



## CCI Job Board (JB) Option

The JB option is for participants who secure their own placement and housing via the CCI Job Board. With their own log in, sending partners can search and secure a job for their participants!<sup>1</sup> In the same way participants search for jobs, employers have the ability to search for, and offer jobs to, participants.

### What does CCI guarantee with the JB Option?

- CCI regularly provides an updated list of Job Types to utilize for program promotion.
- CCI provides a sufficient number of jobs for the participants accepted.
- Housing is either identified or guaranteed with each placement.
- CCI monitors all communication between participant and employer.
- CCI monitors and ensures the smooth placement of each participant by running updated daily reports.
- Sending partners and participants have access to secure placement.
- Only employers that are actively offering positions to CCI participants will be posted on our website. Once those positions are filled, the employer is no longer visible on the Job Board.

### Job Board Eligibility Requirements

- JB participants should have access to the internet and check their Job Board status as often as possible. **CCI recommends the JB participant to check this every day!**
- The participants is required to check his profile and respond to jobs being offered at least every 7 days until placement is secured. Failure to maintain this requirement results in loss of JB access.
- Employer job offers expire after 7 days. Participant should not allow any job to expire. Upon expiration of the 3<sup>rd</sup> job offer, the participant will lose access to the JB.
- Sending Partners will be notified of participants who have lost JB access.
- Once JB access is lost, the participant is responsible for securing a job without JB assistance, at least 28 days prior to the original DS-2019 start date. No refunds will be offered in this scenario.

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<sup>1</sup> Sub Agents do not have log in access.