

Second helping

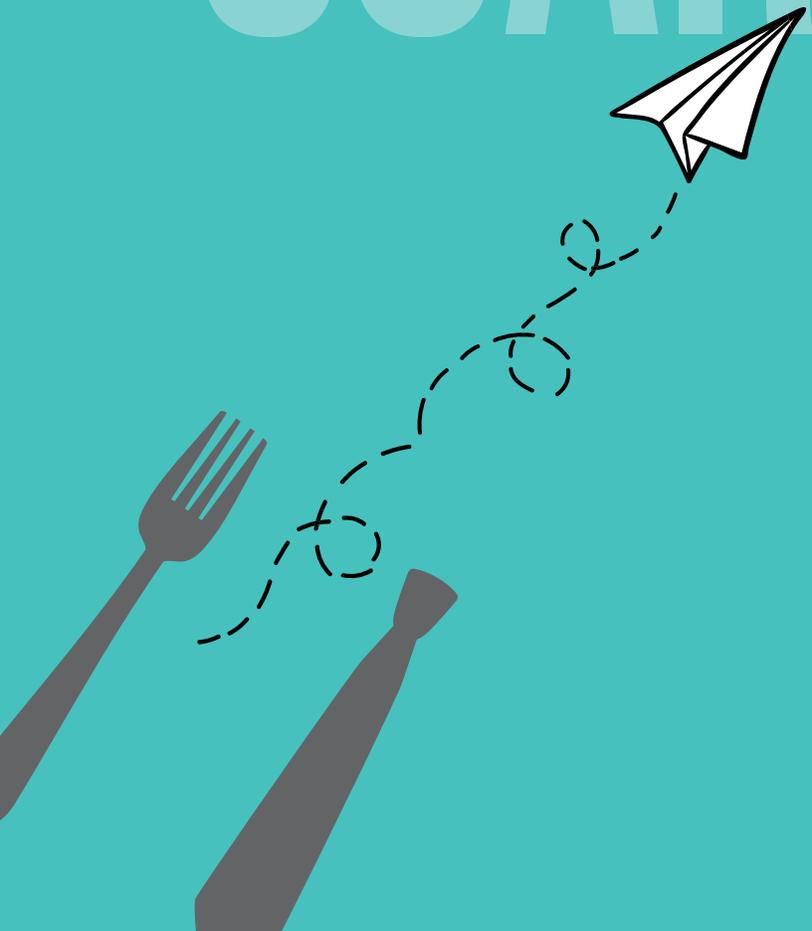


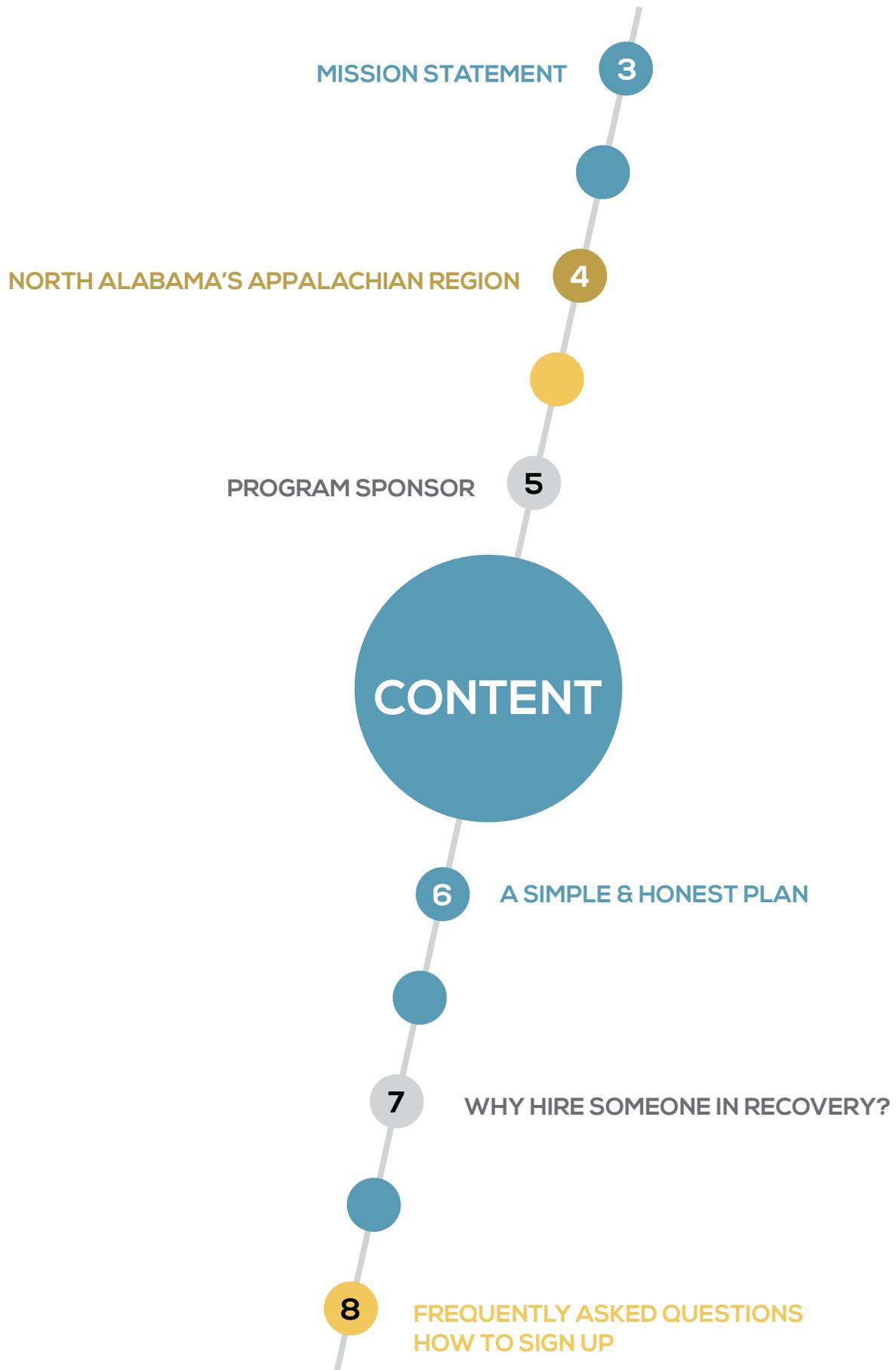
PARTNERS PROGRAM

HELPING
APPALACHIA
ALABAMA'S
HOSPITALITY
AND TOURISM
INDUSTRY
FIND MOTIVATED
EMPLOYEES



MOTIVATED
EMPLOYEES
HELP YOUR
BUSINESS
SOAR





CARING

IS WHAT OUR INDUSTRY IS ALL ABOUT



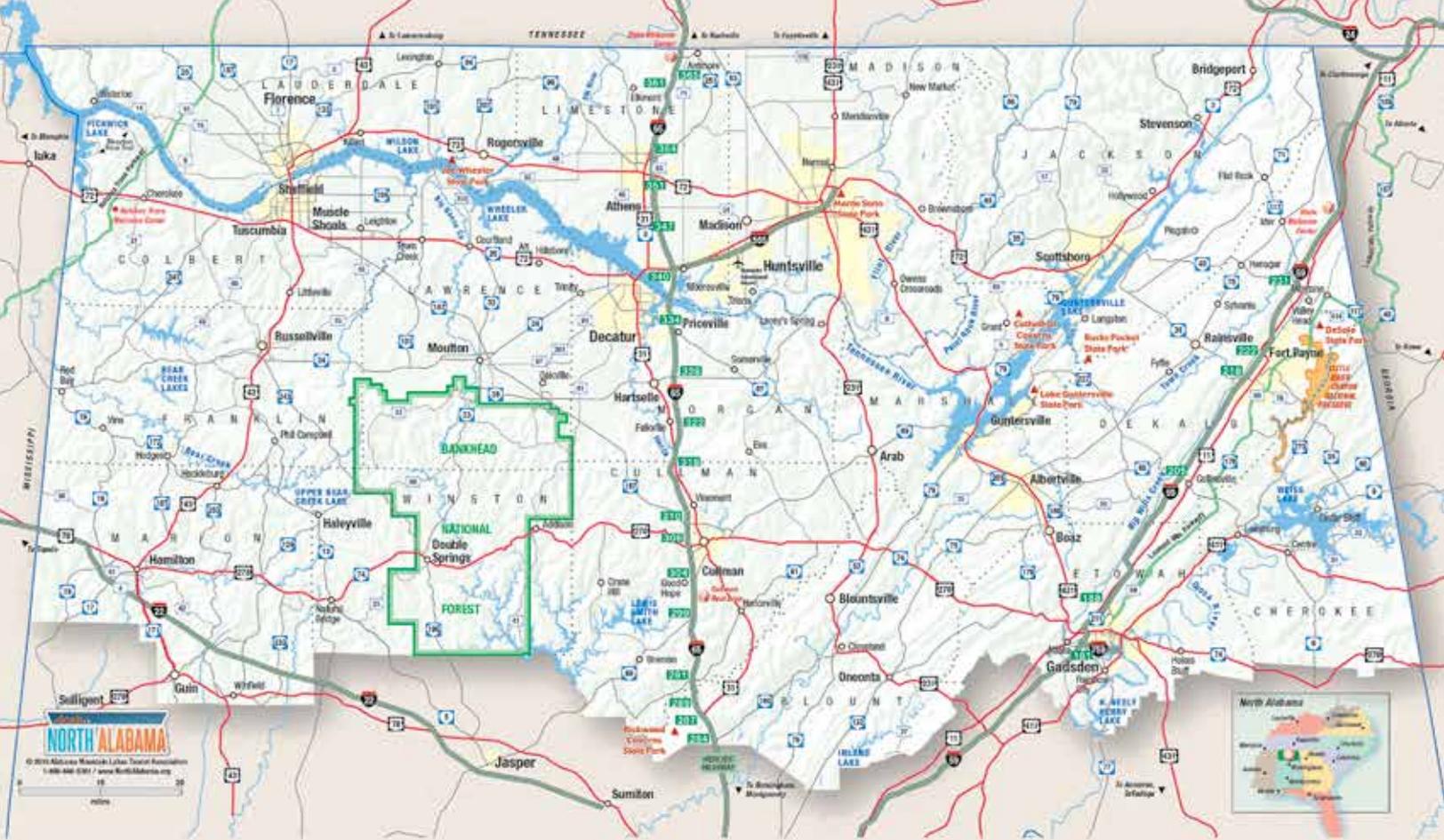
Second Helping MISSION STATEMENT

Knowing that sometimes in life people get off course, we in the hospitality industry know that every now and then you need a second helping to get you back on course.

Second Helping is a program that serves to help those recovering from opioid addictions to reenter the work force while helping to fill much needed job positions within the tourism, travel and hospitality industry of Alabama's Appalachia Region.

