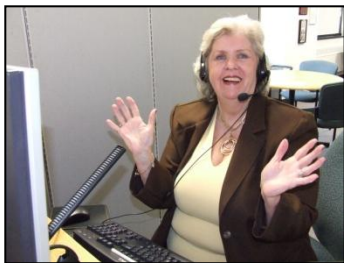


CAREER RESOURCES INC. BRIDGEPORT PROGRAM DIRECTORY



BRIDGEPORT PROGRAM DIRECTORY

CONTENTS

Page 3	EveryOne Works
Page 4	CTWorks Southwest
Page 5	ReEntry Works
Page 6	STRIVE
Page 7	STARS
Page 8	Fathers for Life
Page 9	Maturity Works
Page 10	Adult Education/GED Preparation
Page 11	Volunteer Income Tax Assistance (VITA)
Page 12	WIA Youth Training
Page 13	AIC Job Placement
Page 14	Veterans ReEntry
Page 15	Green Up
Page 16	Community Resource Center
Page 17	Financial Resource Center (Collaboration)
Page 18	Budget Coaching (Co-Opportunity)
Page 19	Digital Literacy
Page 20	WorkKeys/Key Train, National Career Readiness Certificate
Page 21	Intra-Agency CRI Referral form
Page 22	Media Release Form

Revised January 2011. Please send changes to dupont-diehl@careerresources.org.

EveryOne Works

A Program of Career Resources, Inc.

Mission

Connect people with disabilities to employers and meaningful employment.

Eligibility

Any jobseekers with disabilities. Most common are those who are sight and hearing impaired. There are no age or income restrictions.

Hours

9 a.m. – 4 p.m. weekdays

Location and Contact

350 Fairfield Avenue, 1st Floor

Services

Individualized counseling, job search and placement for people with disabilities. Resources include adaptive technologies, connections to state resources, employers, and other community partners.

Number served/Capacity

There is no limit on the number of people who receive assistance at any time.

CTWorks Southwest

A Program of Career Resources, Inc.

Mission

Provide job search assistance, support, and training to help workers gain employment that leads to increased earnings and self-sufficiency, and provide employers with a competitive and trained workforce.

Eligibility & Services

CORE: Anyone may use “core” services, regardless of income or employment status: these include computers, internet, and job postings available at the One Stops. A variety of educational and informational workshops are also available.

TRAINING: People whose income is less than 50% of the state’s median, or who receive Food Stamps, or are dislocated workers, may be certified under the Workforce Investment Act for more intensive case management and training for certificate programs. Programs must be chosen from the Eligible Training Provider List.

Jobs First Employment Services (JFES): TANF recipients receive separate case management and subsidized work opportunities.

Many resources, including workshop calendars and portfolio materials that can be used independently by jobseekers, are available online at www.ctworkssw.org

Hours

8:30 am – 4:30 pm weekdays

Locations & Contact

350 Fairfield Avenue, Bridgeport: 1st Floor, (203) 333-5129

33 Elizabeth St., Derby, (203) 734-3443

Stamford, Yearling Center, (203) 353-1702

Number Served/Capacity

- Core services and workshops are available to all who wish to use them. Typically 25,000 people use the One Stop system in the region each year.
- Training scholarships are available to those who qualify as long as funding is available.
- JFES services are available to TANF recipients.

ReEntry Works

A Program of Career Resources, Inc.

Mission

Assist those who have been incarcerated to succeed in the workforce.

Eligibility

ReEntry Works serves:

- 1, anyone on parole in the state of CT, OR:
- 2, People who ...
 - have been convicted of a state or federal crime,
 - are less than 180 days out of prison, AND
 - Have no convictions for violent offenses

All participants must understand and agree to program rules.

If you have an ex-offender at the One Stop who needs services, please refer him or her to Eric Rey, or to ReEntry Works, so we can make a determination of eligibility and connect to other services as appropriate. We may be able to serve him or her at the AIC or at a partner agency.

