## Career Pathways in Action



November 7, 2024

## **Career Pathways in Action**



DIRECTOR OF LEARNING AND CAREER PATHWAYS
PECKHAM, INC.
NOVEMBER 7, 2024

## Our Mission

PECKHAM IS A NONPROFIT VOCATIONAL REHABILITATION ORGANIZATION.
OUR MISSION IS TO PROVIDE A WIDE RANGE OF OPPORTUNITIES TO MAXIMIZE HUMAN POTENTIAL FOR PERSONS WITH DISABILITIES WHO ARE STRIVING FOR GREATER INDEPENDENCE AND SELF-SUFFICIENCY.



### **Core Values**

- **❖** PEOPLE MATTER TO US. A WHOLE LOT.
- **❖** DIFFERENT IS AWESOME.
- **❖** FREEDOM TO THRIVE.
- ❖ DO GREAT WORK.
- **❖** BE PROUD OF IT.
- ❖ "WE" IS THE PASSWORD.
- **❖** EMBRACE THE "AND".



### **Social Enterprises**

Manufacturing Services

**Contact Center** 

**Solutions** 

3PL & Fulfillment Services

**Custodial Services** 

**Peckham Farms** 

- Apparel
- General
- > Help Desk
- Contact Center
- > Warehouse
- State facilities
  - > Locally grown
  - Farmers Market, Lansing-area

## **Current State**

Peckham is an organization that prides itself on the support and service we provide our team members





## **Current state**

A great deal of work has already been done to build out a framework for our team member Career **Pathways** 

## **Supports for Team Members**

- > Vocational Support Specialists (VSS)
  - Including Vocational Training
     Specialists (VTS)
- > Supervisors
- > Human Resources
- > Talent Development



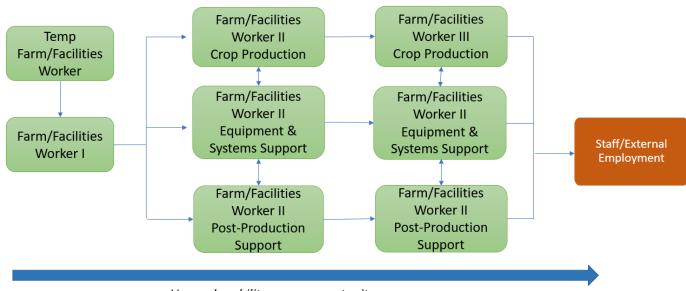
## **Skills Matrix**

Support	Required At Entry	Skill Can Be Obtained On the Job	Level	Skill Category (C=Corporate, T=Technical, S=Core Soft Skills)	Training Resource (course name or OJT)			Target Rating		Skill Can Be Obtained On the Job
[	OUTIES AND RES	SPONSIBILITIES							Y EXPECTATIONS	5
								Getting it done		
Follow Peckham food and safety guidelines.	X		1	Т	General Skills Training 1	-	Constructive Feedback and Giving Correction	well		X
					Crop Production Training	1 1		Getting it done		
Prepare soil, or other medium for planting.	X		1	Т	1	-	Continuous Learning	well		X
					Crop Production Training					
Prune and trelliss tomatoes, peppers, etc., runner strawberries		X	2	T	II	Ш				
Perform plant maintenance to support crop production such as					Crop Production Training			Getting it done		
planting, transplanting, pruning, trellising, harvesting.		X	2	T	II		Customer Focus	well	X	
Plant starts from seed, transplant seedlings in bags/soil/or					Crop Production Training					
other medium.		X	2	Т	II					
Identify common weeds, and understand control measures,					Crop Production Training					
like hand pulling, rototilling, mulching, or supervised spraying.		X	2	Т	II					
Read and understand the crop plan and ID all growing areas					Crop Production Training			Getting it done		
and crops.		X	2	T	II		Effective Communication	well	X	
Assist with grounds crew in turf and landscape maintenance								Getting it done		
and installation activities.		X	2	Т	General Skills Training II	.	Job Knowledge	well		X
Assist with snow removal and clearing of emergency exits and										
walking areas, spreading salt & de-icer on walkways, operating								Getting it done		
a snow blower, constructing snow fences.		X	2	Т	General Skills Training II		Meeting Results and Outcomes	well	x	
Assist in overhead and specialty cleaning of wall, ceiling, and								Getting it done		
floor surfaces cleaning by means of dusting or vac systems		X	2	Т	General Skills Training II		Problem Solving	well	x	
Assist with setup and removal of holiday decorations around										
Lansing area facilities i.e. hanging lights, setting up displays,								Getting it done		
following diagrams and verbal instructions.		X	2	Т	General Skills Training II		Quality Orientation	well	x	
Assist with general facility maintenance including repair,							-			



