

Human service agency



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Human service professionals affect changes and modifications at all levels of society in order to enhance the well-being of self, individual group, community and even the global system. The concept of social justice sweetened with mercy and concern, self determination and service to others are the main philosophical foundation of this human service agency (“ Human Services, 2007, p. 1). Human service is very essential to the survival of the society since it will help the people achieve their goals. It will also assist individuals to maximize their capabilities for the benefit of the general welfare.

Since the society is very vulnerable to poverty and social unrest in whatever form, it should be shielded or protected by the government and non-government organizations. In this paper, it is expected that a new version of a specific human service agency will be redesigned to cater a group of people in the community. Our target group will be the new college graduates of this school year. A human service agency will be created to help these graduates find a job after graduation. The human service agency will basically conduct survey of potential graduates in the school year and find companies to place these graduates.

Its vision is to ensure that every graduate will find a job and placed in companies for a job that is related with their degrees. The mission of the agency is to lessen underemployment, unemployment and poverty. The human service agency will be named as Career Quest and it will be funded initially through fund raising to be initiated by a group of human service professionals who intend to build a new agency. It will also be funded by

potential companies that are willing to partner with the agency in terms of human resource availability.

The human agency will be run by a President together with a General Manager and the Chief Financial Officer. The rank-and-file employees include the receptionist, the job placement expert, the human resource officer and the general secretary. The President will preside the whole organization and will be the Chief Executive Officer of the same. He is responsible of the overall turn out of the program. The General Manager will be the one to work hand in hand with the President in terms of running the whole agency. It is his job to supervise his subordinates responsibilities.

The receptionist will be responsible of receiving clients in the office and process every transactions engaged by every client. He will also answer telephone calls by prospective clients and answer any other queries of other people. The job placement expert will conduct survey and research pertaining to possible employers for the clients and reserve any partnership with the employers. The human resource officer will be responsible for handling the application of the clients and provide the possible examination related to the application. He will also conduct series of interviews with respect to the particular application of any client.

Of course, the general secretary will be responsible of the agency's correspondence and preparation of any document related to the job. The general secretary will also attend meetings with other agencies that are in partnership with the organization together with the general manager and the President when necessary. Basically, the services that will be provided by the agency will include referrals of any client who is a college graduate to any

potential employer based on the degree that he earned. College graduates will also be given a seminar on career development and job related instructions.

The agency will also arrange with possible employers with respect to the compensation of the client or applicants. The agency will also conduct monthly follow-up for the active application within the month. Various examinations relating to job placement will also be conducted by the agency to prepare every applicant for interviews and scrutiny of employers. There will be a massive campaign that will be done by the agency. It will conduct visiting in various college campuses to invite graduating students to avail their services. Volunteers may be hired to do the task.

Print advertisements, brochures, posters and face to face campaigns will also be conducted by at least fifty people. All in all there should be at least fifteen people to run the human service agency including the executive officers. Career enhancement agencies that are present in the community should be tapped to collaborate with the human service agency to be organized. The quest and role of the government to provide the people with jobs should also be taken as an advantage by the organization. It should collaborate with the Department of Labor of the government.

The General Manager should approach primarily the government agencies that caters job placement by sending them a letter first as an invitation to partner and collaborate with the agency particularly in terms of job fair and other activities. Then, if the agency being invited will accept the offer, a personal invitation must be done by the general manager together with the job placement expert. They will then discuss the basic purposes of the

collaboration and set rules and guidelines of the same. The same is true with non-governmental agencies that are working with the same goals.

They may also be invited by the organization under the same process. Finally, this human service agency is better than other agencies because its vision and mission are very specific since its target is focused on the college graduates within the school year. It is also helping the government to solve poverty in the society by facilitating job placement. The purpose and strategies of the organization is so wide that other agencies are planned to be tapped and invited for possible partnership or collaboration. This will surely ensure success in the endeavor to help augment the situation of the society.