The Second Helping program name evolved from a common seminar within the industry, "Four Courses of Hospitality Training," which outlines the basic needs of service in our industry based on a four course meal theme: appetizer, salad, entree, and dessert.

As with any good meal, there is always room for a second helping.



NORTH ALABAMA'S APPALACHIAN MOUNTAINS REGION

The Alabama Mountain Lakes Tourist Association (AMLA) region is made up of the 16 northern most counties of the State of Alabama. This area includes the Tennessee River Valley and the Appalachian Mountain Range.

Counties within the AMLA region are:

BLOUNT	DEKALB	LAUDERDALE	MARION
CHEROKEE	ETOWAH	LAWRENCE	MARSHALL
COLBERT	FRANKLIN	LIMESTONE	MORGAN
CULLMAN	JACKSON	MADISON	WINSTON

Second Helping PROGRAM SPONSOR

The Second Helping Program is a creation of the Alabama Mountain Lakes Tourist Association (AMLA).

AMLA is a nonprofit organization that was created in 1964 with the express purpose of developing North Alabama's travel industry and marketing the region to the traveling public. Our ever-expanding membership base represents progressive travel-regulated businesses and associations as well as various levels of government.

AMLA's 500-plus members include chambers of commerce, convention & visitors bureaus, attractions, campgrounds, festivals, communities, counties, golf courses, restaurants, tour operators, accommodations, vendors, financial institutions, parks and individuals.