## **Career mapping**

### Farm/Facilities Career Pathway



Upward mobility wage opportunity

### Farm/Facilities Worker II - Crop P

## **Career Mapping**

The job descriptions for each position are also posted to this page, along with some training opportunities.

following areas will help you prepare for this position:

	Training Resource
	Academic Support     Step Forward English - English as a     Second Language
	Math Foundations & Number DNA
	<u>Computer Basics (AmeriCorps)</u> <u>Technology Open Lab</u>
;	Principles of Effective Teamwork     Personality and Workplace Success
	Communication Skills (Parts 1 - 4)     Needs-Based Communication
	Self-Management & Adjusting to     Change (AmeriCorps)     Emotions & Resiliency (Parts 1 & 2)     Emotions & Resiliency (Parts 3 & 4)

### Job Descrip

#### SUMMARY

The Farm/Facilities assists in various responsibilities made building maintenate equipment, and include landscape removal, setup/responsibilities. This pospromotes Peckham stakeholders. Assis

The Level II position safety training, and

Must have access to

## **Looking to the Future**

- Creating clarity regarding upward mobility with visible, actionable pathways
- Providing a system which supports equity
- Meeting the needs of each line of business as they define a skilled workforce
  - Ensure that team members gain skills to support their employment and a more stable place in society



## Career Mapping to Skill Mapping

Looking to align skill development across the entire org.

