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RTW Coordinator & Probation Officer Aide
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Ready to Work Program



Adult Services
615 NE 6th St.
McMinnville, OR 97128
(503) 434-7513 x 4460

RTW TIER SYSTEM

Tier 1: Clients begin with an intake interview to assess needs and barriers. Clients report to RTW three times a week to perform job search, resume building and other employment related tasks. They receive a referral to Worksource & Express Personnel.

Tier 2: In addition to Tier 1 related activities, this Tier consists of clients who are volunteering their time in the community to gain work experience and boost their resume.

Tier 3: Clients in Tier 3 have obtained **part-time** (<25 hrs) work. Clients report once a week to continue their job search with the goal of achieving full-time employment.

Tier 4: Clients have obtained **full-time** employment. Clients check in by phone once per week and provide copies of paystubs during every pay period. Clients that complete these tasks over a period of 90 days will graduate the RTW Program. **

****A 2 month supervision fee waiver, graduation ceremony and certificate is awarded to those that complete Tier 4.**



The Goal

Ready to Work is an ongoing job development program created to assist probation clients in developing the tools necessary to be successful in finding and maintaining employment. Referrals to RTW are by Probation Officer only. RTW does not provide job placement, but will provide resources needed to assist clients in securing employment.

RTW is open five days per week, from 9am-11am. After a comprehensive intake interview, clients and staff work together to develop a weekly schedule to best suit their needs. This schedule may include goal development, resume building, job search, community service, networking and referrals to educational employment workshops.

I will prepare and some day my chance will come — Abraham Lincoln



RTW WILL HELP YOU BY..

- ♦ Finding felony friendly employers eager to hire in your community.
- ♦ Providing use of computers and other resources for job search needs.
- ♦ Competent staff that provide job leads tailored to YOU.
- ♦ Resume building.
- ♦ Interviewing skills, practice and scripts.
- ♦ Referrals to community resources such as Worksource Oregon, Goodwill Job Connections, Express, the EDGE program & job fairs.
- ♦ Incentives for obtaining and maintaining employment and taking part in workshops such as the 'The Successful Job Search for the Ex-Offender.'