SPECIFICATIONS OF WORK TO BE PERFORMED

1. Attend and participate in any “Rapid Response sessions or other group meetings held for the impacted workers.
2. Compile data on targeted laid off workers, track their progress through Maine JobLink and/or their search for suitable replacement employment.
3. Establish and maintain contact with each targeted laid off worker to assess his/her situation and determine his/her need for retraining, job readiness or placement, or other support services.
4. Help workers to understand the rules and regulations of, and navigate through, the DOL system.
5. Advocate for workers and help resolve problems and obstacles to retraining and job placement.
6. Communicate with personnel for the Maine Department of Labor, the employing agency and the appropriate CareerCenter about individual workers’ needs or concerns and about possible improvements in services to laid off workers.
7. Report activities and progress in the format provided by project oversight personnel, and attend community and other meetings as needed to provide project updates.
8. Conduct mailings, plan group meetings and arrange any other activities determined desirable to meet project’s goals.
9. Meet with report regularly to Rapid Response staff and appropriate CareerCenter personnel (separately and jointly) to assess progress and make refinements that will improve services to laid off workers.
10. Participate in ongoing training activities planned and coordinated by Rapid Response staff to increase knowledge and skills.
11. Perform tasks and duties, worker outreach and advocacy activities assigned and approved by project oversight personnel to fulfill the goals of peer support project and meet the readjustment and reemployment needs of laid-off workers.

Please note: Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.