



Employment Tool

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

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 or is a former offender

Services Required:

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

CATEGORY #2: Client has some work experience with limited work history

Services Required:

- Pre-Employment Services

CATEGORY #3: Client is employable and requires vocational assistance

Services Required:

- Pre-Employment Services
- Post-Employment Assistance
- Bureau of Rehabilitation Services

Pre-Employment Services

- Resume & Cover Letter Assistance
- Interview Assistance
- Computer Training & Assistance
- Dress for Success Resources

Post-Employment Assistance

- Retention Specialist Services
- Career Mentoring
- Setting Career Goals
- Budgeting Guidance

Ongoing Assistance

- Online Learning Centers
- Self Service Career Centers
- Job Coaching
- On-site Recruitment Events

Bureau of Rehabilitation Services

- Career Counselor
- One-on-One Job Coaching
- Job Placement

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>Free To Succeed Contact: Mary Hennessey, Retention Specialist 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>Hartford American Job Center Contact: 860-246-3700</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>Urban League of Greater Hartford Contact: Yvonne Matthews, Job Developer/Job Counselor 860-527-0147 ext. 284 or y Matthews@ulgh.org 104 Woodland Street, Hartford, CT 06105</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 Contact: Prudential Retirement, 860-525-5015 280 Trumbull St, Hartford, CT 06103</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.) Contact: Stephen Projansky, Program Manager 860-263-4406 or sprojansky@chrysaliscenterct.org 255 Homestead Ave, PO Box 320613, Hartford, CT 06132</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

Program/Eligibility	Services Offered
<p>Bureau of Rehabilitation Services Contact: 860-424-4844 or ct.gov/brs 25 Sigourney St # 11, Hartford, CT 06106</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 Contact: 203-805-6605 or ct.gov/bop 55 West Main Street, Waterbury, CT 06702</p> <p>Eligibility: Former Offenders</p>	<ul style="list-style-type: none"> • Pardons for criminal convictions • Grant parole to eligible and appropriate offenders in the community under supervision

This tool was created by Rebecca Willis, Program Manager of Training & Employment, AIDS Connecticut.
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