

## Resources for the Unemployed

Types of Need	Definition	What Individuals Actually Need	What We Currently Offer	What is Currently NOT Offered	Possible Forms of Support to Offer*	What Referrals to Other Institutions Can We Offer?
<b><u>Information</u></b>	The knowledge needed to know what to do to take the next step	<b>Information about resources</b> to meet physical and emotional needs ( <i>See Items 2 and 3 below</i> ).			Workshop: <ul style="list-style-type: none"> <li>• <i>Unemployed and Looking for Answers</i></li> </ul>	
		<b>Job Search Skills</b> <i>(Including coping skills for surviving in a changing world)</i>			<ul style="list-style-type: none"> <li>• Workshops: <i>“Job Search Tips for Unique Populations”</i></li> <li>• Counseling Classes</li> <li>• One-Stop Center Resources</li> <li>• Some non-profit career centers</li> </ul>	
		<b>Career Guidance</b> ( <i>including how to change careers and/or identifying why you lack the motivation to do what you need to do.</i> )			<ul style="list-style-type: none"> <li>• Workshops:               <ul style="list-style-type: none"> <li>• <i>“When Skills are No Longer in Demand”</i></li> <li>• <i>“How to Get Your Dream Career”</i></li> </ul> </li> <li>• Career Counseling  <a href="http://www.ncda.org/aws/NCDA/pt/sp/consumer_find">http://www.ncda.org/aws/NCDA/pt/sp/consumer_find</a></li> <li>• College Career Counselors</li> <li>• One-Stop Center Resources (America’s Job Centers)</li> </ul>	

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		<p><b>Goal Setting:</b></p> <ol style="list-style-type: none"> <li>1) <i>How to set effective short-term, mid-term, long-term goals</i></li> <li>2) <i>Identifying what is stopping you from setting or achieving your goals</i></li> </ol>			<p>Workshops:</p> <ul style="list-style-type: none"> <li>• <i>Decision Making Dilemmas</i></li> <li>• <i>Managing Conflicting Priorities</i></li> </ul> <p>Handouts</p> <ul style="list-style-type: none"> <li>• <i>Overcoming Indecision</i></li> </ul>	
		<p><b>Education Guidance:</b></p> <ol style="list-style-type: none"> <li>1) <i>Choosing right programs/ classes</i></li> <li>2) <i>Academic Success</i></li> <li>3) <i>Financing</i></li> </ol>			<ul style="list-style-type: none"> <li>• Workshops: <i>“Educational Choices You Won’t Regret Later”</i></li> <li>• Counseling Classes</li> <li>• College Counselors</li> <li>• Financial Aid</li> <li>• One-Stop Center</li> </ul>	
		<p><b>Meeting Needs:</b></p> <ol style="list-style-type: none"> <li>1) <i>Mortgage/rent</i></li> <li>2) <i>Food</i></li> <li>3) <i>Utilities</i></li> <li>4) <i>Paying bills</i></li> <li>5) <i>Family care</i></li> <li>6) <i>Medical, etc.</i></li> </ol>			<ul style="list-style-type: none"> <li>• Workshops: <i>Meeting Financial Responsibilities Help: Asking, Giving &amp; Receiving</i></li> <li>• City/County &amp; Other Local Services</li> </ul>	

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<p><b><u>Resources</u></b></p>	<p>Means by which individuals can meet their needs such as housing, medical, food, transportation, paying bills, taking care of families, etc.</p>	<p><b>Housing</b> (<i>Mortgage/rent, insurance, deposits, moving expenses, place to live/sleep, etc.</i>)</p>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• City/County &amp; Other Local Services</li> </ul>	
		<p><b>Utilities</b> (<i>Electric, gas, heat, phone, Internet, water, trash, etc.</i>)</p>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• City/County &amp; Other Local Services</li> <li>• Energy payment assistance programs <a href="http://www.dreams-goals.com/Wkshp-Financial.html">http://www.dreams-goals.com/Wkshp-Financial.html</a></li> </ul>	
		<p><b>Food</b> (<i>Groceries for household and/or meals</i>)</p>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• City/County &amp; Other Local Services</li> </ul>	
		<p><b>Clothing</b> (<i>Including "interview apparel" and shoes</i>)  <b>Laundry/Dry cleaning</b></p>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• City/County &amp; Other Local Services</li> </ul>	