3 - New Hire Job Spe 3 - New Hire Job Spe	recific Skills m	lant starts from seed, transplant seedlings in bags/soil/or other leathy feethly common weeds, and understand control measures, like hand ulting, rotootling, mulching, or supervised spraying.		3 Farm/Facilities Worker II Crop Production	
3 - New Hire Job Spe	ecific Skills p	fentify common weeds, and understand control measures, like hand ulling, monthling, mulching, or supervised sorguing.			
3 - New Hire Job Spe	nuncus p			3 Farm/Facilities Worker II Crop Production	
3 - New Hire Job Spe	ecific Skills R	ead and understand the crop plan and ID all growing areas and crops.  Issist with grounds crew in turf and landscape maintenance and		3 Farm/Facilities Worker II Crop Production	
		Issist with grounds crew in turf and landscape maintenance and istaliation activities.		3 Farm/Facilities Worker II Crop Production	
		Issist with snow removal and clearing of emergency exits and walking			
3 - New Hire Job Spe	ar vecific Skills co	reas, spreading salt & de-icer on walkways, operating a snow blower, onstructing snow fences.		3 Farm/Facilities Worker II Crop Production	
	A	ssist in overhead and specialty cleaning of wall, ceiling, and floor			
3 - New Hire Job Spe		urfaces cleaning by means of dusting or vac systems		3 Farm/Facilities Worker II Crop Production	
		ssist with setup and removal of holiday decorations around Lansing rea facilities i.e. hanging lights, setting up displays, following diagrams			
3 - New Hire Job Spe	ecific Skills as	nd verbal instructions.		3 Farm/Facilities Worker II Crop Production	
		ssist with general facility maintenance including repair, cleaning and			
	ч	pkeep of fixtures, appliances, storage racking, and furniture, as well as			
3 - New Hire Job Spe	ecific Skills 85	ssisting with the installation using hand and power tools.		3 Farm/Facilities Worker II Crop Production	
3 - New Hire Job Spe	ecific Skills O	ccasionally train and mentor Level I and Temporary Team Members		3 Farm/Facilities Worker II Crop Production	
	le le	stermediate level of knowledge of agriculture and building			
3 - New Hire Job Spe	ecific Skills m	naintenance or repair. bility to read a tape measure, PH, TDS meter, thermometer, perform		3 Farm/Facilities Worker II Crop Production	
3 - New Hire Job Spe	ecific Skills vi	bility to read a tape measure, PH, TDS meter, thermometer, perform plume calculations.		3 Farm/Facilities Worker II Crop Production	
		sentify crop plants, identify the different types of pests that may be			
3 - New Hire Job Spe	ecific Skills pr	resent on the farm. Athin 30 days Successful completion of Forkillt Certification, successful		3 Farm/Facilities Worker II Grop Production	
	cı	ompletion of the Level II Peckham Farms General Skills training and	How is the Forklift certification acheived? Is this facilitated on the Farm or who		
3 - New Hire Job Spe 4 - New Hire: Recommendations Soft Skil	ecific Skills as	ssessment elf-Management Skills	teaches it?	3 Farm/Facilities Worker II Crop Production 3 Farm/Facilities Worker II Crop Production	Talent Develo
4 - New Hire: Recommendations Soft Skil	kills in	sterpersonal Communiction		3 Farm/Facilities Worker II Crop Production	Talent Develo
4 - New Hire: Recommendations Soft Skil	kils G	lving and Receiving Feedback		3 Farm/Facilities Worker II Crop Production	Talent Develo
1 - Before Hire Job Spe	ecific Skills Fr	ollow Peckham food and safety guidelines.		4 Farm/Facilities Worker II Equipment & Systems Support	Talent Develo
1 - Before Hire Job Spe	ecific Skills Pr	erform Hoop house basic routine maintenance and repairs as needed.		4 Farm/Facilities Worker II Equipment & Systems Support	
1 - Before Hire Job Spe	A secific Skills as	ssist with grounds maintenance in turf and landscape maintenance and installation activities.		4 Farm/Facilities Worker II Equipment & Systems Support	
1 - Desirie Filie Job ope	A	ssist with snow removal and clearing of emergency exits and walking		4 ramoraciones worker il Equipment di dysterns aupport	
	ar	reas, spreading salt & de-icer on walkways, constructing snow fences,			
1 - Before Hire Job Spe	4	perating a snow blower. ssist in overhead and specialty cleaning of wall, ceiling, and floor		4 Farm/Facilities Worker II Equipment & Systems Support	
1 - Before Hire Job Spe	necific Skills so	urfaces cleaning by means of dusting or vac systems		4 Farm/Facilities Worker II Equipment & Systems Support	
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	necific Skills O	ccasionally train and mentor level I and Temporary Team Members		4 Farm/Facilities Worker II Equipment & Systems Support	
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1 - Before Hire Technol	ology Training C	omputer Skills: Outlook Introduction Level 1		4 Farm/Facilities Worker II Equipment & Systems Support	Talent Develo
1 - Before Hire Technol	ology Training C	omputer Skills: Word Introduction Level 1		4 Farm/Facilities Worker II Equipment & Systems Support	Talent Develo
1 - Before Hire Technol	ology Training C	omputer Skills: Excel Introduction Level 1		4 Farm/Facilities Worker II Equipment & Systems Support	Talent Develo
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		ning and receiving reedback ssist with tracking inventory of equipment and tools and parts.		4 Farm/Facilities Worker II Equipment & Systems Support	Issent Develo
	necific Skills A	ssist with equipment monitoring and troubleshooting.		4 Farm/Facilities Worker II Equipment & Systems Support	
	A	ssist with repair and maintenance of implements and motorized			
3 - New Hire Job Spe		quipment. Itermediate level of knowledge of agriculture and building		4 Farm/Facilities Worker II Equipment & Systems Support	
3 - New Hire Job Spe	recific Skills m	naintenance or repair.		4 Farm/Facilities Worker II Equipment & Systems Support	
3 - New Hire Job Spe		fentify the types of systems in use on the farm, and understand what hey do and why they are important.		4 Farm/Facilities Worker II Equipment & Systems Support	
2-1841116 200 ope	W	Athin 30 days-Successful completion of Forklift Certification, successful		- тапитасные негом подартим и сумина скуром	
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4 - New Hire: Recommendations Soft Skil		iving and Receiving Feedback		4 Farm/Facilities Worker II Equipment & Systems Support	Talent Develo
1 - Before Hire Job Spe		ssist retail customers by providing outstanding customer service. ssist with grounds maintenance in turf and landscape maintenance		5 Farm/Facilities Worker II Post Production	
1 - Before Hire Job Spe	ecific Skills ar	nd installation activities.		5 Farm/Facilities Worker II Post Production	
	te	ead a team in snow removal and clearing of emergency exits and valking areas, spreading salt & de-icer on walkings, constructing snow			
1 - Before Hire Job Spe	vecific Skills fe	ences, operating a snow blower.		5 Farm/Facilities Worker II Post Production	
	A	Assist in overhead and specialty cleaning of wall, ceiling, and floor			
1 - Before Hire Job Spe	secific Skills su	arfaces cleaning by means of dusting or vac systems and team in setup and removal of holiday decorations around Lansing		5 Farm/Facilities Worker II Post Production	
		rea facilities i.e. hanging lights, setting up displays, following diagrams			
1 - Before Hire Job Spe	ecific Skills ar	nd verbal instructions.		5 Farm/Facilities Worker II Post Production	
	A	ssist with general facility maintenance including repair, cleaning and			
	ų	pkeep of fixtures, appliances, storage racking, and furniture, as well as			
1 - Before Hire Job Spe		ssisting with installation using hand and power tools.  Jaintain a safe and healthy work area and report any safety concerns		5 Farm/Facilities Worker II Post Production	
	ecific Skills to	the supervisor.		5 Farm/Facilities Worker II Post Production	
1 - Before Hire Job Spe	ecific Skills Li	evel I of the Peckham Farms General Skills Training Certification		5 Farm/Facilities Worker II Post Production	
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1 - Before Hire Soft Skil	kills R	eading Comprehension and Synthesizing Instructions		5 Farm/Facilities Worker II Post Production	Talent Develo
1 - Before Hire Technol 1 - Before Hire Technol	ology Training IT ology Training C	Security Basics omputer Skills: Outlook Introduction Level 1		5 Farm/Facilities Worker II Post Production 5 Farm/Facilities Worker II Post Production	
1 - Before Hire Technol 1 - Before Hire Technol	ology Training C ology Training C	omputer Skills: Outlook Introduction Level 1 omputer Skills: Word Introduction Level 1		5 Farm/Facilities Worker II Post Production 5 Farm/Facilities Window II Post Production	
		- Committee of the comm		CC C III WAS IN A CO.	

