

## **COUNSELING DEPARTMENT**

You are assigned a Career Counselor who will work with you throughout your enrollment. Your Career Counselor will meet with you each week for the first eight weeks then each month thereafter. Your Career Counselor will assign you a scheduled time/appointment each month to discuss your progress and goals while on center. It is important that you attend your mandated appointment with your counselor.

Counselors are available on center during the hours of 8:00 a.m. - 7:30 p.m.. Every day at any time of the day, there will be an on-call Career Counselor available to speak with any student for further counsel. The on-call Counselor has a center cell phone that students can call during work hours – when a student needs to speak to a Career Counselor after regular business hours, center staff, if appropriate, will contact the on-call Career Counselor who is able to respond to the student's needs.

You can schedule an appointment with your Career Counselor to discuss any matters you may have. Students should not meet with counselors during class periods. A center computer generated pass must be issued.

### **Case Management**

Your Career Counselor will be meeting with you on a regular basis to discuss your progress within the program and ensuring you are on track towards graduation.

Counselors will be following up about your attendance, behavior, vocational completion, education status, job attainment, etc.

Throughout your time within Job Corps, all staff will be discussing and reiterating the importance of “goal setting”. How will you achieve your goal? What are your steps? What is needed to be successful within that goal?

### **Support Group Sessions**

Counselors also conduct weekly support group sessions which include, Anger Management, Grief and Loss, Healthy Relationships, Empowerment Groups, etc. Check the calendar located on your counselors' door and dormitory bulletin boards.

## **Evaluation of Student Progress**

Every 60 days, you will meet with your Career Counselor in which discussions will be held about the assessment of all major career development areas: academics, career technical training, industry certification attainment, work-based learning, social development, and recreation.

You will be evaluated on all eight Career Success Standards as well as any additional expectations the center wishes to evaluate.

Evaluations will be calculated as follows:

Score Performance Levels

1–2 Needs Improvement

3–4 Meets Standard

5 Excels

At each ESP, your Career Plan you developed in MyPACE will be reviewed and your Pathway to Achievement Record (PAR) will be reviewed and updated as needed. These plans, along with your Personal Career Development Plan become your step-by-step plan or map as to how to achieve your on-center and post-center goals. Your goals are SMART goals: Specific, Measurable, Attainable, Realistic, and Time-bound.

After the completion of your evaluation, you will be placed on your earned “phase level”. You can earn your phase during your 3<sup>rd</sup> week (Initial CMT) and every 60 days (Evaluation of Student Progress).

Below you will find the requirements for each phase level earned. After you meet with your career counselor, you will visit the Student Personnel Office to obtain your card/level and incentive.

## **Paid Time Off (PTOs)/Weekend Passes**

Students can initiate a PTO request/leave by giving a one week notice to a counselor with the requested dates. Once a counselor initiates a PTO request/leave, the Student Support Manager, Student Support and Training Director, Center Director or approved designee, can approve the PTO. However, the request can be denied if student has poor conduct, a high number of UAs, insufficient notice, etc.. Any student who is a minor must have verbal authorization from their parent/guardian before center approval.

Weekend pass requests/leaves are to be initiated by a Residential Advisor. Weekend pass requests/leaves are to be given on Wednesday evenings. Once an RA initiates the request/leave, the Social Development Director, Center Director, or approved designee,

can approve the weekend pass. Any student who is a minor must have verbal authorization from their parent/guardian before center approval.

### WHITNEY M. YOUNG JOB CORPS CENTER PHASE SYSTEM STUDENT INCENTIVE PROGRAM

The PHASE SYSTEM is designed to provide incentives for positive behavior and encouragement through a structured and progressive program of advancements which rewards students. Students who have satisfactorily completed all Status requirements may be considered for advancement to the next PHASE. Students who have not met eligibility to advance may remain in current status or be demoted to a lower PHASE if, in the judgment of the SPO Office or the Center Director, the student's behavior so dictates. A student's PHASE status will be reviewed every 60 days on the last business day of the month.