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		<b>Non-food groceries</b> <i>(Personal care products, cleaning supplies, toilet paper, etc.)</i>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• City/County &amp; Other Local Services</li> </ul>	
		<b>Other misc. needs</b> <i>(household goods, grooming, and hygiene, haircuts, etc.)</i>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• Citrus College Cosmetology program</li> </ul>	
		<b>Medical needs</b> <i>(medical care, prescriptions, eye glasses, dental, medical, dental and vision insurance, etc.)</i>			<ul style="list-style-type: none"> <li>• Covered California - <a href="http://www.coveredca.com/">http://www.coveredca.com/</a></li> <li>• Student Health Center – for students</li> </ul>	
		<b>Transportation</b> <i>(car payments, repairs, gas, insurance, public transportation, etc.)</i>			<ul style="list-style-type: none"> <li>• Local colleges that offer auto mechanics programs</li> <li>• Some colleges may offer bus passes for students</li> </ul>	
		<b>Technology:</b> <i>(Hardware) computer, tablet, cell phone, printing, software, etc. – repair, upgrade, replace or new purchase</i>			<ul style="list-style-type: none"> <li>• Many hardware and software companies offer education discounts for registered students</li> <li>• <a href="http://www.collegebuys.org">www.collegebuys.org</a></li> </ul>	
		Other misc. <b>bills paid</b> <i>(credit cards, etc.)</i>				

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		<b>Childcare</b> ( <i>for job searching and education</i> )			College day-care centers	
		<b>Eldercare</b> ( <i>Caring for aging, dependent parents / relatives and “end of life” issues</i> )			<ul style="list-style-type: none"> <li>• County Office of Aging</li> <li>• 2-1-1 for local resources</li> </ul>	
		<b>Family care</b> ( <i>Caring for general emotional, physical, spiritual, and other needs of family members</i> )			<ul style="list-style-type: none"> <li>• 2-1-1 for local resources</li> </ul>	
		<b>Pet Care</b> ( <i>food, licensing, medical care, training /behavior issues, etc. Housing and/or pet surrender if moving and can't take them.</i> )			<ul style="list-style-type: none"> <li>• 2-1-1 for local resources</li> </ul>	
		<b>Job Search Support</b> ( <i>Resume prep, phones, Internet Access, photocopying</i> )				
		<b>Education</b> and/or Job Skills Training ( <i>including high school diploma, GED, basic math &amp; English skills, English as a Second Language</i> )			<ul style="list-style-type: none"> <li>• Workshop: “Education Choices You Won’t Regret Later”</li> <li>• College Counselor - Non-Credit Division</li> </ul>	

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		<p><b>Upgrade Computer Skills</b>  <i>(Technical skills: Internet, MS Office, Google, or other popular software, Online learning, Social Media, Online job search, job-specific computer programs, etc.)</i></p>			<ul style="list-style-type: none"> <li>• Academic Classes</li> <li>• Non-credit classes (<i>local continuing education school</i>)</li> <li>• Adult schools</li> </ul>	
		<p><b>Job-Specific License/Credentials</b>  <i>(Obtain, update, renew or reinstate mandatory credentials needed for employment) Includes expense, training, Continuing Education Units, waiting period, etc.</i></p>			<ul style="list-style-type: none"> <li>• “Workshop: <i>Education Choices You Won’t Regret Later</i>”</li> </ul> <p>Client likely is already be aware of what license(s)/ credentials he or she needs</p>	
		<p><b>Educational Expenses</b>  <i>(Tuition, books, computer, supplies, uniforms, tools, etc.)</i></p>			<ul style="list-style-type: none"> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• Financial Aid</li> <li>• Scholarships</li> <li>• FSEOG</li> </ul>	
		<p><b>Other barriers to employment</b> <i>(criminal record, credit problems, drug use, etc.)</i></p>			<p>Workshop: "Unique Populations - Flawed Past"</p> <ul style="list-style-type: none"> <li>• Local AJC/One-Stop Center</li> <li>• Some local non-profit organizations</li> </ul>	

