



477 Employment & Training Department
Central Council of the Tlingit & Haida Indian Tribes of Alaska
320 West Willoughby Avenue, Suite 300 • Juneau, Alaska 99801
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Youth Employment Services (YES) Host Employer Application

Program Overview: The 477 Employment & Training department administers the YES program, which is available to 22 Southeast Alaska communities. Program objectives include assisting eligible tribal youth, ages 14-24, in obtaining summer employment to learn and enhance employment skills, and to provide youth with opportunities to discover and explore optional career and/or education pathways suitable to their goals. YES Coordinators seek to match applicants to their fields of interest. As a host employer, you will have the opportunity to interview pre-screened youth participants and offer a position in accordance to the Alaska Department of Labor statutes and in agreement with the YES program objectives. Together we promote self-sufficiency and build stronger community workforces.

The YES program is able to subsidize a limited number of part-time and full-time positions. We are able to authorize:

- Paid 9 Week Employment/Internship Programs, Beginning June 1, 2016 – July 31, 2016
- An Hourly Wage of \$9.75

The YES program cannot authorize contracts exceeding 180 hours for part-time positions, 330 hours for full-time, or holiday and overtime pay. Additional hours must be arranged and managed by the host employer, employee, and the local community summer youth program coordinator. Alternate program dates, work schedules, or modified duties must be approved by Central Council Youth Employment Services and your local community coordinator.

Partnership Roles: In order to ensure youth worker success, Central Council and its partners agree to:
Central Council

- Serve as the employer on record, maintain HR & program records, process time-sheets
- Assist in youth development programs and community coordination

Local YES Community Coordinator

- Screen Applications for eligibility and best placement options, schedule interviews
- Complete Central Council hiring orientation for youth and present workforce behavior expectations
- Approve work plans with partners and provide onsite youth evaluations
- Maintain ongoing communication of youth's work progress
- Conduct program exit interview with youth, complete program-end evaluations

Host Employer

- Develop a meaningful work plan assisting in youth's career development
- Assign a supervisor to mentor and oversee youth's work assignments and timesheets
- Enable local YES community coordinator to complete onsite youth evaluations
- Maintain ongoing communication of youth's work progress, submit progress reports with timesheets
- Complete program-end evaluations and submit proper separation paperwork

If you have any questions about the application requirements or should you need any assistance with completing this application, please contact your local YES Coordinator or Central Council's YES Coordinator at 907.463.7792 or 1.800.344.1432 ext. 7792.

REQUIRED INFORMATION

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Employer/Company Name		Contact Person / Title	Ph. Number / Email Address
Employer/Company Mailing & Physical Addresses		Youth's Primary Worksite Location	
Assigned Supervisor/Mentor Name(s) & Title(s)		Ph. Number / Email Address	Fax Number
Position Job Title(s) and No. of Vacancies			
Start Date	End Date	Hours/Days	Additional Wages Provided
Have you or your company previously participated in Youth Employment programs? Which? When? Where?			
How did you learn about this program?			
Brief overview of organization (Primary objectives, functions, mission statement, etc.) and organizational chart (Informal accepted):			

PLEASE COMPLETE THE FOLLOWING FOR EACH TYPE OF VACANCY. ATTACH SEPARATE SHEETS OF PAPER IF NECESSARY.

Brief description of how the assigned department(s)/division(s) support your overall organization:

Duties/responsibilities for each position:

Preferred knowledge & skills for each position:

Proposed training opportunities and plan to expose youth to career pathway options for each position:

Equipment to be used:

Suggested apparel, tools, etc. needed to perform job duties:

Additional comments:

Thank you for your application. We look forward to finding you an appropriate placement. Should we not have an available candidate, we will contact you by the program begin date and keep your application on file.

Please submit your application to your local YES Coordinator or Central Council's YES Coordinator via fax at 877.333.3449 or email aarca@ccthita.org.

Employer Signature

Date

Application Received By

Date