

## HOPE HOUSE JOB SEEKING EXPECTATIONS

1. Hours of employment may not interfere with treatment schedules.
2. Residents are expected to find acceptable full-time employment. Full-time is determined by Employment Team and/or Residential PPO. Residents will job seek when not working full-time. All jobs must be approved before you take the job. Approval is given by the Employment Team and/or the Residential PPO. Residents **MAY NOT** work more than 56 hours a week. You may work more if given permission by Employment Team or Residential PPO.  
**NOTE:** If you are not working full-time you may not get your level advancement. Failure to get acceptable full-time employment may result in re-staffing of resident.
3. Job seeking areas will be approved by a member of the Employment Team. Residents may only job seek in the approved areas.
4. You must finish all assigned employment assessments and skills training and must complete your Individualized Employment Plan before job seeking.
5. Residents may not shop, eat, hang out, or conduct any personal business while job seeking. Residents must job seek alone. Special permission may be given by the Employment Team or Residential PPO to job seek with someone.
6. Residents are expected to be job seeking during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Residents must return to Hope House sometime between 11:30 a.m. and 12:30 p.m. Residents wanting a hot lunch must return by 12:25 p.m. If you need a sack lunch, you must sign up for it by 8:00 a.m. the day it is needed. There is no job seeking after 6:00 p.m. or on Saturdays, Sundays and holidays. You may get permission to job seek at other times. Residents may not job seek for more than 6 hours at a time. **Residents must plan their job seeking in advance in order to ensure they meet this requirement.**
7. Job seeking furloughs are to be completed and turned in to staff **by 9:00 p.m. the night before** they are needed.
8. Residents are expected to be appropriately dressed when job seeking. Residents must be prepared before leaving to job seek. Residents must be clean-shaven. Residents may have facial hair if it is well trimmed and maintained. Residents must wear a clean shirt with a collar (no T-shirts). Hair must be brushed. Resident may not wear shorts, ball caps, bandanas or wave caps. Residents **may not** take backpacks, gym bags, walkmans, or portable CD players while out job seeking. **Staff reserves the right to say the Resident is not appropriately dressed and groomed.**
9. Residents are not to job seek by telephone. Residents may use the phone to find out employer address and/or type of work. Permission must be obtained from staff to use the phone.
10. Residents may stop at additional prospective employers. They may only stop if the location is on the direct route to a site listed on the existing furlough. The additional site must be in the resident's approved job seeking area. The new location must then be added to the contact sheet.
11. Telephone calls do not count as job contacts. Second and subsequent stops at a business during the same day do not count as contacts.
12. When filling out a job application, residents must use the Hope House address and phone number: **2501 Holiday Road, Coralville, Iowa, 52241, (319) 625-2202, Ext. 148.** Staff will take messages should an employer call.
13. Residents **may not register at more than two temporary agencies.** The Employment Team or Residential PPO may give special permission to register at more. Jobs through a temporary agency are **not** considered permanent work.
14. Residents must sign in and out of the building. Residents must sign in and out accurately. Residents must report work hours accurately. If work hours are recorded inaccurately, it may affect the resident's level advancement.
15. Residents must obtain permission from the Offender Employment Specialist to job seek online.