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<p><b><u>Support</u></b></p>	<p>Providing individuals with the emotional and spiritual encouragement to continue on in face of uncertainty, adversity, and discouragement</p>	<p><b>Referrals</b> to outside professionals (<i>Mortgage modification, therapists, legal, pet care, etc.</i>)</p>			<ul style="list-style-type: none"> <li>• Workshop</li> <li>• <i>Help: Asking, Giving, Receiving</i></li> <li>• Workshop: <i>Meeting Financial Responsibilities</i></li> <li>• Workshop “<i>Unemployed and Looking for Information</i>”</li> <li>• Unemployed Resources</li>   <li>• Student Health Center</li> <li>• 2-1-1</li> </ul>	
		<p><b>Goal Setting</b>            1) <i>One-on-one help with clarifying and/or following through on goals</i>            2) <i>assessment administration and/or interpretation</i>            3) <i>One-on-one help identifying what is stopping you from setting or achieving your goals</i></p>			<p>Workshop: Goal Setting</p> <p>Workshops:</p> <ul style="list-style-type: none"> <li>• <i>Decision Making Dilemmas</i></li> </ul> <p>Assessments:</p> <ul style="list-style-type: none"> <li>• CDDQ</li> <li>• MBTI</li> <li>• Strong Interest Inventory</li> </ul>	
		<p><b>Professional Networking</b>  <i>(Leads for professional networking opportunities, job leads, and connecting with professional peers)</i></p>			<ul style="list-style-type: none"> <li>• EDD - Local Onestop Center – workshops and job fairs</li> <li>• Some local non-profit organizations</li> <li>• Professional Organizations</li> <li>• Colleagues</li> </ul>	

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		<b>Emotional Support</b> <i>(Including addressing issues of loss: grief, depression, identity, self-esteem, etc.)</i>			<ul style="list-style-type: none"> <li>• College Student Health Center</li> <li>• Local Community Resources</li> <li>• Local Faith-Based Communities</li> </ul>	
		<b>Spiritual Support</b> <i>(including finding meaning and purpose in adversity)</i>			<ul style="list-style-type: none"> <li>• Local Faith-Based Communities</li> <li>• College Student Health Center</li> </ul>	
		<b>Family Support</b> <i>(Helping family members cope with the stress and uncertainty associated with the job loss of loved one)</i>			<ul style="list-style-type: none"> <li>• College Student Health Center</li> <li>• Local Community Resources</li> <li>• Local Faith-Based Communities</li> </ul>	
		<b>Legal Support</b> <i>(Legal advice for various legal issues such as foreclosure, eviction, divorce, family, etc.)</i>			<ul style="list-style-type: none"> <li>• Local non-profit legal clinics <i>(usually offered at the county level)</i></li> </ul> <p>“Unemployed Resources”</p>	<p>“Unemployed Resources”</p>

\*Workshops and handouts can be accessed from: <http://www.dreams-goals.com/resources/>



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**Questions to Ask When Planning for Meeting These Needs**

What is the mission of our institution?

Who are we trying to serve?

How do we **define** the population we are trying to serve?

Are we willing to make **exceptions** for individuals who **meet most but not all** criteria?

Why do we want to serve them?

What quantity of the items above do we **currently** offer?

What quantity of the items above are we **able** to offer?

What quantity of the above items are we **willing** to offer?

What are our limitations?

Who is qualified to address those needs?

What training (if any) do our people require in order to address these needs

Who can train our people to address those needs?

What needs should we "outsource" or provide referrals for?

What referrals do we currently have?

What referrals do we need to find?

Who will be responsible for keeping the referral list current?

How do we educate the people we will be serving about what we will offer?

What resources do we have for publicity and promotion?