

Did You Know . . .

- A wide variety of employment services such as resume writing and interview skills, as well as job search assistance, is available to income assistance clients.
- Studies show that former income assistance clients are being employed in jobs that pay an average of \$11 an hour.



For More Information

Contact the Ministry of Housing and Social Development by calling:

➤ **1 800 663-7867**

Or visit the ministry web site at:

➤ **www.hsd.gov.bc.ca**



Your Guide to the Employment Plan



Ministry of
Housing and
Social Development

A Focus on Finding Employment

The Ministry of Housing and Social Development requires employable clients to complete an Employment Plan when applying for and receiving assistance. Each plan is unique, based on a client's strengths and abilities and outlines the necessary steps to move towards employment. Employable clients are required to have an Employment Plan that is reviewed and updated on a regular basis.

Developing an Employment Plan

Your Employment Plan is:

- ▶ a personalized plan designed to assist you in finding and keeping a job;
- ▶ based on your individual strengths, skills and abilities, and present circumstances;
- ▶ developed with ministry staff; and
- ▶ a detailed record of the activities you must complete to assist you to find work.

Who Completes the Employment Plan?

All employable ministry clients will be required to complete an Employment Plan with an employment and assistance worker or another ministry staff member. This Employment Plan may include:

- ▶ supervised independent work search;
- ▶ referral to job placement programs; and
- ▶ specific training for employment or other specific services.

Clients with barriers that do not impede their ability to look for work are also required to complete an Employment Plan. This Employment Plan will take into account individual circumstances and assist these clients in moving towards increased employability. Activities may include:

- ▶ developing a resume;
- ▶ participating in a ministry program or a community organization or service group; and
- ▶ researching employment opportunities.

Is the Employment Plan a legal document?

Yes. Your Employment Plan is a legal document that outlines the activities that you must complete in order to remain eligible for assistance.

How important is active participation in the Employment Plan?

Active participation with your Employment Plan is the key to successfully finding and keeping a job. Ministry staff will work with you to ensure your Employment Plan is regularly reviewed and updated, to assist with your progress towards employment.

If you do not participate in or are determined to be non-compliant with the requirements of your Employment Plan, your income assistance will be discontinued.