWEP provider, they will provide 35 training slots in a revolving admission process (open entry-open exit enrollment) which approximately 64 people will be trained during the grant period. The agency has the ability to train 35 individuals at one time, in one of eleven different training programs. Each of these training programs has a maximum amount of individuals it can train at any one time. Placement in a particular training program will be based on the individual's employment objectives and availability. SJOGCS will collaborate with the Archbishop Damiano School, a private school for the disabled, in the training individuals as special education classroom assistants, library aides and cafeteria workers.

The CWEP will include a combination of four components: Customer Outreach, primarily by telephone along with follow-up by mail will be emphasized; second, each day will include Basic Life Skills training for two hours. Third, five hours daily of Group Community Work Experience projects (GCWEP). GCWEP will be performed within 4 buildings totaling 120,000 square feet on 36 acres of agency or school property at either the main campus in Westville Grove or at the satellite location in Pittsgrove. Fourth, all CWEP participants, as part of their GCWEP, will follow a plan of training rotations in order to develop the necessary skills to obtain gainful employment/job placement and meet program goals. Throughout the training period of 6 months, participants and our agency staff and management will be communicating regularly with the customer's Case Managers and the CWEP coordinator at the One Stop – American Job Center (GCOSAJC). SJOGCS will discuss strategies to develop and apply for positions that suit the CWEP participant's employment objectives. Once unsubsidized employment is found, agency job coaches will work with the participant to ensure success on that job or they will help them to find alternative job placement. The CWEP program's main objective is to provide training to individuals with barriers to employment to enable them to obtain unsubsidized employment on a

permanent basis. Once unsubsidized employment is found, the agency job coach will work to ensure success on that job or to help find alternative job placement. The CWEP objective is to provide life skills training for individuals with barriers to employment to enable them to obtain unsubsidized employment on a permanent basis. Participation in the CWEP will not exceed nine months of any WFNJ participant.

2) Program Mission and Goals

The mission of St. John of God Community Services' Community Work Experience Program (CWEP) is to provide a range of training, employment and support services to adults who currently have barriers to employment. The program will help participants to learn important job and life skills which will allow them to achieve economic independence and have an improved quality of life. The mission of SJOGCS directly correlates to the goals of the Work First New Jersey (WFNJ) program because both programs stress the need for individuals to become self-sufficient.

GCOSAJC will be the referring agent of the CWEP participants in order to enroll approximately 64 program participants during the one year grant period. Participants can choose amongst a variety of programs including: customer service, library aide/assistant, food services, environmental services, materials management, day care, clerical skills, transportation assistant, maintenance worker, special education or human services worker training. Training is based upon the participant's job placement goals.

St. John of God Community Services will meet or exceed the following benchmarks:

- 1) 80% or more of CWEP participants complete the Life Skills and Group Work Experience Projects;
- 2) 80% or more of CWEP participants are placed into unsubsidized employment;
- 3) 75% or more of CWEP participants placed into unsubsidized employment achieve a 90-day job retention rate.

3) Program Detail

St. John of God Community Services is a private, non-profit, non-sectarian, 501 (c)(3) educational and human services organization that serves individuals with disabilities from birth through adulthood. Their services have existed in Westville Grove, New Jersey since 1967; however, they are part of a world-wide health services organization (150 centers in 49 countries) that has been in existence for over 500 years. There are two campuses: the main campus in Westville Grove and the satellite campus in Pittsgrove. The agency operates a private school for the disabled called Archbishop Damiano School, as well as, an integrated community day care facility, vocational rehabilitation

program, a restaurant, and an early intervention program. It is their plan to utilize existing programs and resources to help the WFNJ population who needs specialized training in order to find and maintain lasting employment.

St John of God Community Services will include all of the following services:

- Customer Outreach
- Basic Skills
- Group Work Experience Projects
- Management of Participant background checks
- Transportation as necessary
- Job Search Assistance
- Job Placement

Customer Outreach

To meet the criteria concerning the outreach component for WFNJ participants, it is SJOGCS plan, once the form "How Can We reach You Contact" is sent to SJOGCS by the GCOSAJC, to contact the customer via the telephone. It is understood that the GCOSAJC will send St. John of God Community Services the How Can We Reach You Contact Form prior to the start of the activity. This contact form will include the client's name, address and telephone number and preferred time to call. After the GCOSAJC initiates the first reminder telephone call to the customer, St. John of God Community Services will also phone the participant to remind them their activity is about to begin. If the customer is a no show for the first day of the activity, St. John of God community Services will initiate the second Outreach phone call, (plus mail a post card) to customer to determine if "good cause" for absence. SJOGCS will also notify the GCOSAJC Case Manager in writing documenting attempted outreach and failure of customer to attend if without good cause.

In addition, if a customer attends day one then is absent, St. John of God Community Services will initiate a second Outreach Phone Call as well to customer and if second absence, St. John of God Community Services will also notify GCOSAJC Case Manager in writing documenting initial outreach attempt and failure of customer to attend without good cause.

