

**FULL EMPLOYMENT COUNCIL
MISSOURI JOB CENTER
MUNICIPAL CAREER ACADEMY**

May 24, 2022

The City of Kansas City/ Full Employment Council Municipal Career Academy Flow Chart

Recruitment

FEC Locations:

Central City: 1740 Paseo
South: 6025 Prospect Avenue
Northland: 3100 Northeast 83rd
Street # 2800

Partner Referrals from
Community Based Organizations,
and Employer referrals.

Eligibility Requirements
High School Graduate or GED
Must be 18 or older

Pass Drug Test

Meet one of the following categories:

- Economically Disadvantaged Youth and Adults.
- Persons who earn wages up to 200% of the federal poverty level.
- Supplemental Nutritional Assistance Program and Temporary Assistance for Needy Families.
- Dislocated Workers (laid off)
- Persons with exposure to the criminal justice system.

Step One Orientation

Full Employment Council will
Recruit, Conduct Orientation,
Complete Eligibility, Assess and
Create Career Plan

Step Two

Shark Tank Interview

Participating city department
interview applicants.

Step Three

Selection Process

Each individual department will
select eligible participants for
internships.

Step Four

Those selected will attend 5-day KCMO/FEC
Career Bootcamp.

Bootcamp will include the following topics:

- Workplace Professionalism Fundamentals
- Communication
- Teamwork
- Time Management
- Financial Literacy
- Employer Mentoring – Expectation, Career Pathways and Keys to Success
- Instructor KCMO Personnel from Specific Departments

Step Five

Start Internship Program

Interns paid \$13.50 per hour by FEC,
\$1.50 provided by the City of KCMO.
Internships for 320 hours (8 weeks)

Applicants will be provided supportive
service assistance. Such as work attire
and transportation assistance until
receipt of first check.

Step Six

Complete Internship, if selected for full
time employment participant will be
eligible for skill scholarship up to
\$4,000.00 per person if there are other
certifications

The City of Kansas City Municipal Career Academy

1. FEC will recruit potential candidates and determine their eligibility to participate in the program. Recruitment efforts shall be focused on:
 - a. Unemployed youth and adults
 - b. Economically Disadvantaged youth and adults
 - c. Supplemental Nutritional Assistance Program and Temporary Assistance for Needy Families recipients
 - d. Dislocated and/or laid off workers
 - e. persons who earn wages up to 200% of the federal poverty level
 - f. persons who reside in high crime zip codes
 - g. ex-offender populations
2. City shall identify appropriate internship opportunities within its departments and collaborate with FEC to facilitate interviews of eligible intern candidates and placement of selected interns; and
3. FEC shall provide training on workplace fundamentals to selected interns and City shall identify appropriate current City employees to assist in these trainings; and
4. City shall have no financial obligation to the FEC or selected interns for the initial class of interns during the demonstration project. FEC shall be solely responsible for all costs associated with the demonstration project. City and FEC shall work together to identify funding for any continuation of the Academy past the demonstration project; and
5. FEC will pay each selected intern \$13.50 per hour for time spend in the internship and workplace training sessions up to 320 hours. The FEC may provide additional funding to selected interns for support services such as clothing; and
6. Upon conclusion of an internship, interns may be eligible to enter the City's recruitment process for permanent positions for which they meet the minimum qualifications. FEC may provide additional funding for required certifications or trainings to facilitate permanent employment.
7. FEC will conduct post-program analysis of the Academy upon completion of the demonstration project, including 12 months of follow-up with the selected interns.