We all prosper by working together in a unified effort to promote the sixteen-county region's natural, historic and man-made attractions.

Additional information on AMLA and North Alabama destinations, accommodations and special events is available by calling 800.648.5381 or by visiting www.NorthAlabama.org.

Second Helping Partners A SIMPLE & HONEST PLAN

The Alabama Mountain Lakes Tourist Association would like for you to join us in this innovative program as an official Second Helping Program Partner. The purpose of the program and the partner guidelines are simple, honest, and straightforward.

The purpose:

- To assist the hospitality and tourism industry of North Alabama fill the on-going need for motivated workers, especially within the accommodations and services segments of our industry, by letting addiction-recovering residents of the area know your door is open to discuss employment opportunities.
- Provide an open-door policy for at-risk residents letting them know there is no need to feel hesitant about their situation. Partners are aware of their efforts to overcome a challenging time in their life and we are willing to extend a second helping.

The guidelines:

- Be willing to post job openings, at your discretion, on the Second Helping web site www.secondhelpingjobs.com.
- Agree to allow your business/organization's name and logo be used in information packages by the Second Helping program and in media promotions.

That's it.

The tourism and hospitality industry is a growing field in need of dependable workers. The opioid-addiction crisis is of growing concern across our region and nation. We believe this program will show Alabama that the hospitality and tourism industry truly cares for our communities and we are willing to lead the way in being part of the solution.

Do Recovering Addicts Make GOOD EMPLOYEES?

Why would a company consider hiring someone in recovery? Research suggests that people in addiction recovery are often:

- Highly motivated to work because employment grants the opportunity to get their lives back
- Loyal and committed to the employer willing to give them a chance and help them achieve financial, social and personal stability
- Those who have completed a treatment program also have learned the importance of self-care, which often translates into increased productivity and focus at work.
- Less likely to take sick days

Managing the risk

Although risks must be considered in hiring a recovering addict, in many cases, they also can be managed by:

- Requiring new hires to have a certain amount of time in recovery
- Adopting policies that encourage early intervention by outlining ways for employees to get help for drug use or other personal problems
- Offering employee assistance programs and/or a listing of resources available in the community
- Putting return-to-work and/or contingency agreements in place that lay out job performance expectations and consequences for unsatisfactory performance and/or relapse
- Conducting long-term monitoring, including regular performance reviews and/or random drug testing, when appropriate
- Educating employees about drug and alcohol problems and how to support coworkers in recovery

Hiring people in recovery can be a win-win for employers. They can help someone get their life back and in the process gain a devoted employee. As long as there are recovering addicts in need of advocacy and support and employers in need of loyal, hard-working employees, people in recovery may be an ideal match for that next job opening.

APA Reference

Sack, D. (2012). Hiring Employees In Recovery: A Business Advantage?. Psych Central. Retrieved on August 21, 2019, from <https://blogs.psychcentral.com/addiction-recovery/2012/03/hiring-employees-in-recovery/>

Second Helping Partners

FREQUENTLY ASKED QUESTIONS

Q: What is the purpose of the Second Helping program?

A: Our purpose is two-fold: 1) to help fill a need for dependable workers in the North Alabama tourism and hospitality industry; 2) to help individuals recover from opioid addiction by making it easier for them to find career opportunities.

Q: Is there a cost to join the partner program?

A: No. This is a free service from the North Alabama Tourism & Hospitality Industry.

Q: Do I have to guarantee a job to an applicant?

A: No. Our purpose is to facilitate information transfer between you, the business partner, and the job seeker. You will be responsible for doing the same rigorous selection process as other candidates are subject to.

Q: Do I have to create a new job opening to take part in the program?

A: No. As a program partner, you only need supply information on a job opening as it becomes available and only for those positions you would be willing to consider available for someone in recovery.

Q: How do I know an applicant is an actual recovering addict?

A: Our partner program participants include recognized and certified addiction recovery facilities across the region. Only individuals confirmed to be in a program at one of these facilities will be provided with a list of job openings.

Q: Does the Second Helping program assume legal liability for the person seeking a job?