Basic Life Skills

St. John of God Community Services will be the provider of the life skills component of the Community Work Experience Program (CWEP). Life skills training will take place in a conference room, which will become a classroom for CWEP individuals, at the main campus located in Westville Grove. It will be an open entry/open exit program that can serve approximately 64

individuals in any 12 month period.

In order to prepare the participants for the world of work, life skills training from 2:30 p.m. to 4:30 p.m. or 9:00 am to 11:00 am, Monday through Friday. This component of the program will total 10 hours per week.

The participants will be referred to the agency from the GCOSAJC. The CWEP participants can have different starting dates, however, when enrollment has reached 30 individuals, St. John of God Community Services will not accept any new participants in the CWEP program until someone has either completed or left the program.

SJOGCS will provide an employment specialist to act as the instructor of the life skills training for 2 hours per day. The employment specialist will be responsible for curriculum development and attendance reporting. **Attendance reports will be provided to the GCOSAJC on a weekly basis via e-time sheets.** The employment specialist will also be expected to create detailed lesson plans which will be reviewed and approved by the program administrator.

The curriculum will be directed towards learning and understanding the expectations of employers in the world of work. Subjects will consist of the following core components:

- 1) Goal Setting and Achievement – Teaching individuals how to set reasonable and attainable goals, money management
- 2) Workplace habits – Understanding workplace etiquette, standards of hygiene, proper work attire, utilizing public transportation
- 3) Communication – Building communication skills with managers and co-workers, understanding the need for interpersonal skills, avoiding gossip, resume writing, letter writing, interviewing skills
- 4) Self-esteem – Demonstrating ways that program participants can feel better especially through continuous employment, stressing positives, how personal life can affect self-esteem and employment.
- 5) Basic functional academic skills – developing of writing and math skills.

St. John of God Community Services will provide a very structured setting for the Life Skills training. Attendance reports will include lateness and absences from the program. Projects and team work will be a large component of the Life Skills program. Teaching the group to function as a team is key. This will reinforce communication skills and interpersonal skills necessary to be successful in any job. Positive reinforcement will be given to those who demonstrate good attendance behaviors. It is their intention to create a fun atmosphere that participants will enjoy so that they will continue to attend the program on a daily basis and enable the program to meet its benchmark objectives. As an

incentive to attend the program SJOGCS will be providing a \$10/day gift card stipend for each day the participant attends the program, but only after their fingerprint and background checks have been cleared.

Supervision of the program will be handled by the Life Skills employment specialist and the program administrator. The program administrator or the Life Skills employment specialist will attend the monthly meetings held at the GCOSAJC and ensure that attendance reports are sent timely. Referrals to the program will be made to the program administrator.

As part of Life Skills training, participants will work with the Life Skills employment specialist to review job opportunities and prepare them for interviews. This will ensure that at the end of the six month training cycle they are ready for competitive community employment.

Group Community Work Experience Projects

Group Work Experience Projects (GCWEP) will be the main focus of the Community Work Experience Program (CWEP). St. John of God Community Services, along with their collaborator, Archbishop Damiano School, will be service providers for the program. The training experience will take place at either the main campus in Westville Grove or at the satellite location in Pittsgrove. These campuses have 36 acres of combined grounds and 120,000 square feet of buildings. For all training programs the training projects will take place beginning at 8:30 a.m. and continue until 2:30 p.m. There will be a half-hour break for lunch - (GCWEP of 5 hours daily for a total of 25 hours weekly). For environmental services, training will take place beginning at 11:30 am and continue to 4:30 pm.

GCWEP will consist of 11 different training opportunities: customer service, library aide/assistant, food services or cafeteria worker, environmental services worker, day care assistant, special education assistant, transportation assistant, maintenance worker, clerical services and materials management worker. Each opportunity is designed for a maximum of 9 months of training, but allows for an open entry/exit system. Placement decisions will be made by the program administrator and the coordinator at the GCOSAJC. They will tailor the program placements to the participant's employment objectives.

St. John of God will train a maximum of 35 individuals at any one time. In order to achieve optimum results, the following training program maximums should be observed: 3 slots for customer service, 2 slots for library aide/assistant, 4 slots for food services (Granada Room), 4 slots for food services (cafeteria in Archbishop Damiano School), 2 slots environmental services, 3 slots day care, 1 slot materials management, 4 slots special education assistants, 3 slots in transportation, 2 slots in maintenance services, 2 slots clerical services, and 5 slots human resources worker.

Customer Services Training*

St. John of God Community Services has a central hub reception area in its St. John of God Center. This is where the main telephone switchboard is located as well as the front desk where visitors have to sign in and get nametags. They have a maximum of 3 slots available to train CWEP individuals on Customer Services, Customer relations, Information Desk Skills, Telephone Switchboard and Public Address System in addition to work with fax machines, copier and telecommunications device for the deaf (TDD). Each participant will be trained in Hospitality Skills of welcoming and greeting visitors as well as how to provide direction, information and referral to appropriate offices, staff members and programs. This is training in transferable skills to not only other human service agencies and schools, but also for eventual placement in retail stores or other places of business such as office suites or medical centers. The Customer Services training program will be supervised by the agency receptionist.

