

## **MUNICIPAL DIRECTORATE OF WORK CÁRDENAS**

**The following Procedures are carried out in the Work Direction:**

### **Subdirectorate for Prevention, Assistance and Social Work**

- Identification and differential treatment of critical family nuclei given their socioeconomic situation.
- In the cases that proceed according to the provisions of Social Security Law 105 and taking into account the vulnerability of the nucleus or person, the processing of benefits is carried out such as: Monetary Benefits, Delivery of Resources and linkage to the Family Care System
- Differentiated care for minors from the Victoria Task, Minors who do not comply with school duties, Seniors, Disabled, Youth to be fulfilled and graduates of the General Military Service, Combatants.
- Member of the Municipal Commission for the Granting of a Children's Circle.

### **Subdirectorate for Attention to Self-Employment (Regulated in Resolution 85 of 2018)**

- Process and authorize self-employment in cases of the request to comply with the provisions.
- Procedure for unsubscribing from Self-Employment Authorization.
- Updating the validity of self-employed workers in the municipality in each of the activities authorized through the database.· Payment exemption procedure.
- Training and methodological advice to Self-Employed Workers and organizations related to Self-Employment.
- It collects and reports the main criteria for Self-Employment that these and the general population have.
- Apply for retirement with the INASS of Self-Employed Workers.
- Periodic conciliation with ONAT, DIS, INASS.

**Documents to present for the procedures.v** 3 photos.v Identity card.v Other specific

documents according to the activity that you want to obtain the Own Account License.v The population is assisted in counseling to carry out the procedures and Self-Employed Workers with emphasis on Hired Workers.

**In the Proprietary Account Branch every day from 8:00 am to 4:00 pm.**

### **The State Employment Subdirectorate serves**

- Office with the entities of the territory with the availability of job offers, taking into account the essential requirements to fill each one of them.
- Job offers to the population and entities.
- Care and monitoring of technical and professional education graduates for their incorporation into employment.
- Attention and monitoring of the training plan for those trained in each of the entities.
- Differentiated care for graduates of the General Military Service for their work location.
- Treatment of those penalized so that together with the Municipal Court, they can offer and monitor employment.
- Methodological advice and participation as a member in the Medical Expert Commission.
- The application for places by the population in which the Identity Card must be presented. This Procedure is personal, taking into account the filing by the different entities and the interests of the applicant.
- The Medical Expert Commission is processed where it is carried out weekly for workers who have a disability or illness.
- The relocation of the retired reinstated to the different work centers in which the entity presents the documentation established for its subsequent approval in the Municipal Administration Council in the cases that require it.
- The location and monitoring of recent Graduates of Middle Technicians, Skilled Workers and University.
- Dispatches are made with all the entities of the Municipality taking into account the Dispatch Guide and the schedule.
- Joint work is carried out with the Tribunal Commission, PNR, FMC for the job placement of ex-inmates.

- In conjunction with the PNR, FMC provides care and follow-up to women with inappropriate behavior in order to offer them employment.
- Twice a year, young people leaving the military service are placed on the job market, as well as monitored for one year every three months.
- Combatants are followed up taking into account their needs.
- Consolations are carried out with the Special Schools to monitor the employment relationship upon graduation.
- Reconciliation is performed with the Ministry for the location and monitoring of controlled cases.

### In the Social Assistance Branch

The entire procedure of the different actions that are carried out are from the Economic Partner that is carried out to the family nucleus which allows defining the state of real need, the expenses and the economic solvency that the family presents.

### All cases of care for the population from the state of need are attended

Payments are authorized by mail to those assisted, salary treatment, the ASD (Home Service Assistant), SAF and Grandfather House and Home for the Elderly.v Attention to the Association of combatants through social characterization.v Attention to the SAF Family Food Service in the different popular councils.v The follow-up to the associations of the Disabled of the municipality such as ANCI, ANSOC, ACLIFIM.

**The grant application is processed taking into account:**v A specialist from the Department of Prevention and Social Assistance participates in the subsidy commission with the aim of informing them about the supporting documents that the family must submit and their review. v Monitoring and reconciliations are carried out at the Grandfather's House and Nursing Home on a monthly basis, where the analysis is made with the Health Department for applications for admission to these institutions through the approval of the Municipal Administration Council.v Follow-up is carried out on those punished, children with inappropriate behaviors in schools, EFI, School of Conduct, prostitutes (or), Task Victoria, orphans, self-employed mothers.v Follow-up to the Wanderers. Follow-up is performed for the delivery of resources according to the state of needs of the different cases.

### TELEPHONES OF THE MUNICIPAL DIRECTORATE OF WORK

ADDRESS 45524770

STATE EMPLOYMENT AND TRAINING AND OWN ACCOUNT 45528852

RECEPTION AND CARE FOR THE POPULATION 45522870

SUB-DIRECTORATE OF SOCIAL ASSISTANCE 45525170

## **Municipal Directorate of Labor**

Category: Procedures and services

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