Hours

8:30 am – 4:30 pm weekdays

Location

360 Fairfield Avenue, 2nd Floor
(across the courtyard from 350 Fairfield Ave., above Joseph's Steak House)

Contact

Eric Rey, (203) 610-6209, rey@careerresources.org

Services

Services include development of an individual employment plan, case management and connection to vocational and education assessments and resources, job placement using an ex-offender-friendly job database, and mentoring and other supports.

Number Served/Capacity

500 per year.

STRIVE of Fairfield County

A Program of Career Resources, Inc.

Mission

To transform the hardest to employ into job-ready individuals, equipped to find and succeed at jobs that will allow them to achieve financial independence.

Eligibility

There are no income, age or other restrictions that limit STRIVE participation. Most participants have never worked or are re-entering the workforce. Most have gaps in their work history, have been laid off, or are ex-offenders. Participants must commit to follow program guidelines.

Hours

Students must apply and attend a Friday orientation session before beginning class the following Monday. Each class cycle runs for three weeks from 8:30 – 4:30 weekdays.

Location

350 Fairfield Avenue, 3rd floor

Contact

Dawn-Marie Gill, (203) 953-3266, gill@careerresources.org

Cynthia McNair, (203) 953-3275, mcnair@careerresources.org

Services

Each session runs for three weeks, and participants must attend dressed in business attire. Intensive training focuses on developing positive attitudes and work habits for successful long term job retention.

Training follows a national model featuring a highly effective job-readiness workshop in a simulated work environment. Participants are personally engaged and challenged to examine and change their behavior.

Number Served/Capacity

On average 15-25 people participate in three-week workshops. Graduates receive follow-up support for their first two years on the job.

STARS

(Striving Towards Achievement, Renewal and Success)

A Program of Career Resources, Inc.

Mission

To help women who have been incarcerated become self-sufficient. STARS uses a variety of gender-specific services and a holistic, strength-based approach. It is the only such program solely for women in the state.

Eligibility

All participants are referred by the courts, probation, or state Department of Correction. They must be at least 16 years old and agree to follow program rules. Women with substance abuse or mental health issues must agree to treatment prior to acceptance.

Hours

Weekdays 8:30 – 4:30 pm, some evenings for events as scheduled.

Location

350 Fairfield Avenue, Third floor

Contact

Program Director BJ Thomas, (203) 953-3278, Thomas@careerresources.org

Services

Each woman's experience is driven by an individualized case plan, developed in cooperation with STARS staff, which incorporates her strengths and identifies and lays out a plan for overcoming obstacles to employment and healthy self-sufficiency. Typically the program runs for 15 weeks but a participant can only be released by her referral source – the court, probation officer, or Department of Correction. Available services include a high school class on-site for teenagers, emotions management, women in recovery, parenting workshops and substance abuse education.

Number Served/Capacity

The program calls for 50 women to be served but the number is often higher.

Fathers for Life

A Program of Career Resources, Inc.

Mission/Purpose

To promote the positive involvement and interaction of fathers and parents with their children, with an emphasis on emotional and financial support by promoting positive parenting, healthy relationships and life skills.

Eligibility

Open to all non-custodial fathers, and parents. There are no age, income or residency requirements.

Hours

Weekdays 8:30 am – 4:30 pm, except for Tuesday,s when office hours begin at noon. “24/7 Dads” groups offered each Tuesday evening. A FFL staff person spends one day each week at the Bridgeport Family Magistrate Court.

Location

350 Fairfield Avenue. Staff offices and the FFL classroom are on the third floor.

Contact

Javier Santiago, (203) 953-3269, santiago@careerresources.org

Services

Fathers for Life helps non-custodial parents, generally fathers, reconnect with their children, improving outcomes for families and the community. A 12-week certified curriculum provides life and parenting skills and a positive group dynamic.

Services include case management, child support education and assistance, individual counseling, parenting education, paternity establishment, conflict resolution, pregnancy prevention, family activities, and advocacy. An additional component focuses on healthy relationships, with a group for both parents.