Library Aide/Assistant Training

The Library Aide/Assistant Training Program will be supervised by the St. John of God Community Services Curriculum Coordinator/Teacher and the Classroom (Library) assistant. The 2 CWEP slots for this training program will be offered in collaboration with Archbishop Damiano School, the special education facility located on the campus that shares a parking lot with St. John of God Community Services Center.

The Library Aide/Assistant Training Program will involve interaction with special education students and their teacher in terms of checking out and/or returning books and other multi-media material. Training will also involve ordering materials, cataloging purchases, labeling, data entry into the database, stacking books, and assisting with special library events such as an annual Book Fair that is open to the public. Basic computer skills will be taught in relation to the job duties. This training should prepare persons with barriers to employment to obtain competitive employment in either public or private libraries and/or curriculum centers.

Food Services Training

St. John of God Community Services operates the Granada Room Restaurant on its main campus in Westville Grove, as well as a school cafeteria across the parking lot in the Archbishop Damiano School (ADS). There is a maximum of 4 slots available in the Granada Room Restaurant and 4 slots available in the ADS cafeteria.

The food services training program consists of six core components with varying training lengths depending on the level of difficulty. They are as follows:

- 1) Utility worker – dishwashing and pot washing – 4 weeks of training

- 2) Dining room attendant – wait staff, bussing - 4 weeks of training
- 3) Food service worker/short order production worker – express line service, salad bar prep, short order prep – 4 weeks of training
- 4) Cook's assistant – hot food prep, satellite meal prep, serving – 4 weeks of training
- 5) Cashier – 4 weeks of training
- 6) Receiver/storage attendant – stock/vending – 4 weeks of training

Each program participant will pass through each component for the training minimums listed above which total 24 weeks. Duration of training rotations can and will be adjusted depending upon the participant's skill level up to a maximum of 26 weeks of total training.

The food services training program will be supervised by the food services trainer and the program administrator. The food services trainer will be responsible for reporting on the daily attendance and the monthly progress reports of the participants to the employment specialist. The food services trainer along with the Life Skills employment specialist will also provide feedback as necessary to the coordinator at the GCOSCC.

The Granada Room restaurant also trains people with disabilities. Also, their collaborator, Archbishop Damiano School (ADS), is a private school for the disabled. AWEF program participants will work side by side with the trainees with disabilities. They will also interact with students with disabilities in ADS. This interaction will help both populations to realize their employment objectives by encouraging one another. CWFEP participants will see how well adults and students with physical and mental disabilities cope with day to day issues, their outstanding work ethic, kindness and reliability.

Environmental Services Training

The environmental services training program will be supervised by the environmental services manager. The environmental services training program will take place at either the main campus in Westville Grove or at the satellite location in Pittsgrove. There are 4 large buildings, including the Archbishop Damiano School, on approximately 27 acres of land in Westville and 1 large building on approximately 6 acres in Pittsgrove. The total square footage of all buildings is 120,000 square feet. Much of the training will be in Westville, but periodically, training will take place in Pittsgrove. Projects will vary from day to day, but will be designed to teach key environmental services skills. There are 2 slots open for training in this program.

The environmental services program will be project oriented. Trainees will work on projects that will teach skills necessary to be successful in environmental services. Examples of projects include: painting, landscaping, interior and exterior cleaning, and minor repairs to plumbing and

lighting.

The training will last for nine months. As part of Basic Life Skills training, participants will work with an employment specialist to determine job placement goals, review employment ads, and hone interviewing skills. Starting job search activities immediately is the best way to ensure optimum results. The environmental services manager will work with the employment specialist to determine the progress of the CWEP participant. Progress will be communicated to the coordinator of the GCOSCC on a weekly basis.

Nursery School and Day Care Training

The Here We Grow Nursery School and Day Care is a part of St. John of God Community Services. The day care operates at the location in Westville Grove and at the satellite location in Pittsgrove. The GCWEP would take place at the Westville Grove location. There are 3 training slots available in day care.

GCWEP would center on allowing the participants to learn skills necessary to work in a day care setting. The participant's would be supervised by the site leader. Some of the duties and responsibilities of the trainee would be as follows:

- 1) Implements activities according to the age and developmental level of the child enrolled.
- 2) Maintains open communications between the center and families/guardians concerning development, behavior, social skills, safety and well-being of the child under the guidance of the site leader.
- 3) Ensures safe and proper use of toys, equipment, supplies and devices.
- 4) Maintains agency procedures concerning infection control, safety, emergencies and professional conduct;

There are approximately 100 children in the program. The ages of the children range from infant to 5 years old.

Like the other programs, training would last for six to nine months, with open entry/exit of participants. The site leaders would work with the employment specialist to discuss progress and employment objectives.

Special Education Classroom Assistant

St. John of God Community Services will collaborate with Archbishop Damiano School to provide a GWEP opportunity as classroom assistants in a private school for the disabled. This training is another in demand occupation in Gloucester County.

Archbishop Damiano School has approximately 190 students. The school operates year round due to the nature of the disabilities of its students. The school is offering 4 training slots as classroom assistants. The school supervisors at the various age levels: primary, intermediate and secondary will supervise the training depending on the placement of the candidates.

