GROWING HOME

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 hands-on training on our farm, with the goal of transitioning participants into permanent, full-time employment after graduation.

Cohorts are fully in-person programs. **Please read this document in full to ensure you clearly understand the components of the Growing Home program and related services.**

KEY INFORMATION	MINIMUM QUALIFICATIONS

● The program consists of:
  ○ Job Readiness Training
  ○ Supportive Services
  ○ Hands-on Farming Experience
  ○ Job Search Assistance
● $17/hr pay rate, paid every two weeks
● Minimum 27 hours per week
	● Must be 18 or older, and not currently in high school
	● Must be a Chicago resident
	● Must be unemployed or underemployed
	● Must have basic reading and math skills
	● Must be comfortable with basic computer skills
	● Must be physically capable of hands-on farm work
	● Must have ALL required documents (see below)

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 with a 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.

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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.

On-The-Job Farm Training
Production Assistants will engage in hands-on training on our urban farm located in the Englewood neighborhood. This includes experience with all aspects of the crop cultivating and harvesting processes. Additionally, the expectations of Production Assistant on the farm are representative of and help prepare Production Assistants for their post-graduation employment.

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.

Sealing & Expungement Legal Assistance
Growing Home has long-standing partnerships with several legal clinics including Teamwork Englewood, as well as Cabrini Green Legal Aid. All Production Assistants are eligible to receive free legal services regarding the sealing and expungement of existing records.

ServSafe Food Handler's Certification
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 related jobs.

Forklift Certification
Program participants will have the opportunity to complete a Forklift Certification during their time in the program via our partnership with Olive Harvey College.

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WORK SCHEDULE and ATTENDANCE

Below is a sample average weekly class and farm work schedule. In total, Production Assistants will be in active programming a minimum of 27 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
NO FARM	8:30 AM- 12:15 PM Farm Shift	8:30 AM- 12:15 PM Farm Shift	8:30 AM- 12:15 PM Farm Shift	8:30 AM- 12:15 PM Farm Shift
NO CLASS	1:00 PM - 4 PM In-Person Class	1:00 PM - 4 PM In-Person Class	1:00 PM - 4 PM In-Person Class	1:00 PM - 4PM In-Person Class

EQUIPMENT / TECHNOLOGY

Portions of the classroom training of the Job Training Program will be taught on computers, especially certifications like ServSafe. Growing Home has a state-of-the-art Computer Resource Center on site to provide technological resources for all participants. **A lack of computer skills should not discourage anyone from applying for the program.** Computer skills are taught during class and additional time is available at our Resource Center outside of program hours.

APPLICATION PROCESS

Applying for our Job Training Program will involve both online and in-person activities. The first step in applying is to review this document in its entirety to ensure a full understanding of the program and its components. If after reviewing this document you are interested in applying, please complete the online application by visiting: www.growinghomeinc.org/apply.

*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 Option 2 or by email at recruitment@growinghomeinc.org.

While filling out the application, you will also sign up for an Information Session. Information Sessions are held on-site at Growing Home's Farm and Training Center and are your opportunity to see our program and ask further questions. It's also an opportunity for our staff to get to know you and understand if you are a good fit for the program.

At the end of the Information Session, if you are still interested, you will be able to schedule a 30 minute, in-person interview with a member of our Employment Training team.

From those that interview, those chosen to be part of the program will be notified via phone call to come in for a final Intake interview.

If you have not heard from us, please feel free to follow up regarding the status of your application.