A: No. The Second Helping program only serves as a platform to expedite the transfer of open and honest information between the two parties involved.

Q: Is this program only open to hotel owners and property managers?

A: No. The Second Helping program is open to any organization/business that works within the tourism, travel and hospitality industry.

Q: How do I sign up for Second Helping?

A: Simply contact us by telephone or email with your name; a means of contacting you, preferably an email address or a mailing address; and the name of the business/organization you represent. We will contact you to answer any questions before you sign up.

To become a Partner of the Second Helping program, please visit our website www.secondhelpingjobs.com for contact information.

Second Helping Partners REQUIRE INFO/MATERIALS

The following items will be needed from each new partner prior to setting them up on the Partners Portal web site:

- Partner Organization Name
- Contact Name
- Contact Email Address
- Organization Phone Number
- Organization Address
- Organization Website URL
- Organization Logo (350x250 pixels)

The following items will be needed from each new partner to be included in the printed programs:

- Partner Organization Name
If you are part of a national or regional chain, please include your facilities specific location, such as for accommodations, Good Night Hotel - Parkway South.
- Organization Logo (high resolution jpg or png - 300 dpi)

Second Helping Partners HOW TO USE THE WEB SITE

Managing/Adding Job Postings:

1. Navigate to the the partner login page – link is in the footer of the site:

Login



A screenshot of a login form with the following elements: a 'Username' input field with a person icon, a 'Password' input field with a lock icon, a 'Log in' button, and a 'REMEMBER?' checkbox.

2. Use the recently created partner credentials to log into the partners portal
3. Once logged in, navigate to the employer dashboard to add/manage jobs:



[HOME](#) [ABOUT](#) [PARTNERS](#) [EMPLOYMENT OPPORTUNITIES](#) [EMPLOYER DASHBOARD](#)

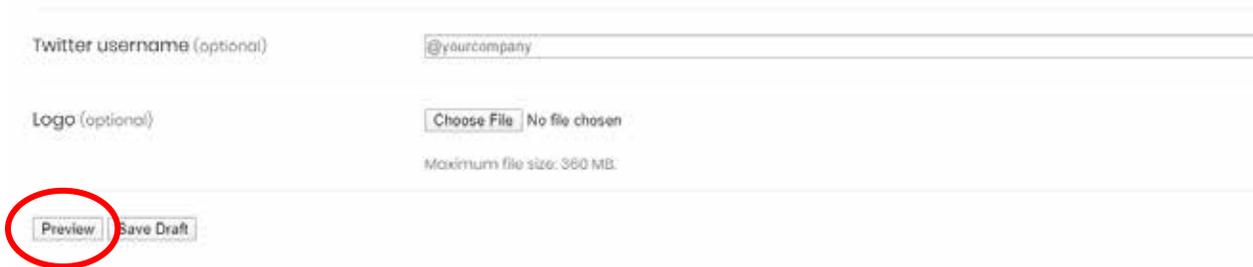
4. Once the employer dashboard has been accessed, you will see a list of all active jobs. Hovering over any job in this list allows you to edit, delete, or close the job posting:



Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
Kitchen Cook Edit • Mark filled • Duplicate • Delete	–	January 7, 2020	–

- Once the required fields have been populated, click the “Preview” button at the bottom of the page:



A screenshot of a web form for creating a job listing. It features two input fields: "Twitter username (optional)" with the value "@yourcompany" and "Logo (optional)" with a "Choose File" button and "No file chosen" text. Below these is a "Maximum file size: 360 MB" note. At the bottom, there are two buttons: "Preview" and "Save Draft". The "Preview" button is circled in red.

- A preview of the final job listing will be displayed, once the page loads. If the listing looks satisfactory, please click the “Submit Listing” button at the top of the page:



A screenshot of a job listing preview. The title is "New Job". It shows "Full Time" in a green box, a location pin for "Morgan", and "Posted 1 min ago". Below this is a card for "Joe Wheeler State Park" with a "Website" link. At the top right of the preview area, there are two buttons: "Edit Listing" and "Submit Listing". The "Submit Listing" button is circled in red.





A community support program presented by:

NORTH
ALABAMA

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