Training will include the following responsibilities:

- Assists the teacher in implementing educational programs within the school environment and at community sites.
- Maintains open communication with teacher; accepts and provides appropriate feedback.
- Prepares student work areas; ensures standards for cleanliness and hygiene are met and maintained; monitors student areas for safety and ease of access.
- Assists teachers in preparing instructional materials and community-based activities. Reinforces instruction in small/large groups or on a one-one basis.
- Monitors and encourages educational achievements, positive student behavior and independence.

Training can be provided on an open entry/exit basis for six to nine month time intervals. The principal of ADS will work with the employment specialist to provide the necessary feedback and reporting on each of its program participants.

Materials Management

The materials management training program will offer training in the area of materials handling and inventory management. There will be 1 slot for this training option. Trainees will work in the vocational rehabilitation program's sheltered workshop, Granada Room restaurant, or ADS cafeteria depending upon need. Participants will be responsible for loading and unloading shipments, organizing the materials once it is unloaded, making departmental deliveries of purchases received by the purchasing department, and preparing boxes for shipment. Supervision of this program will be handled by the program administrator. The program administrator will liaison with the employment specialist in terms of discussing performance and career objectives.

Clerical Services

The Clerical services training program will be another area of Occupational Skills training for CWEP trainees. There will be 2 slots for this training option. Trainees will work in the vocational rehabilitation program and/or Granada Room lunchroom clerical service areas. They will develop skills in keyboarding, data entry, filing copying faxing, mail handling, and cashiering and document destructions. Supervision of this program will be handled by a program secretary who will liaison with the employment specialist for training and job placement.

Transportation Assistant Services

The transportation assistant services training program will be supervised by the on-site Transportation Coordinator who maintains a fleet of 14 vehicles on campus as well as coordinating the scheduling of arrivals and pickups of almost 50 school buses. There will be 3 slots offered for this training option. Trainees must have a valid NJ driver's license. A CDL is **not** required. Skills development will include learning how to do safety checks of vehicles, coordination of keys, parking responsibilities, routine service and gas runs as well as maintaining first aid equipment, up-to-date paperwork, transportation logs and some general dispatcher duties. Trainees will **not** be expected or allowed to transport school students or drive school buses as part of this training.

Maintenance Worker Services

The maintenance worker services training program will be supervised by the on-site Maintenance Supervisor. Occupational skills training in this area will offer 2 slots for CWEP trainees. Trainees will work in the vocational rehabilitation program located in the St. John of God Center and/or at the Archbishop Damiano School. Trainees will learn to handle basic tools and be supervised in learning how to make simple routine carpentry repairs, plumbing repairs and/or equipment repairs. Instruction with skilled laborers will be frequent and trainees will learn to be part of a team. Some moving, loading and unloading responsibilities as well as painting jobs may also be involved in this training. The maintenance supervisor will liaison frequently with the Life Skills Instructor/Employment Specialist to insure skills are transferable to community-based occupations in the local geographical area.

Human Services Worker

The human services worker training program will be supervised by the on-site ALPS Lead Supervisor and ALPS Supervisor in our Adult Training Center program for persons with developmental disabilities. Trainees will learn how to provide supervision of adults with cognitive and physical disabilities. They will participate in social, leisure and recreational activities to assist development of semi-independent living skills and related adaptive behavior skills with this population. Human service worker trainees may accompany staff and clients on community-based instruction day trips as well as on-site activities such as arts and crafts, cooking, basic exercise, current events, and dressing and toileting skills. There will be 5 slots for this training option.

Management of Participant Background Checks

Every participant of the Community Work Experiences Program (CWEP) will be required to be

fingerprinted and agree to a background check and a physical. This is a mandatory component of the program since there are children and adults with and without disabilities at both of the campuses.

The employment specialist will have the responsibility of managing the background checks, fingerprinting and physicals. Currently, the Human Resources department is required to perform background checks for all current and potential employees. Human Resources will make the final decision in conjunction with the program administrator, based on their review of the background check, as to whether or not our agency will accept an individual into the program.

It is expected that once the coordinator of the Gloucester County One Stop American Job Center (GCOSAJC) makes a referral to the program administrator, with all the pertinent details, that information will be immediately passed on to the employment specialist. Once the information is received by the employment specialist, they will contact the potential participant. The employment specialist will schedule an appointment for potential participant with the fingerprinting company and discuss setting up the physical appointment with their doctor.

On the day of the fingerprinting appointment and/or physical, the program participant will come into the agency to sign release papers authorizing the background check. If they can not provide their own transportation to the fingerprinting appointment or the physical, St. John of God Community Services will provide transportation from the agency to the appointment and from the appointment back to their home.

When the fingerprinting, background checks and physicals have been completed, the individual, if deemed appropriate for the programs, will be allowed to begin training. If a negative item comes back on the background check or physical, the agency reserves the right to remove the participant from the program.

Transportation

As an Community Work Experiences Program (CWEP) provider, St. John of God Community Services recognizes the importance of transportation in making its program successful. There are several aspects of the program that will require transportation management. First, potential program participants may require transportation to their fingerprinting appointment; second, accepted program participants may require transportation to the agency for daily Life Skills Training; third, program participants may require transportation from the location of the Group Community Work Experience Project (GCWEP); fourth, program participants will require transportation to off-site project locations; fifth, program participants will require transportation to interviews; sixth, program participants may require transportation to permanent employment in emergency situations.

