

How To Keep a Job

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Secure Reliable Transportation

To make sure your client can actually get to their new job, remind them to:

- Keep a current bus/metro schedule handy.
- Keep up maintenance on their vehicle.
- Avoid unscheduled absences and being late by leaving early enough.



Maintain Attire and Personal Hygiene



Your clients need to:

- Dress properly for the job.
- Be neat at all times, especially if the job involves contact with the public.
- Avoid offensive body odor, including oral hygiene.

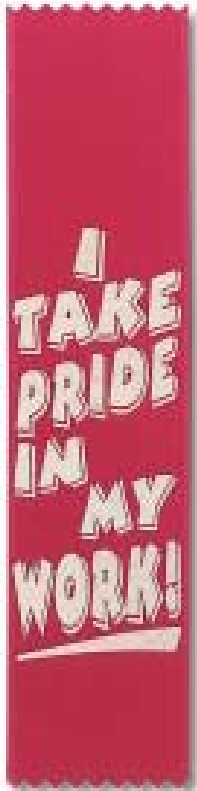
Utilizing Self Control On The Job

Clients need to:

- Leave home issues at home.
- Not argue with anyone on their job.
- Act maturely.
- Avoid horseplay, gambling, drug and alcohol usage and any other inappropriate activity and behaviors.
- Discourage friends and family from coming to the workplace.
- Avoid romantic relationships with co-workers.



Develop a Positive and Productive Work Ethic



Remind your clients to:

- Take pride in work and for the responsibility of providing for their family.
- Avoid joining or forming negative cliques in the workplace.
- Have a sense of personal satisfaction and achievement.
- Recognize the benefits of gainful employment versus criminal endeavors.
- Ask questions, when in doubt about policies and procedures.

Respecting Supervisors and Co-workers

Clients need to:

- Remember the golden rule: *Do unto others and you would have them do unto you.*
- Utilize effective listening and communication skills to facilitate positive relationships in the workplace.
- Use the Active Listening techniques, such as the Speaker/Listener technique.



Teach Clients to Seek and Obtain Clarification...



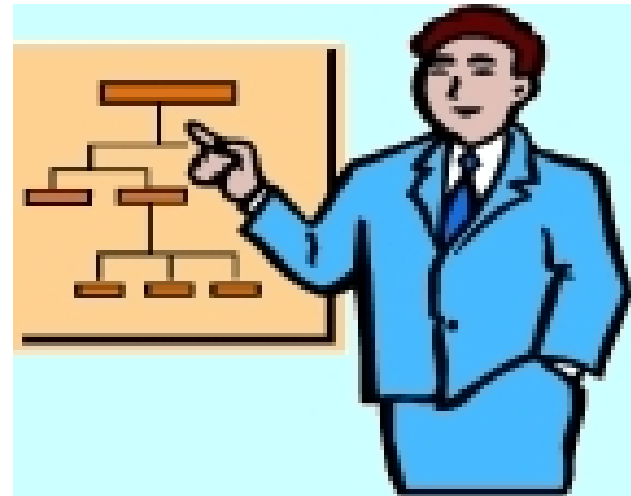
Clarifying

- On all performance expectations, such as job responsibilities.
- On standard operating procedures.
- On constructive feedback. Remember it is not personal.

Progressive Discipline

Clients should:

- Know and acknowledge rules and regulations.
- Respect the Chain of Command.
- Not assume they are fired because they think they are in trouble at work.



Determining Workplace Culture



Clients should:

- Find out the values, beliefs, attitudes and behaviors of the workplace.
- Take breaks and lunch periods properly.
- Limit non-job related conversations.
- Not use cell phone during work hours, unless it's needed for job responsibilities.

Showing Initiative

Remind clients to:

- Be open and receptive to assuming extra tasks and responsibilities as requested by supervisors.
- Avoid being idle during work hours.
- Be willing to assist other workers.



By helping clients learn these skills,
you increase their potential to
Keep a Job!





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