#### PHASE SYSTEM WHITNEY M. YOUNG JOB CORPS CENTER

LEVEL	REQUIREMENTS	INCENTIVES
BLACK	<ul style="list-style-type: none"> <li>• Must remain on Gold Phase for two consecutive 60 day periods to move up.</li> </ul>	<ul style="list-style-type: none"> <li>• All Gold Phase Incentives</li> <li>• \$25 Walmart gift card</li> </ul>
GOLD	<ul style="list-style-type: none"> <li>• Avg. ESP Score: 4.0 or higher</li> <li>• NIRs: 0</li> <li>• Positives: 20</li> <li>• E TAR score of 60% +</li> <li>• Demonstrate Progress in TABE scores</li> <li>• Good Standing with WBL</li> <li>• UAs: maximum of 1</li> <li>• Room Scores: 6 or better</li> <li>• Community Service (6hrs) OR 6 additional PIRs</li> <li>• 10 hrs. of Recreational or LTL activity weekly</li> <li>• 15 hrs of Leisure Employment per week</li> </ul>	<ul style="list-style-type: none"> <li>• \$10 upon approval</li> <li>• 10 Student Store Bucks</li> <li>• \$15 Walmart gift card</li> <li>• 1 item from GOLD incentive box</li> <li>• Mental Health Day - Class pass for the dorms</li> <li>• Eligible for Gold Phase Outings</li> <li>• Monthly Breakfast with SPO</li> <li>• Cut Pass for Lunch Line in Café</li> <li>• Monday Priority Sign-Up for Recreation Trips</li> <li>• Monthly Luncheon with Center Director</li> </ul>
SILVER	<ul style="list-style-type: none"> <li>• Avg. ESP Score: 3.67-3.99</li> <li>• NIRs: Max of 1</li> <li>• PIRs: 15</li> <li>• E TAR score of 45% +</li> <li>• Demonstrate Progress in TABE scores</li> <li>• Good Standing with WBL</li> <li>• UAs: maximum of 2</li> <li>• Room Scores: 5 or better</li> <li>• Community Service (4hrs) OR 4 additional PIRs</li> <li>• 8hrs of Recreational or LTL activity weekly</li> <li>• 15 hrs of Leisure Employment per week</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Student Store Bucks</li> <li>• \$10 Walmart Gift Card</li> <li>• 1 item from SILVER incentive box</li> <li>• Mental Health Day - Class pass for the dorms</li> <li>• Monthly Breakfast with SPO</li> <li>• Cut Pass for Lunch Line in Café</li> <li>• Tuesday Priority Sign-Up for Recreation Trips</li> </ul>
BRONZE	<ul style="list-style-type: none"> <li>• Avg. ESP Score: 3.34-3.66</li> <li>• NIRs: Max of 2</li> <li>• PIRs: 10</li> <li>• E TAR score of 30% +</li> <li>• Demonstrate Progress in TABE scores</li> <li>• Community Service (5hrs)</li> <li>• UAs: maximum of 3</li> <li>• Room Scores: 3 or better</li> <li>• 6hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• 7 Student Store Bucks</li> <li>• \$5 Walmart Gift Card</li> <li>• 1 Item from the BRONZE incentive Box</li> <li>• Eligible for recreation activities after GOLD and SILVER sign-up</li> </ul>
GRAY	<ul style="list-style-type: none"> <li>• Avg. ESP Score: 3.01-3.33</li> <li>• NIRs: Max of 3</li> <li>• PIRs: 5</li> <li>• Demonstrate Progress in TABE scores</li> <li>• Community Service (3hrs)</li> <li>• UAs: maximum of 4</li> <li>• Room Scores: 2 or better</li> <li>• 5hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Student Store Bucks</li> <li>• Eligible for recreation activities after GOLD, SILVER, and BRONZE sign-up</li> </ul>
BLUE	<ul style="list-style-type: none"> <li>• Avg. ESP Score: 2.51-3.0</li> <li>• NIRs: Max of 4</li> <li>• Community Service (2hrs)</li> <li>• UAs: maximum of 5</li> <li>• Room Scores: 2 or better</li> <li>• 3hrs of Recreational or LTL activity weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Student Store Bucks</li> <li>• Eligible for recreation activities after GOLD, SILVER, BRONZE, and GRAY sign-up</li> </ul>
GREEN	THIS IS FOR NEW STUDENTS DURING CPP UNTIL THEIR INITIAL ESP	<ul style="list-style-type: none"> <li>• Supervised shopping trips with Rec Dept.</li> <li>• Celebration - 30 Days of Success!</li> <li>• 2 Personal care items from SGA Store</li> <li>• \$5 SPO Gift Card</li> <li>• Eligible for rec activities each weekend</li> </ul>
WHITE	<ul style="list-style-type: none"> <li>• Avg. ESP Score: Below 2.5</li> <li>• NIRs: 4 or more</li> <li>• Any Center Contract (CD or SPO)</li> </ul>	<ul style="list-style-type: none"> <li>• No off-center activities</li> <li>• Student must attend At Risk Panels</li> <li>• Student must attend personal growth seminars</li> </ul>