

Employment and Training Division

Workforce Investment Act (WIA)
Provides services to any Kitsap resident seeking employment or a new career field.

Community Jobs
Provides training opportunities, support and mentoring for WorkFirst participants.

Supported Works
Clients are WorkFirst participants that perform projects for the direct benefit of the community while gaining work skills.

Enhanced Job Skills Training
Classes that help participants with job search, resume building & interview technique skills.

South Kitsap Family Service Center

WorkSource Affiliate
1211 Bay Street
Port Orchard, WA 98366
360-473-2144
360-874-1493 fax

Kitsap Community Resources Employment & Training Division

845 8th Street
Bremerton, WA 98337
360-473-2118
360-415-2706 fax



KITSAP COMMUNITY
Resources

Kitsap Community Resources is a local, non-profit organization dedicated to helping people in need.

Our mission is to create **hope** and **opportunity** for low-income Kitsap County residents by providing resources that promote **self-sufficiency**.

Kitsap Community Resources

Trish Tierney
South Kitsap Site Supervisor/
WIA Workforce Manager
Email: ttierney@kcr.org
360-473-2144, option 4

Charmaine Scott
Director of Employment & Training
Email: cscott@kcr.org
360-473-2115



KITSAP COMMUNITY
Resources

A Community Action Partnership. Helping people. Changing lives.

**Workforce
Investment Act
Program:**

***Connecting
Business,
Workers,
and Community***



In Need of Employees?

Kitsap Community Resources offers different types of personnel resources depending on your needs.

KCR's South Kitsap Family Service Center is a WorkSource Affiliate, providing the ability for employers to post jobs, hold training and hiring events at our site, and find pre-screened, quality employees.

The Workforce Investment Act of 1998 (WIA) reformed federal employment, training, adult education, and vocational rehabilitation programs by creating an integrated "one-stop" system of workforce investment and education services. We offer the WIA program out of our South Kitsap site, providing case management and training to the public.

Employer Benefits:

- Reduction in recruitment costs.
- Motivated, pre-screened employees; background checks provided.
- Employee vocational training.
- Employee basic education/GED preparation.
- Support services for employees.
- Information on work opportunity tax credits.
- Opportunity to contribute to community.

Work Experience (WEX) Internships and On-the-Job Training (OJT):

Would you like to provide an internship to someone who needs work experience, or perhaps receive a subsidized employee? The WIA program has two options for you as part of our worker training services.

WEX:

A part-time (20 hours per week) paid placement at a **nonprofit** organization with no cost to the employer. Clients who need a little more work experience to be competitive in their chosen career field can be placed at a nonprofit for twelve weeks, earning minimum wage. The nonprofit host site signs a contract to provide training and work experience, while receiving a free employee. The WIA program handles the time-sheets, payroll, and L&I coverage.

OJT:

Available to both nonprofits and private companies, this option provides a full-time (40 hours per week) placement with 50% salary reimbursement to the employer for up to twelve weeks. Employees requiring on-the-job training are hired by you at prevailing wage and subject to laws and company policies as any other employee. Submit monthly 50% wage reimbursement requests to us and receive a check. At the end of the contract, retain them as your employee now that they are specifically trained to your company standards.

What We Need From You:

For both WEX and OJT contracts, it is required that the position is an **in-demand occupation**. We can provide a current list at any time. You will also need to provide a written job description that fully outlines the duties of the employee.

For a WEX contract, we will need:

- Your nonprofit IRS tax number.
- The name of the supervisor who is responsible for operation of the contract, and the name of the staff who will provide training for the WEX (if different).

It is the responsibility of the WEX trainee to turn in timesheets with your signature to their case manager twice per month. Regular communication regarding progress is also required.

For an OJT contract, we require:

- Your IRS tax number.
 - Your Employment Security tax ID.
 - The agreed-upon hourly wage.
 - A list of skills needed for the employee to be fully trained for the job.
- You pay the employee through your payroll and submit monthly reimbursement requests to our program. Upon successful contract completion, you now have a fully trained employee for your company or organization.