For all potential program participants that are going through the background check and physical

process, they will either be picked up by an agency vehicle and taken to and from their appointment for fingerprinting or their physical or they will be provided with a cab that will be paid for by the agency as part of the program costs. Otherwise, a bus voucher will be obtained from the One-Stop if the appointment is along a New Jersey Transit bus route.

Once an individual is accepted into the program, they will be evaluated to determine their transportation needs. SJOGCS will encourage participants to utilize the bus passes available from the GCOSAJC. In cases where the individuals cannot find adequate transportation, the agency will provide transportation in an agency owned bus or vehicle.

Individuals who are sent to offsite locations for projects will be taken to that location in an agency vehicle and returned to the main campus at the end of the day so that they can attend life skills training and be ready for their transportation back home.

Program participants that are scheduled for job interviews will be taken to the location of the interview by the employment specialist. This will also ensure that the participant goes to the interview that is scheduled.

Participants that have completed the Life Skills and GCWEP components and have obtained unsubsidized employment will be assigned an agency employment specialist who will help them find transportation in emergency situations to their existing job. Furthermore, the employment specialist will also assist in taking the participant to and from interview should the current employment situation change and they need to find another job.

Job Search Assistance

Preparing CWEP participants for employment is the main goal of the program. As part of the Life Skills training, the employment specialist will discuss with the participants their career goals, explore want-ads, the internet and canvas for job-opportunities on their behalf. The employment specialist will seek out jobs that meet the goals and objectives the participant defined with the GCOSAJC and the agency staff.

Life Skills training will require that each program participant complete their own resume and cover letter. They will also be taught interviewing skills. The employment specialists will review the participants' readiness and further prepare them for finding a job in the community.

The employment specialist will take the participant to and from interviews that are scheduled during the course of the program. Follow-up once a participant is placed will also be made on a regular basis to ensure that the position is maintained and expectations are being met.

Job Placement with Retention and Advancement Services

To meet the criteria for this new component of the CWEP, St. John of God Community

Services will provide a minimum of three placement referrals of program participants. As each program participant completes the 6 to 9 months of Life Skills and GCWEP training, St. John of God Community Services will appoint an employment specialist to each participant who they will work with to ensure a smooth transition to unsubsidized employment. This employment specialist will work in collaboration with the GCOSAJC Case manager to assist with child care, transportation and other work related issues.

St. John of God Community Services will provide ongoing job search assistance for up to 9 months in such cases where the original job placement was unsuccessful. This job search assistance will include updating of resumes, refreshing interviewing skills, and search of want-ads. The agency will also provide transportation to interviews with an agency vehicle in those cases where the participant cannot get to the interview location by public transportation. In cases where public transportation can be utilized, we will obtain bus vouchers from the GCOSAJC.

Exit Plan

Upon completion of the SJOGCS CWEP program, an "exit plan" will be outlined for the participant. The exit plan will include goals and objectives. For those CWEP participants who may be pursuing jobs and careers that use such common measures such as National Standards and/or certifications like ServSafe for the food industry or Certified Nursing Assistant (CNA), etc, SJOGCS a CWEP Supports Credentials and licenses line-item was added to assist participants who require documentation in order to be employed.

Collaboration

As part of its Group Community Work Experience Program, St. John of God Community Services will collaborate with the Archbishop Damiano School. The Archbishop Damiano School (ADS) is a private school for the disabled with approximately 190 students. The school is located on their main campus in Westville Grove. This collaboration with ADS will allow our CWEP to train more individuals in occupations that are in demand in Gloucester County. Working with ADS, they can provide training to CWEP participants as classroom assistants in a special education environment and food services training in a school cafeteria. Training will overlap between St. John of God Community Services and Archbishop Damiano School for both environmental services and materials management training as well as library aide/assistant.

St. John of God Community Services will also collaborate as part of its participation in the CWEP, with the GCOSAJC. The agency team will communicate with the GCOSAJC on referrals, participant background checks, participant performance and other pertinent program information.

The relationship with the GCOSAJC will be the most critical component of the program being

a success. They will rely on the flow of program participants and information to make participants entry into the work force as smooth as possible.

6) Reporting Requirements

St. John of God Community Services will make reporting on the outcomes of the program and its participants a priority. There will be timely submission of weekly attendance reports via e-time sheets and job placement reports and it is understood that it is an important part of the critical communication link between SJOGCS and the GCOSAJC. The Life Skills employment specialist will be responsible for submitting attendance and progress reports for each student to the program administrator. The program administrator will ensure that attendance and progress is tracked and reported on from the food services trainers, environmental services manager and the maintenance manager. The program administrator will ensure that the program reports are submitted to the GCOSAJC on the proper time schedule (i.e. weekly or monthly). A progress report for each participant enrolled (weekly in hourly increments will be sent to the case manager at OSAJC via e-time sheets).

Job placement information will be supplied to the program administrator from the employment specialist. That information will be supplied to the GCOSAJC weekly even if there is no activity.