## The new maps look the sameish...

Think of these positions as rungs of a ladder. We've added rungs between the rungs.

Here's why.

#### Farm and Facilities Journey



### Farm Facilities Worker I Learning Plan

### **Learning Objectives**

- •On the Job Trainings
  - o General Skills Training I
  - General Safety Training I
- •Talent Development Trainings
  - o CASAS Score of 180
  - TMTD: Math Measuring and Fractions
- •Recommended Trainings
  - o AmeriCorps: Budgeting
  - o TMTD: Teamwork
  - General Skills Training II
  - General Safety Training II
  - Crop Production Training II
  - o Post-Production Training II
  - Equipment and Systems Training II

#### **Assessments**

- •Farm General Skills Assessment pass with 80% score
- Longevity
- •90 days on the job

#### **Performance**

•90 days of Satisfactory Performance Reviews

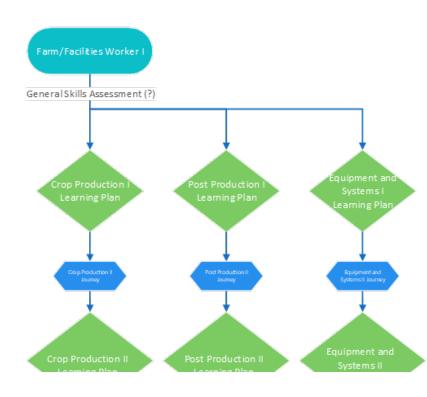


## Step by step...

Based on each job description, a plan will be written with specific steps like:

