



Tri-County Literacy Council- Job Zone d'Emploi Referral Protocol

April 2017

In order to improve/increase service coordination and referrals between agencies, the following arrangements will be made for all TCLC Occupational Classes:

1. TCLC Instructors will arrange for France from Job Zone d'emploi (FdeRepentigny@jobzonedemploi.ca) to visit during the first week of the Occupational Class.
2. If, at any time, TCLC is aware of any clients who are interested in meeting with France they will notify her of their names which will allow her the opportunity to determine if they are current or former clients of Job Zone.
3. During this first visit to the class, France will make a Presentation to the class about Job Zone's services.
4. France will be available after the presentation to meet one-on-one with any clients interested in registering with Job Zone. TCLC will provide a suitable space for them to meet at that time.
5. TCLC's Assessor will continue to make referrals for interested clients (identified at the time of assessment/interview) using the First Stop to Job Zone d'emploi Referral form and the Assessor will email these to referrals@jobzonedemploi.ca and will CC France (FdeRepentigny@jobzonedemploi.ca) on these emails.
6. The Occupational Classes will continue to arrange with Colleen (JZ) for a group tour of Job Zone.
7. During the last week of the Occupational Class, TCLC Instructors have the option of inviting France to return to speak to the class and meet one-on-one with clients- if there are clients who have not already registered with Job Zone and might be interested in doing so.

TCLC Instructors will continue to promote Job Zone's services to all clients throughout the training programs.