

# New Beginnings Outreach Report

## ES – Intake/Individual Service Plan

### Participant Employment Services Intake Report

Participant Name: Jane Doe

Report Date: 2/7/2026

Report Prepared By: Intake Specialist

### Overview of Intake Process

Participant Jane Doe successfully completed the Employment Services Intake on 2/7/2026. The intake process was designed to assess their current employment situation, review relevant documentation, and develop an Individual Service Plan (ISP) tailored to their job search needs and employment goals.

### Summary of Completed Intake Services

#### 1. Intake Completion Date:

- Date: 2/7/2026
- The intake process was initiated and completed, during which the participant's background, employment history, and current needs were thoroughly reviewed.

#### 2. Employment Goal (30-Day Focus)

Jane Doe would like to obtain employment within 30 days.

#### 3. Desired Job Titles:

CNA, Caregiver, Home Health Aide.

#### 4. Industry Preference:

Healthcare and Patient Care.

#### 5. Target Pay Range:

Jane Doe would like to make a minimum of \$20.00 per hour (or prevailing wage).

#### 6. Skills & Experience:

Compassion, Patience, 5 years informal caregiving experience

#### 7. Trainings/School:

Certified Nursing Assistant (CNA)

#### 8. Transferrable Skills:

Customer Service, Leadership, Time Management, Communication, Problem Solving and Safety Awareness.

#### 9. Barriers to Employment:

Transportation (Car broke down), Childcare (Need after-school). (See Conclusion for mitigation plan).

**10. 30 Day Action Plan:**

Jane Doe will take part in the Intake, Job Preparation Classes, and Job Search and have access to the NBO Job Developer.

**11. Support Services Needed:**

- Jane Doe states they need the following services:
- Transportation Assistance (gas/pass)
- Childcare Assistance
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**12. Weekly Job Search Commitment:**

- Jane Doe will:
- Apply to up to 25 jobs per week
- Attend the job preparation classes
- Meet with job developer weekly or as many times as needed

**13. Preferred Contact Method:**

Jane Doe requests to be contacted via: Phone, Email, and Text.

**14. Participant Strengths & Motivation:**

Jane Doe's reported strengths include: Compassion, Patience, 5 years informal caregiving experience.

**15. What helps you stay motivated:**

Family and financial stability.

**16. Readiness to Work:**

Jane Doe states that on a scale from 1-10 they are work ready at a 9!!

**Conclusion**

Ms. Doe presents as a highly motivated candidate for the CNA track. She has significant informal experience and a clear career trajectory. Her barriers are logistical rather than behavioral.

Client was on time and professional. Recommended for immediate placement in the CNA training cohort pending childcare voucher approval.

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**Intake Specialist**

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