Expenditure reporting will be prepared by the agency's Finance Office. That department has had much experience in completing expenditure reports needed under various state and federal grants and contracts. Finance will submit these reports to the GCWIB a monthly basis, subsequent to the close of the accounting period. The report will be reviewed and signed-off by the finance manager prior to submission.

7) Staffing Plan

Staffing the CWEP involves utilizing the following staff positions:

Life Skills Employment Specialist

Program Supervisor

Food Services Trainers/GWEP Site Coordinator

Environmental Services Manager

Site Leaders in Day Care

Teachers in Archbishop Damiano School

Food Services Assistant in Foods Services Program to supervise food related clerical trainees

Receptionist/Customer Services

Library /Curriculum Coordinator/Teacher

ALPS Lead Supervisor

ALPS Supervisor

Transportation coordinator

Maintenance Supervisor

Administrative Assistant

Skill Development Specialist

Overall supervision of the program will be provided by the program administrator and the school's principal.

Basic Life Skills Instructor/Employment Specialist

Position requires a high-school diploma, associate's degree preferred. Responsible for the daily instruction, curriculum development and record keeping related to the Life Skills training component of the CWEP: The instructor will conduct class instruction in Life Skills every Monday through Friday for at least 2 hours per day. Position will complete weekly attendance report on the class and maintain progress reports on class participation as well as job development activities. Position will attend monthly meetings at the GCOSAJC and communicate with CWEP participants' Coordinator(s) at the GCOSAJC. Individual will work with the CWEP participants to prepare them for full-time community employment. He/she will help to schedule participant interviews and will transport the participants to and from interview locations. The position will be supervised by the program administrator.

Program Supervisor:

Position requires a Bachelor's Degree; Master's degree preferred. The position is responsible for direct immediate supervision of the Basic Life Skills Instructor/Employment Specialist. The Program Supervisor will make sure professional services are being delivered as contracted in the CWEP grant. The position will be supervised by the Program Administrator of SJOGCS.

Food Services Trainer/GCWEP Site Coordinator

Position requires a high-school diploma and experience in the food services industry.

The food services trainer functions as part of the Granada Room Restaurant staff or Archbishop Damiano School cafeteria. This position manages the program participants from the CWEP and the current staff and trainees. The trainer will work with the program participants through the food services training rotations. Training takes place on a daily basis in the midst of a fully functioning restaurant or cafeteria.

The food services trainer will monitor the progress of each individual in the program and complete progress reports. They will act as a liaison between the Life Skills instructor/employment specialist and the program administrator in order to properly communicate progress to the GCOSAJC.

The Program Supervisor will supervise this position.

Environmental Services Manager/Work Team Supervisor

The position requires a high-school diploma. Previous custodial experience is preferred.

The Environmental Services Manager will be responsible for coordinating the planning of projects for the participants of the CWEP. The position will supervise projects that will allow AWEP participants to find employment in environmental services. Responsibilities will include tracking and reporting on attendance and participant progress to the Program Administrator and the Coordinator of the GCOSAJC as required by the contract. They will liaison as necessary with the Life Skills Instructor/Employment Specialist regarding CWEP participants' progress.

The position is supervised by the Maintenance Supervisor and Program Supervisor.

Transportation Coordinator

Position requires a high school diploma and experience in the transportation industry. The transportation coordinator maintains the fleet of vehicles on campus as well as coordinates all schedules, routes, keys, safety equipment and routine preventative vehicle maintenance and emergency repairs as well as monitoring gas usage and miles traveled.

Responsibilities include training of CWEP participants as transportation assistants as part of the CWEP Program.

This position is supervised by agency financial controller and program administrator.

Maintenance Supervisor

Position requires a high school diploma and experience in the construction industry. The maintenance supervisor does routine preventative maintenance and upkeep in all facilities across the agency campus. He/she responds in a timely fashion to written maintenance requests from various departments. He/she ensures that the power tools are available as well as being in charge of ordering supplies and materials for all projects within a reasonable budget and timeline for completion including basic carpentry, plumbing, electricity, and painting, etc. as well as assisting with moving projects within the facility.

Responsibilities include training of CWEP participants as maintenance worker as part of the CWEP Program.

This position is supervised by the Maintenance Manager and Executive Director.

Site Leaders

This position requires a high school diploma or equivalent. Prior work experience with children in a group program for children under 6 years of age is preferred.

Under the guidance of the Program Supervisor, this position implements the center's child care

activities. The site leader maintains a safe and developmentally appropriate environment that meets NJ Department of Human Services child care requirements. He/she promotes positive relationships and maintains confidentiality. The site leader maintains communication between program supervisor, lead teachers, assistants and families.

Responsibilities also include the training of CWEP participants interested in training as a day care assistant. This includes tracking and reporting on attendance and participant progress to the program administrator and the coordinator of the GCOSAJC as required by the contract. They will liaison as necessary with the Life Skills/ Employment Specialist regarding the CWEP participants' progress.

The position is supervised by the Program Supervisor of the Here We Grow Nursery School and Day Care.

