

The Workforce Development Action Team will assess the current workforce capacity of all relevant agencies to identify the gaps, overlaps and barriers in providing and supporting substance abuse prevention, treatment services and recovery. This Action Team will not only assess, but, will also offer immediate, mid-term and long-term recommendations and strategies to increase partner organizations' staff capacity.

| Topics | Notes | Time | Action Steps |
|----------------------------------|---|-------------------|---------------------|
| Opening | Check-in- One thing you are looking forward to this summer | 10 mins Cathy | |
| Review | Review idea to do an Addiction & Recovery Professions Pathways Pamphlet | 15 mins Nicole | |
| Review Provider Questions | Review Kate's document detailing questions to ask service providers <ul style="list-style-type: none"> • Edits • Approve | 20 mins Dana | |
| Goals | Planning <ul style="list-style-type: none"> • What is the product we want? • What are the steps we need to take to get there? • Action Steps and owners? | 60 mins Dana | |
| Wrap-up | <ul style="list-style-type: none"> • Next meeting date- Wed, July 26, 2017- LUND, 50 Joy Drive | | |

Notes from May Meeting

- **Kate** is willing to help create the questions that will be sent to the different providers/agencies. **SEE BELOW**
- **Nicole** will bring questions to Ryan at ADAP to present idea and ask to send survey to employers.
- **Tori** will bring in McClure PATHWAYS pamphlets, try to meet with Carolyn Weir of McClure Foundation and do more research about them.
- **Kirsten** will do further research on how to present the materials and cross-state language.

Ideas- Employer Survey Questions:

- Titles of jobs that are addiction/recovery program
- Minimum qualifications/education needed
- Primary functions of role
- Salary ranges

What do we want?

- Increase entry into the addiction and recovery professional workforce

What will it look like?

- Addiction & Recovery Professions Pathways Pamphlet (web included?)
 - Educational requirements/qualifications
 - Salary ranges
 - Incremental steps

What are we doing now?

- Do research to see if there is another model within or outside the state
- What're the jobs for addiction/recovery professionals and what are the requirements to get them?
- Research McClure Foundation PATHWAYS pamphlet

Who has a role to play?

- CCOA partners/steering committees
- Employment agencies
- Higher Education
- In-service training (VCPI)
- McClure Foundation
- WIB (workforce investment board) SWIB (state workforce investment board) – Michelle Coopersmith

How can we measure it?

- How many pamphlets do we print?/Analytics of web postings
- If contact information provided – how many people call that number?

Dear (Name of Program),

Our Work Group (name us?) wants to outline clear career pathways for people who are interested in working within the addiction field. You can help us by providing information about the educational qualifications candidates currently need for SA related positions within your program. NOTE: Where we ask below for job functions, you can attach **job descriptions** if this is simpler for you.

PROGRAM NAME: _____ Your Name _____ Email _____ @ _____

| What jobs in your program could someone do with a HS diploma or GED? | | | |
|--|---|---------------------------|---|
| JOB TITLE | FUNCTIONS (Please describe below or provide job description) | PAY RANGE/ Hourly wage | Additional Credentials or Training needed for initial hire? |
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| What jobs in your program could someone do with a Certificate in Substance Abuse (+ 28-32 SA related College credits)? | | | |
|--|---|---------------------------|---|
| JOB TITLE | FUNCTIONS (Please describe below or provide job description) | PAY RANGE/ Hourly wage | Additional Credentials or Training needed for initial hire? |
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| What jobs in your program could someone do with an Associate's Degree? (= 60 College Credits) | | | |
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| JOB TITLE | FUNCTIONS (Please describe below or provide job description) | PAY RANGE/ Hourly wage | Additional Credentials or Training needed for initial hire? |
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What jobs in your program could someone do with a Bachelor's Degree? (= 120 College Credits)

| JOB TITLE | FUNCTIONS (Please describe below or provide job description) | PAY RANGE/ Hourly wage | Additional Credentials or Training needed for initial hire? |
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What jobs in your program could someone do with a Master's Degree? (= 45-60 Post-graduate Credits)

| JOB TITLE | FUNCTIONS (Please describe below or provide job description) | PAY RANGE/ Hourly wage | Additional Credentials or Training needed for initial hire? |
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