CRI’s program is one of just four in the state offering an arrearage adjustment program, reducing child support owed for fathers who meet state requirements; it is also a state-recognized site for paternity establishment.

Number Served/Capacity

The program serves at least 120 fathers each year.

Maturity Works

A Program of Career Resources, Inc.

Mission

Provide older workers with subsidized occupational skills training and internship opportunities at community organizations.

Eligibility

Aged 55 and older and must meet income guidelines.

Hours

Weekdays 8:30 am – 4:30 pm

Location

350 Fairfield Avenue, 3rd floor

Contact

Bill Boehm, (203) 953-3247, boehm@careerresources.org

Services

Job search and placement and subsidized employment opportunities. CRI works with customers to determine interest and aptitude and develops relationships with employers to identify and find jobs.

Number Served/Capacity

There is a limit on the number of people who can participate in the program. Please call for availability.

Adult Basic Education/GED Preparation

Programs of Career Resources, Inc.

Mission

Provide working adults with an accessible program to prepare them for the GED exam and to improve skills, increase earnings, and allow students to embark on a successful career ladder.

	CRI Adult Ed	CRI ReEntry Adult Education
Eligibility	Any working adult who wishes to improve basic skills . All students must attend classes as agreed with the teacher or their seat will be opened up to the next person on the waiting list.	Ex-offenders wishing to improve basic skills or get their GED.
Hours & Location	350 Fairfield Ave., 3 rd floor: weekdays 8:30 – 4:30	Council of Churches, 1100 Boston Ave. Tues & Thurs 12:30 – 3:30pm Wed & Fri 1:00 – 4:30pm Maple St. House, 575 Maple St. Mon 1:00 – 4:30pm
Contact	(203) 953-3270. Applications are available at the CTWorks receptionist desk. Students must attend an orientation, listed on the CTWorks Center calendar.	Contact instructor for application and information: (203) 367-8441
Number Served/ Capacity	Each class has a capacity of 25 students. Waiting lists are developed as needed	

Volunteer Income Tax Assistance

A Program of Career Resources, Inc.

Mission

Provide free income tax preparation and filing, which increases financial literacy and improves income for participants by informing them of available tax credits.

Eligibility

There are no age, income, or other requirements; however, customers with more complicated returns may be referred to a professional tax preparer.

Hours

By appointment, February 1st – April 15th

Location

350 Fairfield Ave., 3rd floor

Contact

Bill Boehm, (203) 953-3247, boehm@careerresources.org

Services

Volunteers trained by the IRS provide free tax preparation service, by appointment. The volunteer preparers are trained to offer information on the Earned Income Tax Credit, the Child Tax Credit, financial literacy programs, and other credits and options.

Number Served/Capacity

The program serves more than 250 people per year.

WIA Youth Training

A Program of Career Resources Inc.

Mission

Increase earnings of out-of-school youth by providing them with training that leads to a certified credential in a field where youth can get jobs and advance.

Eligibility

Out-of-school youth aged 16-21 who meet income guidelines. There are no residency or skill restrictions.

Hours

Courses are offered according to a schedule developed each year.

Location

350 Fairfield Ave., 3rd floor

Contact

Eddie Cajigas, (203) 953-3256, cajigas@careerresources.org

Services

Courses in Bridgeport and Stamford provide youth training to test for Medical Response Technician and/or Emergency Medical Technician.

Number served/Capacity

Each class cycle can accommodate up to 20 students.

Alternative in the Community (Job Placement)

A Program of Career Resources Inc.

Mission

Increase employment, earnings and self-sufficiency of former offenders.

Eligibility

People are referred to the AIC by their probation officer, or before they are sentenced, as an alternative to being in prison.

