



# Workforce Solutions for Tarrant County

Services provided under arrangement with Guinn Healthcare Technologies, LLC

## Career Change Management

Date of service: \_\_\_\_\_

Session Start Time: \_\_\_\_\_

Client Name: \_\_\_\_\_

Session End Time: \_\_\_\_\_

Client SSN Last 4: XXX – XX – \_\_\_\_\_

Place of Service:  Arlington Business Center  Westside Business Center  Mid-Cities Business Center

The client participated in career change management services designed to reduce stress, enhance probability of success, provide a sense of support, and offer resources to improve career decision making. The following steps were taken:

- The client attended a group informational meeting for 1 hour.
- Career Assessment Inventory – Enhanced was emailed to client.
- Client completed Career Assessment Inventory – Enhanced.
- Client met with workforce staff to complete eligibility requirements for GHT services.
- Client participated in an individual career change management session to review and discuss outcomes of interest inventory interpretive report.
- GHT counselor introduced client to online resources to include occupational profile demonstration (careeronestop.org) and O\*NET demonstration and provided a resource document, the “Visual Guide: Internet Career and Educational Resources”.
- GHT counselor provided information related to the availability of Workforce Job Seeker’s Behavioral Health Assistance Program services and questioned customer regarding needs; took “next steps” toward engaging customer in further services if appropriate.
- Shared copy of assessment results with career counselor.
- Documented service in TWIST.

Notes: \_\_\_\_\_

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\_\_\_\_\_  
GHT Counselor Signature

\_\_\_\_\_  
Date