Teacher

This position requires prior experience working with students with disabilities in a classroom setting. A bachelor's degree in special education and certification as a New Jersey teacher of the handicapped is required. Position must have an approved criminal history review from the NJ Department of Education Office of Criminal History Review.

Teacher implements students' Individual Education Plan goals and objectives. Provides direction to students in all educational activities; ensures agency policies and procedures relating to students are observed at all times both within the school environment and at community sites as well as maintaining confidentiality. Position also trains, when directed by supervisor, individuals as classroom assistants as part of the CWEP program.

Position is supervised by the ADS school Principal.

Food Services Assistant

Position requires a high school diploma and experience in the clerical field. The Food Services Assistant functions as a trainer in basic clerical skills in Food Services. This position will be responsible for coordinating the CWEP opportunities in basic office skills of filing, keyboarding and recordkeeping plus cashiering. Responsibilities include CWEP tracking and reporting attendance and participant progress to the Program Administrator and the GCOSAJC through a liaison with the Basic Life Skills Instructor/Employment Specialist.

Administrative Assistant

This position requires a high school diploma and experience in the clerical services field. The Administrative Assistant functions as a trainer in basic clerical skills. This position will be responsible for coordinating the CWEP opportunities in basic office skills of filing, keyboarding and

recordkeeping plus cashiering. Responsibilities include CWEP tracking and reporting attendance and participant progress to the Program Administrator and the GCOSAJC through a liaison with the Basic Life Skills Instructor/Employment Specialist.

The position is supervised by the Program Administrator.

Receptionist

This position requires a high school diploma or equivalent with prior work experience in customer service and/or information desk reception.

Ensures customers, visitors, students, and staff are directed to appropriate resources in a friendly and courteous manner. Hospitality training is emphasized in both face-to-face interactions with the public as well as through telecommunications such as the telephone switchboard, telecommunications device for the deaf, fax machine, e-mail and over the public address system. Appropriate confidentiality is maintained at all times. Position also trains when directed by Supervisor, individuals in customer service as part of the CWEP program. Position is supervised by the Human Resource Director.

Library/Curriculum Coordinator/Teacher

This position requires prior experience working with Libraries and Curriculum Centers for students with disabilities. A master's degree in education and certification as a N.J. Teacher for the Handicapped is required.

Library Curriculum Coordinator orders, maintains and catalogs loans and returns of special education multi-media materials to students, teachers and staff as well as provides direction for special educational activities. Ensures state and agency policies and procedures relating to students are observed at all times. Position also trains, when directed by Supervisor, individuals as library/classroom assistants as part of the CWEP program. Position is supervised by the principal.

ALPS Lead Supervisor

Position requires a high school diploma, associate's degree preferred. This position is responsible for the daily supervision of staff as well as transportation, day activity programming, Individual Habilitation Plan (IHP) development and implementation for individuals in the ALPS (Adult Lifestyle Planning Services) program which is an Adult Training Center for individuals with developmental disabilities. The ALPS Lead Supervisor ensures that all documentation is done properly and in a timely fashion. Trainees will be given the opportunity to learn transferable skills that will create job potential for a wide range of human service position in the community. This position will be supervised by the Program Supervisor.

ALPS Supervisor

Position requires a High School Diploma and experience in the human field. As a staff person with the SJOGCS Adult Training Center, responsibilities include completion of daily training records, supervisor of CWEP trainees and clients' activities both on site and in the community. Ensure a healthy and safe environment for adults with developmental disabilities as well promotion of semi-independent adaptive and functional self-help behaviors and skills.

Skills Development Specialist

Position requires a high school diploma, associate's degree preferred. Position responsibilities include the daily supervision of 20 or less extended employees in the Skill Development Center and Fulfillment Center. The adult trainees have developmental disabilities. They work on piece rate basis doing small assembly, packaging, collating and shredding. The Skill Development Specialist ensures a safe and healthy environment that promotes semi-independent adaptive behavior skills. The position will be supervised by the Program Supervisor.

Gloucester County Workforce Investment Board
 One-Stop Career Center System
 Work First New Jersey AWEF Program
 Program Budget – FY 2013

Program Name: Occupational Skills Training Agency Name: St. John of God Community Services

Personnel: Salaries		Agency Name: St. John of God Community Services			
Staff Name	Job Title	Total Salary	% charged to program	Total charged to Program	
Jerry Knast	Vocational Rehab Program Administrator	\$ 114,045	3%	\$ 3,421	
Kyle McCormick	Program Supervisor - Adult Services	\$ 64,207	2%	\$ 1,284	
Kevin McGuire	Environmental Services Trainer	\$ 14,241	35%	\$ 4,984	
Philomena Marchionne	Life Skills Instructor Emp Spec	\$ 33,691	98%	\$ 33,017	
Deborah Gilmore	Food Services Assistant	\$ 17,140	5%	\$ 857	
Angel Medina	Food Services Trainer -Granada Room	\$ 22,505	40%	\$ 9,002	
Linda Powell	Food Services Supervisor - ADS Cafeteria	\$ 37,028	20%	\$ 7,406	
Elizabeth Urie	Site Coordinator- Here We Grow Day Care	\$ 22,408	10%	\$ 2,241	
Debranne Laphan-Quinn	Program Supervisor - Here We Grow Day Care	\$ 68,943	5%	\$ 3,447	
Kathleen Flynn	Principal, Archbishop Damiano School	\$ 110,864	2%	\$ 2,217	

