

HOW DO I GET STARTED?

DISCUSS WITH YOUR LOCAL DHR JOBS OFFICE

- The skills you would like the **CEMP** worker to have
- The tasks you would like the worker to perform
- The desired schedule
- The number of workers you want
- Who will be responsible for supervision of the worker

Your local **DHR** office will ask you to complete an agreement which outlines their responsibilities as the referring agency and your responsibilities as a **CEMP** sponsor.

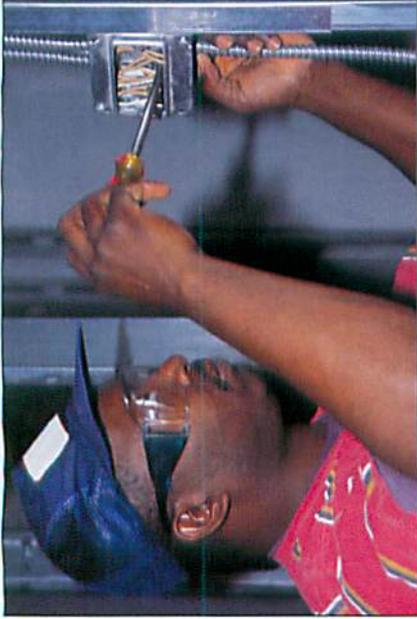
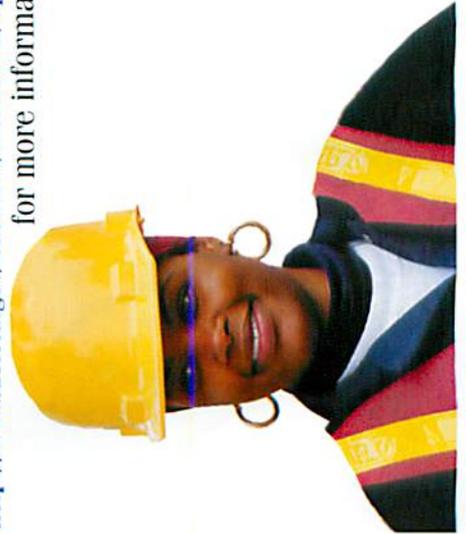
IF THE PLACEMENT WORKS OUT, MAY I HIRE MY CEMP WORKER?

YES!

In fact, if you accept your **CEMP** worker as a permanent employee, your company may qualify for certain benefits, including the Work Opportunity Tax Credit. (**WOTC**)

Go to

<http://www.doleta.gov/business/incentives/opptax/>
for more information.



GIVE SOMEONE

A Jump Start to a...

JOB!

Sponsor a **CEMP** Worker

with the

**Alabama Department of
Human Resources
(DHR)**



FOR MORE INFORMATION ON BECOMING
A **CEMP** SPONSOR, CONTACT:

All programs of the
Department of Human Resources
are administered in accordance with the Civil Rights
Act of 1964, the Rehabilitation Act of 1973, the
Americans with Disabilities Act of 1990, and all other
federal and state civil rights laws.



ALABAMA DEPARTMENT OF HUMAN RESOURCES
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COMMUNITY EMPLOYMENT

CEMP

The Community Employment (CEMP) component of the Alabama Department of Human Resources (DHR) **JOBS** Program seeks to provide valuable work experience which can lead to permanent, paid employment for recipients of Family Assistance benefits.

CEMP helps participants in Alabama's **JOBS** Program...

- *Develop good work habits*
- *Build self-confidence*
- *Learn job skills*
- *Gain work experience*
- *Learn to get along with coworkers*
- *Learn to establish contacts*
- *Learn to accept supervision*

DHR'S ROLE

Perform pre-placement screening of **CEMP** workers

Match **CEMP** workers to placements based on the **CEMP** worker's skills and the sponsor's needs

Assist the **CEMP** worker with supportive services such as child care, transportation and expenses related to participation in **CEMP**

Provide liability insurance for the worker

Pay for background checks

WHAT'S IN IT FOR ME?

- Additional help for your organization at **no cost to you**
- A potential employee whose skills and abilities you already know
- A worker with flexible hours to fit your schedule

WHERE CAN CEMP WORKERS BE ASSIGNED?

Any for-profit or nonprofit business or organization may use **CEMP** workers.

HOW LONG IS THE CEMP ASSIGNMENT?

A worker may be placed with a for-profit sponsor for up to six weeks. A worker may be placed with a governmental or nonprofit sponsor for up to six months.

WHAT JOBS CAN CEMP WORKERS DO?

You tell us! **CEMP** workers may perform most jobs that paid employees perform as long as they are not used to displace paid employees.

WHO PAYS THEIR SALARY?

CEMP workers do not receive a salary. The work is done in exchange for public assistance.

WHAT ARE MY RESPONSIBILITIES AS A CEMP SPONSOR?

- *Interview referred clients for placement*
- *Supervise the placement*
- *Keep an attendance record*
- *Provide guidance and encouragement*
- *Contact DHR immediately if there are problems*
- *Evaluate the worker's performance at mid-placement and at the end of the placement*
- *Serve as a reference for workers who successfully complete the placement*

CEMP

