

October 22, 2001

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01-10
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Implementation of Wellness & Safety Development Guide

1. Purpose. To notify all centers of a new resource developed by Job Corps to promote wellness, safety, and a positive work culture at Job Corps centers.
2. Background. As part of an ongoing effort by the national office to improve the quality of services provided to Job Corps students, the National Office of Job Corps recently finalized the *Wellness & Safety Development Guide*, a new resource for Job Corps center staff. The Guide is a resource to promote wellness, safety, and a positive work culture at Job Corps, and to support the Career Development Services System (CDSS). This Guide proposes that we can prevent many unnecessary student separations by helping staff recognize the problems or impending crises that contribute to these separations.

The Guide is designed to provide staff with a tool to promote wellness and safety on center, thereby reducing significant incidents and reinforcing career development efforts for our students. The *Wellness & Safety Development Guide* was recently piloted at 8 Job Corps centers and results from the pilot indicate that it is an excellent resource for staff with many training applications.

3. Action. One copy of the Guide and Trainer's Manual is being provided to each center. Additional copies can be downloaded from the Job Corps Health and Wellness Web Site at <http://www.jobcorpshealth.com>. Centers should distribute the Guide to all staff. Senior staff shall integrate the Guide into the Center Training Plan (CTP). All staff on center should review this Guide to determine how they can play a role in maintaining the well-being of students, fellow staff, and the center. Staff should be familiar with the areas of this Guide that are of importance to their specific job, students, and to the wellness and safety of the center, in general. Centers should offer training to employees in how to use the Guide during new employee orientation, as well as, in-service trainings. The organization of the Guide is as follows:

- Key Indicators
- What to Do
- When to Refer
- How to Prevent
- Expected Outcomes

4. Expiration Date. Until superseded.

5. Inquiries. Direct any inquiries to Barbara Grove at (202) 693-3116, or e-mail to BGrove@doleta.gov.