

# The Family Collective Employment Navigation Referral Checklist

If you are family coach within The Family Collective network, use this checklist to help determine when and how you should refer a family to an Employment Navigator. Please make sure **ALL** requirements that are applicable to your client are met **BEFORE** referring them to the Employment Navigator.

- Client has Form I-9 documents (Valid Picture ID, Birth Certificate, Passport, Social Security Card, Military ID, etc.). For a complete list of acceptable documents, visit [uscis.gov/i-9-central/form-i-9-acceptable-documents](https://uscis.gov/i-9-central/form-i-9-acceptable-documents).
- Client is legally authorized to work in the U.S.
- Client has reliable transportation for work purposes. An unrestricted driver's license is required for clients seeking positions requiring a valid driver's license (i.e. delivery driver, bus driver, courier, etc.).
- Client has secured dependable childcare services.
- Client has requested and NEEDS assistance from an Employment Navigator.
- Client's employment and income statuses have been updated in Salesforce. All new employment updates will be entered by the Employment Navigator.
- Clients who are receiving SSI/SSDI assistance must confer with SSA regarding how returning to the workforce will affect their benefits.

## Employment Navigation Services

- Assistance creating professional resumes and cover letters
- Interview preparation and skills assessment
- Invitations to in-person and virtual job fairs
- Introduction of clients to potential employers
- Exploration of educational options and training opportunities
- Support and guidance in obtaining and keeping a job
- Exploration of ways to increase clients' current wages
- Mentorship throughout the employment process
- Access to partner service programs and resources

