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Hartford County Employment Tool

A Guide For case managers working with clients who have employment goals and are entering or returning to the workforce.





Employment can have many great benefits to individuals living with HIV/AIDS! Whether it be in a full time or part time position, employment has been linked to the development of independence and maintaining a healthy lifestyle. As a service provider, there are many steps you can take in your role towards helping people with HIV/AIDS live a life of self-sufficiency so they can be successful in their treatment and other aspects of life. There are many ways you can collaborate with other programs within your community to help a client achieve employment goals! Some of the base work and knowing what resources are available will ultimately set your clients up for success!

Step 1: Identify the category your client falls under (left) and match to the list of services your client needs (right).

CATEGORY #1: Client has no work experience

Services Required:

- Pre-Employment Services
- Post-Employment Assistance/Ongoing Assistance

CATEGORY #2: Client has some work experience but may need a accommodation

Services Required:

- Pre-Employment Services
- Possible referrals to Department of Rehabilitation Services (DORS),DMHAS,DDS

CATEGORY #3: Client is ready for work

Services Required:

- Pre-Employment
- Post Employment/Ongoing Assistance

Category #4: Client is a returning citizen

Services Required:

- Pre Employment Services
- Post Employment Services

Pre-Employment Services

- Resume & cover letter assistance (functional and chronological)
- Career exploration & assessment
- Interview assistance

Post-Employment & Ongoing Assistance

- Retention specialist services
- Career mentoring
- Self service career centers
- Career counseling
- On-site recruitment opportunities
- Budgeting guidance

Department of Rehabilitation (BRS,BESBE,DHHS)

- One-on-one career counseling
- Job placement assistance
- Vocational rehabilitation services
- Job/educational training

Step 2: Work with client to identify the correct program for their needs (all conversation should be noted in client's progress notes).

Program/Eligibility	Services Offered
<p>Hartford American Job Center 3580 Main Street Hartford, CT 06120 Phone: 860.246.3700 Website: http://www.ctdol.state.ct.us/ContactInfo/CTWorks/HTFD_Info.htm</p> <p>Eligibility: Open to All</p>	<ul style="list-style-type: none"> • Pre-employment/ Workforce Assistance & Ongoing Assistance • Veteran Assistance • Employer Recruitments • Job Search Assistance • Career Counseling • Specialized Workshops • Apprenticeship Information • Assessment Testing • Referral to supportive services
<p>Free To Succeed Contact: Mary Hennessey, Retention Specialist Phone: 860.656.2595 or mhennessey.ctwbs@ct.gov</p> <p>Eligibility: Former Offenders</p>	<ul style="list-style-type: none"> • Programs for former Offenders Transitioning Back to the Workforce • Re-entry Retention Program • Pre-employment Assistance • Post-Employment Assistance • Ongoing Assistance
<p>Urban League of Greater Hartford 104 Woodland Street Hartford, CT 06105 Contact: Yvonne Matthews, Job Developer/Job Counselor Phone: 860.527.0147 ext. 284 or y Matthews@ulgh.org Website: http://www.ulgh.org/</p> <p>Eligibility: Open to All</p>	<ul style="list-style-type: none"> • Pre-employment Assistance • Resume Writing & Cover Letter Workshop • Mock Interviewing Workshop • The Professional Men Suiting Initiative • Career Goal Workshops • Post-Employment Assistance
<p>Dress for Success 280 Trumbull St Hartford, CT 06103 Phone: 860.525.5015</p> <p>Eligibility: Open to Women</p>	<ul style="list-style-type: none"> • Professional Attire • Network Support
<p>Community Support Program/Recovery Pathways (Chrysalis Center Inc.) 255 Homestead Ave, PO Box 320613 Hartford, CT 06132 Contact: Stephen Projansky, Program Manager Phone 860.263.4406 or sprojansky@chrysaliscenterct.org Website: http://www.chrysaliscenterct.org/</p> <p>Eligibility: Clients with an Axis I or II diagnosis</p>	<ul style="list-style-type: none"> • Pre-employment Assistance • Skills Assessment • Goal Setting for Training, Education & Employment • Computer Resources to Conduct job Search • Resume Writing • Access to appropriate clothing • Job conflict Resolution • Trainings in Welding, Culinary Arts, Flagger and OSHA-10 Training, Offsite Scaffolding and CDL Truck Driving Training

<p>Bureau of Rehabilitation Services 25 Sigourney St # 11 Hartford, CT 06106 Phone: 860.424.4844 or ct.gov/brs</p> <p>Eligibility: Clients diagnosed with a disability and currently seeing a doctor for mental health services</p>	<ul style="list-style-type: none"> • Contract with Community Organizations who work to enhance employment, Educational, Social and Recreational Opportunities for People with Disabilities and other Challenges • Work Counselors • Referrals for Work
<p>Board of Pardons & Parole 55 West Main Street, Waterbury, CT 06702 Contact: 203-805-6605 or ct.gov/bop</p> <p>Eligibility: Former Offenders</p>	<ul style="list-style-type: none"> • Employment blog • Job search assistance
<p>Community Support Program/Recovery Pathways (Chrysalis Center Inc.) 255 Homestead Ave, PO Box 320613 Hartford, CT 06132 Contact: Stephen Projansky, Program Manager Phone 860.263.4406 or sprojansky@chrysaliscenterct.org</p> <p>Eligibility: Clients with an Axis I or II diagnosis</p>	<ul style="list-style-type: none"> • Pre-employment Assistance • Skills Assessment • Goal Setting for Training, Education & Employment • Computer Resources to Conduct job Search • Resume Writing • Access to appropriate clothing • Job conflict Resolution • Trainings in Welding, Culinary Arts, Flagger and OSHA-10 Training, Offsite Scaffolding and CDL Truck Driving Training

Additional Resources

General Info

<https://www.ctdol.state.ct.us/>
https://www.eeoc.gov/eeoc/publications/hiv_individual.cfm
<https://choosework.ssa.gov/index.html>

Assessment

<http://www.personalitytype.com/>
<http://whoami.typefocus.com/>
[tps://www.onetonline.org/](https://www.onetonline.org/)
<https://www.careeronestop.org/explorecareers/assessments/self-assessments.aspx>

Education & Training

<https://elearning.connect-ability.com/>
<http://www1.ctdol.state.ct.us/etc/index.asp>

For more information please contact Catellia Casey, Program Manager of Training & Employment at 860-247-2437 x313 or Ccasey@aids-ct.org.