Hours

Weekdays 8:30 am – 4:30 pm

Location

255 Islandbrook Avenue, Bridgeport
421 East Main St., Waterbury

Contact

Deon Hardison, (203) 696-1323, hardison@careerresources.org

Denese Campbell, (203) 597-6540, Campbell@careerresources.org

Services

Resume development, individual counseling, and other job search assistance. There is no standardized length of program; participants are enrolled until released by their referral source. CRI operates at the AIC through a contract with Community Solutions Inc., which operates the Bridgeport Alternative Incarceration Center under contract with the state of Connecticut Court Support Services Division.

Number Served/Capacity

There is no limit on the number of people we can serve.

Project SERVE

A Program of Career Resources Inc.

Mission

Assist veterans who have been incarcerated in returning successfully to the workforce.

Eligibility

Honorably discharged veteran living in a Department of Correction Halfway House.

Hours

Employment Specialists travel throughout the state as needed.

Location

Main office is at 350 Fairfield Avenue, 3rd floor

Contact

Eddie Cajigas, (203) 953-3256, cajigas@careerresources.org

Services

Individual employment plan and connection to scholarships, resources and other services as needed and available. Project SERVE operated throughout the state.

Number Served/Capacity

The program can accommodate up to 60 people at one time.

Green Up

A Program of Career Resources Inc.

Mission

Increase earnings of individuals by providing training leading to a credential in green industries..

Eligibility

- At least 18 years old.
- Unemployed, high school dropout, or ex-offender; and
- Living in zip code 06604,06605,06606, 06607, 06608, or 06610

Hours

8:30 am – 5 p.m., weekdays

Location

350 Fairfield Avenue, 1rd floor

Contact

Paul Weston, Career Advisor, (203) 953-3249, Weston@careerresources.org

Services

Assessment, remediation in basic skills as needed, instruction and skills based training, accompanied by case management, career counseling, and job placement.

Number Served/Capacity

120 served.

Community Resource Center

A Program of Career Resources Inc.

Mission

Connect CTWorks customers and other residents with benefits and resources they are eligible for.

Eligibility

No restrictions

Hours

9 a.m – 4 p.m. Monday through Friday

Location

350 Fairfield Ave., 1st floor

Contact

Sandra Vining, (203) 953-3230, vining@careerresources.org

Services

Customers receive one-on-one assistance with navigating InfoLine and other sources to explore and fully utilize all available services and supports. Small monetary grants to meet emergency needs are sometimes available as funding permits.

Number served/Capacity

No limit; if too many people are there at once they may need to call for an appointment.

Financial Empowerment Center

The Financial Resource Center is a partnership of United Way of Coastal Fairfield County, CAHS, Co-opportunity, The Workplace, Career Resources, FSW, Bridgeport Child Advocacy Coalition, Bank of American and JPMorgan Chase Foundation

Mission

Our goal is to move lower-income working families toward financial independence, help them increase their income and build assets. Programs seek to establish a comprehensive approach toward financial stability.

Eligibility

Families that are at 200 percent of Federal Poverty Level or at about \$42,000 annually and who are working or recently unemployed and are getting steady income.

Services

The FRC will provide families year-round access to services that will increase their financial stability such as:

- Budget Coaching
- Information about Individual Development Accounts (IDA)
- Access to HUSKY, food vouchers, and other public support programs
- Free tax preparation services
- Financial education and counseling
- Help individuals with credit – both establishing and/or maintaining good credit behaviors

Hours

8:30 a.m.-5:00 p.m. weekdays

Location

350 Fairfield Avenue, 1st floor.

Contact

203-610-6226

Numbered Served/Capacity

There is no limit on the number of people served

Budget Coaching

A Program of Co-Opportunity in collaboration with the Financial Resource Center of Bridgeport and Career Resources Inc.

Mission

Help working families and individuals understand the importance of budgeting in everyday life and as the first step in successful financial planning.

Eligibility

Families that are at 80% of Area Median Income (or about \$44,800 for a single individual) annually. Participants need to be working and have a steady income or recently unemployed.

