



GROWING HOME

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PRODUCTION ASSISTANT JOB DESCRIPTION

Each year, Growing Home hires individuals to work as Production Assistants on our organic urban farm and participate as students in our Job Readiness Program. The traditional program consists of classroom lessons and on-the-job training with the goal of transitioning participants into permanent, full-time employment after graduation.

Due to the COVID-19 pandemic, Growing Home is currently running our Job Training Program entirely online. Please read this document in full to ensure you clearly understand the components of the remote Growing Home program and related services. Options for the safe inclusion of in-person aspects of the program are re-evaluated on a regular basis in accordance with current health and safety protocols.

KEY INFORMATION	MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> ● The virtual program consists of: <ul style="list-style-type: none"> ○ Job Readiness Training ○ Supportive Services ○ Job Search Support ● \$14/hr pay rate, paid every two weeks ● Minimum 20 hours per week 	<ul style="list-style-type: none"> ● Must be 18 or older, and not currently in high school ● Must be a Chicago resident ● Must be unemployed ● Must have basic reading and math skills ● Must be comfortable with basic computer navigation skills

REQUIRED DOCUMENTS

Due to the various funding sources of the Growing Home Job Training Program, all participants **MUST** have the follow documents to be eligible for enrollment:

- Social Security Card for self (copy okay)
- Valid Photo ID w/Chicago address for self (copy okay)
- Social Security Cards and Birth Certificates for any dependent children (if applicable)
- Social Security Card and Photo ID for legal spouse if married and not separated (if applicable)
- Proof of Health Insurance (if applicable)
- Proof of SNAP benefits (if applicable)
- Income verification for self and spouse (W2, SSDI, SSI, paystubs -- if applicable)
- TANF verification (if applicable)
- Copy of DD-214 if individual is a veteran (if applicable)
- Justice involvement verification (if currently on parole, probation or a registry)
- Homeless verification (if applicable)

Growing Home considers applications from individuals who meet all of the above qualifications, as well as those who may have been previously incarcerated, have misdemeanor or felony convictions, and those who are currently on probation or parole.

MAJOR COMPONENTS OF THE PROGRAM

Job Readiness Training

All Production Assistants participate in a comprehensive Job Readiness curriculum while at Growing Home. Topics and skills covered in the curriculum include interview prep, cover letter and resume writing, professional communication, managing workplace conflict, developing executive skills, basic computer skills and many others.

TIP

TIP is a psychological self-sufficiency program that Growing Home facilitates in a group-work context. Developed by Dr. Philip Hong at Loyola University, the program helps participants identify barriers and forward-moving Hope Actions as tools for setting TIP goals and achieving positive outcomes.

Roots of Success

All Production Assistants will participate in the Roots of Success environmental literacy and work readiness curriculum. This curriculum covers material on environmental challenges and environmental justice and connects the work being done on the farm to the science behind agriculture and food systems. This program intends to prepare participants for entry level jobs in the green economy.

Supportive Services

While enrolled in the program, all Production Assistants have available to them the support of a Case Manager. Growing Home firmly believes that employment stability cannot be achieved if there are other persisting social service needs. The Case Manager is able to make referrals for and provide support around housing, healthcare, mental health care, substance abuse treatment, childcare and any other needs that might arise.

Job Search

It is Growing Home's goal that all Production Assistants have post-program employment plans in place prior to graduation from Growing Home. In the second half of the program, all participants will receive individualized job search and application support to work towards this goal.

CGLA

Growing Home has a long-standing partnership with Cabrini Green Legal Aid and all Production Assistants are eligible to receive free services from CGLA regarding the sealing and expungement of existing records.

ServSafe

Program participants will have the opportunity to complete a ServSafe Food Handler's Certification during their time in the program. This certification is needed for most food service or food production jobs.

WORK SCHEDULE and ATTENDANCE

Below is a sample of the average weekly Zoom class schedule. In total, Production Assistants will be in active programming a minimum of 20 hours per week. Like any workplace, Growing Home holds Production Assistants to a strict attendance policy, and participants are expected to attend all classes and activities to maintain their position in the program.

Monday	Tuesday	Wednesday	Thursday	Friday
10 AM - 12 AM Morning Class	10 AM - 12 AM Morning Class	10 AM - 12 AM Morning Class	10 AM - 12 AM Morning Class	10 AM - 12 AM Morning Class
2 PM - 4 PM Afternoon Class	2 PM - 4 PM Afternoon Class	2 PM - 4 PM Afternoon Class	2 PM - 4 PM Afternoon Class	2 PM - 4 PM Afternoon Class

EQUIPMENT/TECHNOLOGY

All classroom portions of the Job Training Program will be taught remotely this year, primarily over the video technology Zoom. Growing Home has a select number of laptop computers and internet hotspots available to loan Production Assistants for the duration of the remote Job Training Program. Once admitted to the program, technology loan agreements can be discussed on an as-needed basis. **A lack of access to a computer or internet access should not discourage anyone from applying for the program.** However, comfort with basic computer navigation skills (basic typing, operating a computer, navigating the internet) is recommended in order to fully participate in the virtual version of the program.

APPLICATION PROCESS

Applying for Cohort 1 of the 2021 Job Training Program will be a fully remote process. The first step in applying is to review this document in its entirety to ensure a full understanding of the program and all of its components. If after reviewing this document you are interested in applying, please complete the online application by visiting: www.growinghomeinc.org/opportunities

*Please note that if you are unable to complete the application at the link provided due to technological challenges of any kind, please contact us by phone at 773-434-7144 or by email at anawn@growinghomeinc.org.

Your application will be reviewed by Growing Home staff, and if we feel you might be a good fit for the program, we will reach out to schedule a phone interview to get to know you better. It may take up to 7 days for us to contact you for a phone interview.

Following the phone interview, you will be notified if you have been selected to participate in the program no later than Friday, January 15th, 2021. If you have not heard from us by this date, feel free to reach out to us for an update on the status of your application.

KEY APPLICATION DATES FOR COHORT 1:

Application Closes: **Wednesday, January 13th, 2021**

Acceptance Notification Date: **Friday, January 15th, 2021**

Cohort 1 Start Date: **February 1st, 2021**