- Trainings that team members can take online or register to take in person
- Performance metrics
- > Job shadows, when appropriate
- On the job skills assessments
- Certifications
- > Longevity in a position

### Farm and Facilities Journey

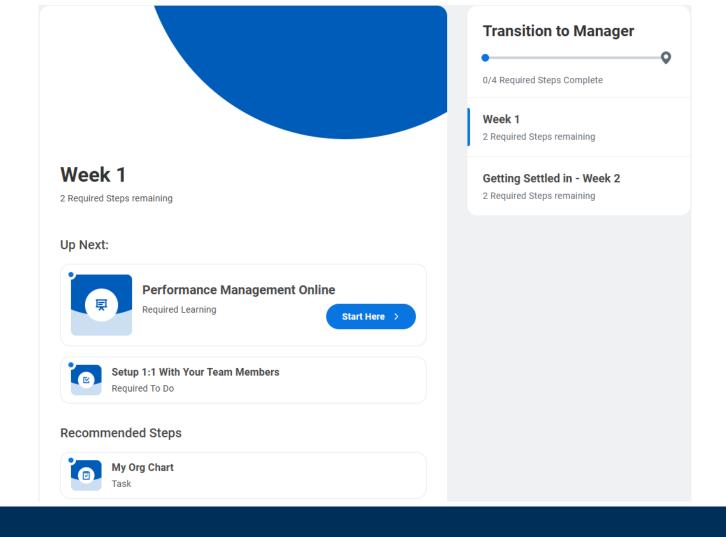


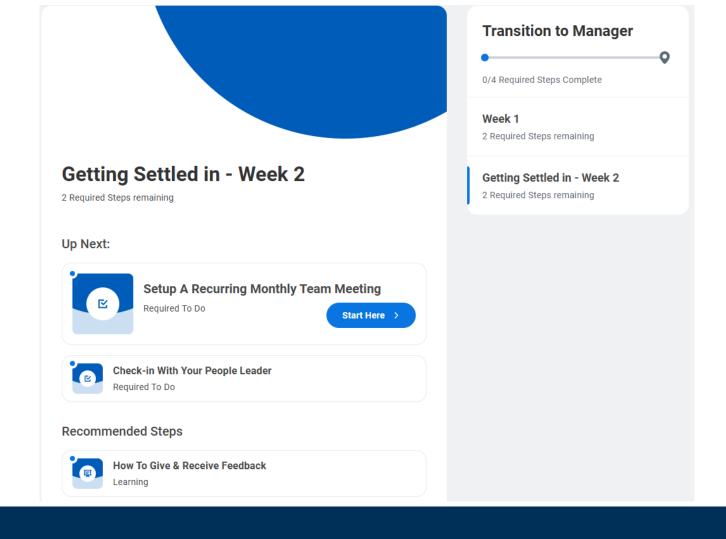
## **Welcome to Your Journey**

These steps have been curated to help support and guide you.

Check off required steps when you've finished them, and explore recommended steps as optional resources.

Continue >







## Modeling the system

We are keeping in mind the systems that team members would navigate elsewhere if they elect to work outside of Peckham, or also like school.

## **The Challenges**

Our team members have barriers to employment, which include barriers that make it challenging to offer them development.





## **Additional Supports**

- Computer lab time
- English program
- Training for and ongoing collaboration with > **VSS**
- Expanded and combined New Hire Orientation
- AmeriCorps Members on site



### **Peckham Statistics**

689 Upward Mobility at Peckham

**705** Upward Mobility in

**Community Employment** 

**\$83.3M** Team Member Wages

**6,482** Team Members Served

Information from fiscal year ending October 2023

## **What We Do**





# Thank You

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