Services

Program is design to match experienced budget coach volunteers with clients who are looking to set up a budget plan for themselves. The coach and the participant will meet for four sessions for a period of four to six months. The Budget Coach will coach participants through the process of creating a monthly budget plan that keeps the clients personal wants, needs and goals in mind and empower them with the tools and information needed to achieve their financial goals.

Hours

8:30am-5:00pm weekdays

Location

350 Fairfield Avenue, First Floor.

Contact

203-610-6216

Numbered Served/Capacity

There is no limit on the number of people served

Digital Literacy

A Program of Career Resources Inc.

Mission

Improve employability and computer skills for Career Resources customers and area jobseekers.

Eligibility

All Career Resources or One Stop customers.

Hours

A monthly schedule is available at the CTWorks center or at www.ctworkssw.org.

Location

350 Fairfield Ave., rooms as listed in calendar.

Contact

Interested students should register via their case manager, the CTWorks Center, or through CTWBS. For information about the program, contact Bill Blackwood, (203) 953-3226, Blackwood@careerresources.org

Services

A range of computer workshops are available from beginner to advanced intermediate levels. All students must complete the Digital Literacy Orientation Workshop, prior to beginning the Workshop Series, to determine their current computer skill level and workshop series starting point. Students may then sign-up for further Workshops in the series with instructor approval.

Number served/Capacity

Each class's capacity is determined by room size.

Work Keys/Keytrain: National Career Readiness Certificate

A Program of Career Resources Inc.

Work Keys, Key Train and the **National Career Readiness Certificate (NCRC)** are components of a nationally recognized interactive training and work readiness system that defines skills needed for different occupations, and provides training to bring people to desired levels.

At CRI they are required for the WIA application process; however, even for those not interested or eligible for WIA scholarships, the process can help with occupational profiling and skill building. An initial test establishes a baseline of skills needed by employers; the test also produces an individualized, interactive on-line course of study to improve skills to successfully test for the NCRC.

Eligibility

Available to all One Stop and Career Resources customers.

Hours, Location & Contact

Interested students should register via their case manager, the CTWorks Center, or through CTWBS. For information about the program, contact Bill Blackwood, (203) 953-3226, Blackwood@careerresources.org

Services

- **Work Keys** is an assessment that determines skill level as applied to workplace needs
- **Key Train** is an interactive on-line personalized course, generated after a Work Keys assessment, to improve performance in specific areas as needed. Students can work on their course at the CRI computer lab or at any computer with internet access.
- The **National Career Readiness Certificate** is a portable, nationally recognized certificate that must be earned in a proctored test. Certificates show employers that jobseekers meet standards in various skill levels for specific jobs.

Career Resources Inc.
Intra-agency Referral Form

Name of Customer : _____

Contact Number for Customer: _____

Date: _____

Referral Source: _____

Referral Source Contact Info: _____

Please check off the service you are referring the customer to and deliver the referral form to the manager of the program in question. Please note some programs have eligibility requirements and this referral form does not guarantee enrollment.

STRIVE _____

ReEntry Works _____

Fatherhood Initiative _____

GED/ABE _____

Maturity Works _____

Everybody Works _____

WIA _____

Community Resource Center _____

Other _____ **Comments:** _____

Career Resources Inc. Media Release Form

I, _____, agree to allow Career Resources Inc. (CRI) to take photographs, video and audio recordings of me and my participation in Career Resources programs or activities. I understand these images may be used in brochures, web sites, and other marketing efforts or reported in the print or broadcast media and I give my consent and full permission for such use. I understand that my rights to any services at CRI do not depend on my consent. I realize that by my participation I may be identified as a client of Career Resources of one of its programs. I will not seek compensation for the use of my image.

NOTE: If you have pending litigation (i.e., trial or lawsuit) you may wish to consult your attorney before being photographed, filmed, or interviewed.

Please check ONE:

Yes, _____, I agree to be included in media opportunities.
No, _____, I do not agree to be included media opportunities

Name (Printed)

Date _____

(Signature)

Name of Parent/Guardian if participant is under 18

Date: _____

Signature of Parent/Guardian