

How the WEP Process Works

Students are assessed by the Employment Unit at DHS in order to establish what skill level and interest they have, and how many hours they will be required to complete each week.

Once this assessment is completed the student is then referred back to the MCC WEP Advisor for a WEP Orientation.

After the WEP Orientation the WEP Advisor will review the students' information and place the student within the appropriate department.

Departments interested in having a student WEP worker can e-mail the WEP Advisor with specific information about what they are looking for in a WEP worker such as:

- Hours
- Job Duties
- Dress Code
- Skills Desired

Once a match between a student and a department has been made both the student and the department will be notified of the student's placement by the WEP Advisor via e-mail.



Student Services Center
Monroe Community College
Damon City Campus
228 East Main Street
Rochester NY 14604
585.262.1740

MCC WEP ADVISOR
Beatriz LeBron
585.262.1740
blebron@monroecc.edu

WEP

MONROE COMMUNITY COLLEGE Work Experience Program



A collaboration between
Monroe Community College and
The Department of Human Services

A Brief History



The Work Experience Program was implemented in NYS over 10 years ago. The goal is to help transition recipients of public assistance off welfare by exposing them to work experiences that will foster new skills and, in turn, make them more employable.

Student Criteria

Most students receiving or applying for assistance from the Monroe County Department of Human Services (MCDHS) are expected to be in a work experience program.

They also must be approved to attend MCC by their MCDHS worker prior to their enrollment and must meet the same criteria for enrollment at MCC as other students who enroll.

Benefits

- Flexibility! Departments can request student WEP workers for permanent, temporary, or event only placements.
- Add extra support to your department without having to tap into your department budget.
- Student WEP workers and the department receive additional support through the MCC WEP Advisor.
- Students have the opportunity to learn new skills and job force expectations.



Expectation of Departments

Treat your student WEP worker with the same expectations, work ethics, and respect as other student workers.

Provide proper training and support to your student WEP worker.

Provide feedback to both the student WEP worker and the MCC WEP Advisor as to the student's performance, including areas of strengths and those needing improvement.

Report any issues you are having with a student WEP worker to the MCC WEP Advisor so that it may be addressed immediately, please do not wait until it's too late to address the problem before speaking up.

