



## American Indian Center of Arkansas

400 West Capitol, Ste. 2380

Little Rock, Arkansas 72201

Office: **501-666-9032** | Fax: **501-666-5875**

[www.AICAgO.org](http://www.AICAgO.org)



# Host Agency Orientation/Recertification

**Host Agency:** \_\_\_\_\_

**1. Host Agency Objectives:** Discuss what the host agency does and whom it serves. Show trainee around facility and introduce other staff. Discuss what the agency is trying to accomplish and how the trainee can help attain those goals. Trainee must not be necessary for the continued operation of the agency. Host agencies do not “own” slots and should not be dependent upon the use of SCSEP trainees for the ability to continue operations.

**2. Community Service Assignment:** Host Agency cannot require a trainee to work more than 20 hours per week unless otherwise notified of such by AICA-SCSEP. Trainee cannot volunteer additional hours beyond their training assignment. The trainee is encouraged to and may volunteer at other organizations. Once their training assignment is finished, they may then volunteer at this host agency. Trainee is not eligible for vacation or sick pay. If the trainee is scheduled to work on a Federal holiday and the host agency is closed, the trainee is eligible for holiday pay. If the trainee is not scheduled to work or it is not a federally recognized holiday, there is no compensation. Time missed for necessary sick leave may be provided in the form of rescheduled work hours.

**3. Training:** Explain to the trainee the tasks he or she will perform. Explain job procedures and responsibilities. Ensure that trainee will receive training that is consistent with their Individual Employment Plan. Trainee will receive similar treatment to that accorded non-trainees engaged in similar duties.

**4. Host Agency Regulations:** Explain the agency’s policies and procedures. Provide the trainee with a copy of the employee handbook, if applicable, and discuss its contents. Ensure the trainee is never the only person at the host agency. They should not be given the responsibility of opening or closing the facility. A supervisor is required at all times. That person should be able to provide guidance to the trainee and assist in their training.

**5. Responsibilities:** A host agency must agree to provide adequate orientation, instruction, and training to each trainee. A host agency must provide adequate supervision to each trainee to perform as a productive and effective worker. A host agency must make a commitment to consider hiring the trainee into an unsubsidized position within the host agency when an appropriate vacancy occurs, or assist in the placement of the trainee in unsubsidized employment. Jobs established at a host agency must support the goal of the SCSEP to contribute to the general welfare of the community.

**6. Requirements:** Trainee must not be a replacement for permanent employees (Maintenance of Effort). The use of a SCSEP trainee must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program. Trainee must not displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits.) The trainee must not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed. The trainee must not perform the same work as that performed by any other individual who is on layoff. It is against policy to train in the same position/department where the agency/organization



## American Indian Center of Arkansas

400 West Capitol, Ste. 2380

Little Rock, Arkansas 72201

Office: **501-666-9032** | Fax: **501-666-5875**

[www.AICAgo.org](http://www.AICAgo.org)



has had to lay off a staff person within the last two years from the date of interest in SCSEP. Participants may be assigned to other departments but not to the department/position where the layoff took place.

**7. Host Agency Safety:** Discuss general safety as well as any special safety concerns that might apply. Show the trainee the procedure to be followed in case of fire, tornadoes, etc.

**8. Work Schedule:** The host agency should, with the trainee, set the hours that will be worked. A supervisor is required to sign the trainee's timesheet. The timesheet documents the date and hours worked.

As an authorized representative of the above organization, I understand in order to be eligible to serve as a host agency for the Title V Senior Community Service Employment Program; our agency must abide by all rules and regulations of the program. If at any time we are not able to meet all requirements above, we will notify our AICA contact immediately to arrange for reassignment of our trainee. Failure to notify will result in the host agency no longer being eligible for participation in the program. These requirements have been explained to me and I certify our agency is able to abide by these restrictions.

---

Host Agency Supervisor    Date

---

SCSEP Representative    Date