Maureen Simpson	Teacher	\$	75,432	2%	\$	1,509
Jessica Dagny	Receptionist	\$	26,910	3%	\$	807
Linda McHugh	Curriculum Coord./Teacher	\$	75,558	2%	\$	1,511
Ruthann Ross Werner	ALPS Supervisor	\$	24,380	5%	\$	1,219
Tiffany Blackmon	Skill Development Specialist	\$	27,448	5%	\$	1,372
Stephen Aman	Maintenance Supervisor	\$	63,777	3%	\$	1,913
James Green	Transportation Coordinator	\$	73,518	5%	\$	3,676
Sandra Akers	Administrative Assistant	\$	38,427	15%	\$	5,764
Linda Andrews	ALPS Lead Supervisor	\$	34,660	15%	\$	5,199

Personnel: Fringe Benefits

Staff Name	Job Title	Fringe Benefit Rate	% charged to program	Total charged to Program
Jerry Knast	Vocational Rehab Program Administrator	32.28%	3%	\$ 1,104
Kyle McCormick	Program Supervisor - Adult Services	32.28%	2%	\$ 415
Kevin McGuire	Environmental Services Trainer	32.28%	35%	\$ 1,609
Philomena Marchionne	Life Skills Instructor Emp Spec	32.28%	98%	\$ 10,658
Deborah Gilmore	Food Services Assistant	32.28%	5%	\$ 281
Angel Medina	Food Services Trainer -Granada Room	32.28%	40%	\$ 2,906
Linda Powell	Food Services Supervisor - ADS Cafeteria	32.28%	20%	\$ 2,391
Elizabeth Urie	Site Coordinator- Here We Grow Day Care	32.28%	10%	\$ 723
Debranne Laphan-Quinn	Program Supervisor - Here We Grow Day Care	32.28%	5%	\$ 1,113

Kathleen Flynn	Principal, Archbishop Damiano School	32.28%	2%	\$	716
Maureen Simpson	Teacher	32.28%	2%	\$	487
Jessica Dagney	Receptionist	32.28%	3%	\$	261
Linda McHugh	Curriculum Coord./Teacher	32.28%	2%	\$	488
Ruthann Ross Werner	ALPS Supervisor	32.28%	5%	\$	393
Tiffany Blackmon	Skill Development Specialist	32.28%	5%	\$	443
Stephen Aman	Maintenance Supervisor	32.28%	3%	\$	618
James Green	Transportation Coordinator	32.28%	5%	\$	1,187
Sandra Akers	Administrative Assistant	32.28%	15%	\$	1,861
Linda Andrews	ALPS Lead Supervisor	32.28%	15%	\$	1,678
Total Salaries				\$	90,846
Total Fringe Benefits				\$	29,332
Total Personnel				\$	120,178
2. Other than Personnel (Projected Transportation, background checks and other items)					
Item	Justification	Unit Cost	# Units	Total Charged to Program	
Vehicle Expenses	Car designated to program			\$	2,738
Drug and Alcohol Screenings	Random verification to rule out substance abuse	\$ 100.00	1	\$	100
Background Checks	Fingerprinting and background checks	\$ 76.45	64	\$	4,893
Instructional supplies	Life skills materials, uniforms, videos, consumable supplies			\$	1,500
Office Supplies	Printer cartridges, pens, paper folders, etc.			\$	1,500
Furniture & Equipment	Computers, printers, software, furnishings			\$	1,750

Incentives	\$10 incentive per day per individual; paid for each day of actual attendance			\$	30,000
Rent	Space designated to program			\$	1,519
Food	Breakfast snacks			\$	11,822
CWEP Supports - Licensing and Credentials	TWIC Card, ServSafe Food Safety, FA/CPR, etc. as related to employment			\$	2,000
Total other than Personnel				\$	57,822
Total Personnel (From Page 1)				\$	120,178
Grand Total				\$	178,000

**GLOUCESTER COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT
Sub-Grantee Monthly Report**

Sub-Grantee: St. John of God Community Services

Report for Month Ending:

Period of Agreement: 07/01/15 – 06/30/20

Agreement No: _____ Type of Report: Interim _____ Final _____

Cumulative Funds rec'd	\$ _____	Clients Served to date
Adjustments	\$ _____	Clients Served this month
Total	\$ _____	Cumulative Served:

Expenditures	Approved	Expenditures This Month	Cumulative To Date	Balance of Budget
Salaries	\$	\$	\$	\$
Fringe Benefits				
Equip & Supplies				
Operating Exp.				
Other Costs				
Total				
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature and title of responsible party

Monthly Level of Service Report
Group CWEP

Month of _____

Provider Agency: _____

TANF	GA/SNAP
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Number of Participants from Prior month:			
Number referred this month to program:			
Number referred YTD:			
Number of participants no longer enrolled:			
Number of job placement this month			
Number enrolled at end of month			

Attach to monthly invoices. The utilization of excel is appropriate.