

Employment Resource Guide for NYCT Grantees

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Job Placement Programs

The Doe Fund, Inc.

232 East 84th Street
New York, NY 10028
917/577-1451
www.doe.org

All of The Doe Fund's programs and innovative business ventures ultimately strive to help homeless and formerly incarcerated individuals achieve permanent self-sufficiency. Ready, Willing and Able — DAY, is specifically for formerly incarcerated people. Offers paid transitional work, case management, education, vocational training, substance abuse services, and mentoring and job placement. Must be referred by probation or parole officer. Call for more information. Trainees earn a stipend of \$7.40 per hour for the first 210 days of work in a Doe Fund enterprise, and \$8.15 per hour for the remainder of the program. We pay on a weekly basis and require trainees to save a portion of their earnings.

East River Development Alliance

12-11 40th Avenue
Long Island City, NY 11101
718/784-0877
www.erdalliance.org

ERDA provides soft skills job readiness training and one-on-one career counseling, as well as job placement and retention assistance for the unemployed and underemployed. We focus on creating long-term career ladders through an intensive case management approach. We have an on-site computer lab allows members of our program access to the internet, fax machines, and staff for on-site assistance with employment searches, job applications and cover letter/resume writing.

Our workshops can provide any job seeker with the tools and resources to land a job. We're located at 38-81 13th Street, Long Island City, NY. Call us at 718.784.0877 ext. 6.
General information sessions: Mondays at 10AM and Wednesdays at 2PM.

Exodus Transitional Community

2271 Third Avenue, 2nd Floor
New York, NY 10035
917.492.0990
www.etcny.org

Our employment services are specifically tailored to meet the needs of formerly incarcerated individuals whose criminal record can undermine their chances of obtaining employment. We help them with resume and cover letter development, interviewing skills, as well as help them develop effective job searching techniques. Our employment team is dedicated to helping them maintain employment and assists them every step of the way.

Friends of Island Academy

255 West 36th Street, 6th Floor

New York, NY 10018

Telephone: 212.760.0755

www.foiany.org

Friends provides services along five domains to promote positive youth development: health and well-being, education, employment, community engagement/participation, and arts and recreation. Youth advocacy staff support young people in preparing for the GED, reenrolling in high school, or applying for and enrolling into college or vocational trades. We coach job-interested youth members through building a resume, developing interview and soft skills, and securing and retaining employment. Through individual counseling and group workshops, we support healthy emotional development and overall well-being. We meet young people in their own neighborhood in order to connect with their lives, families and friends and to leverage relevant local services on their behalf.

**CMO Network**

1040 First Avenue, Suite 276, New York NY 10022

Telephone: 646.597.8411

www.cmo-network.org

At CMO Network, we focus not on prisoner re-entry, but on reintegration: that is, reintegration with family, the workforce, and the community. We empower our participants to overcome the many barriers in the road to successful reintegration by teaching them how to obtain employment, to become financially stable, to protect themselves legally, and to avoid the thinking and behavior that got them into trouble in the first place. CMO Network utilizes a holistic reintegration approach, providing group support meetings in anger management and substance abuse prevention; employment readiness; legal empowerment' money management and other services such as assistance with housing, education, benefits, and parole mediation. Contact: Damon Moore, Director of Programs & Community Outreach



Short Term Training and Job Placement Programs

Center for Employment Opportunities

32 Broadway
New York, NY 10004
212/422-4430
www.ceoworks.org

The Center for Employment Opportunities (CEO) is dedicated to providing immediate, effective and comprehensive employment services to men and women with recent criminal convictions in New York City. Our highly structured and tightly supervised programs help participants regain the skills and confidence needed for a successful transition to a stable, productive life. CEO provides one week of intensive classroom instruction; meetings with a job coach; paid transitional work at a CEO supervised work site; vocational assessment and job development; unsubsidized job placement; and job retention support.

The Fortune Society, Inc.

29-76 Northern Boulevard
New York, NY 11101
212/691-7554 x 294
www.fortunesociety.org

The Fortune Society believes in a world where all who are at-risk, incarcerated or formerly incarcerated can become positive, contributing members of society. Our work supports successful re-entry of formerly incarcerated men and women and promotes alternatives to incarceration, so strengthening the fabric of our communities. Our Career Development Workshop teaches formerly incarcerated men and women everything they need to know to participate in the job market and deals with the issues, attitudes and behaviors that can often get in the way of obtaining and maintaining successful employment. Our model uses a two week job readiness workshop, employment resource room, job development, and retention services.

Wildcat Service Corporation

2 Washington Street, 3rd Floor
New York, NY 10004
212.209.6000
www.wildcatnyc.org

Wildcat's mission is to provide comprehensive creative workforce development services to undereducated, unemployed, underemployed, low income residents of New York City to assure their self-sufficiency. Founded in 1972, Wildcat was the first workforce development program to provide formerly incarcerated individuals training and aid in finding and keeping employment. Twelve innovative youth

and adult programs train people for opportunities ranging from maintenance work to entry level “career ladder” positions with Wall Street firms and retail businesses. Wildcat makes a long-term commitment to its customers by providing ongoing retention services to help them keep their jobs. Spanish also spoken. Services include Job Readiness, Transitional Employment, Job Placement, Career Services, Youth Development.



Long Term Training and Job Placement Programs

Brooklyn Workforce Innovations

621 DeGraw Street
Brooklyn, NY 11217
718/237-2017 x 123
www.bwiny.org

BWI's mission is to empower low- and moderate-income people by helping them gain access to living-wage employment opportunities and career paths. Our model provides skills training, job readiness, job placement, asset development and financial literacy, career advancement services and case management support for unemployed or underemployed individuals.

Currently BWI helps poor New Yorkers start careers in commercial driving, telecommunications cable installation, TV and film production, and skilled woodworking. BWI also trains public housing residents for jobs at New York City Housing Authority (NYCHA) properties, and we also operate a job readiness and driver's license access program for women. BWI recently launched a physical and programmatic expansion at the Brooklyn Navy Yard as well.

The HOPE Program

1 Smith Street, 4th Floor
Brooklyn, NY 11201
718/852-9307
www.thehopeprogram.org

HOPE offers two programs: *HOPEworks* provides 12 weeks of classroom instruction for a wide range of careers. *GROCERYworks* is an 8-week training program for men and women interested in working in the growing food retail industry. Both programs meet 9am-5pm, Monday through Friday, just like a full-time job.

We offer GED preparation and test scheduling, as part of our classroom instruction, for students who need it. We also help students with criminal backgrounds prepare for interviews, review their RAP sheets, and identify job opportunities. All HOPE students complete 200 hours of unpaid internship to gain work experience, professional references, and new skills. Once students complete the program, they work with an Employment Specialist to find a job.

The Osborne Association

175 Remsen St., 8th Floor (Tues., Wed., and Thurs.)
Brooklyn, NY 11021
718/637-6565
www.osborneny.org

The Osborne Association's Workforce Development Department offers a comprehensive approach to employment that provides individuals with a full range of employment and training services, including job readiness, soft skills and hard skills training, and critical support services tailored to the unique needs of the criminal justice population. We provide training and placement services to hundreds of men and women each year who are reentering the community from incarceration and facing multiple barriers to employment that will help them attain economic self-sufficiency and a better quality of life.



The Stanley M. Isaacs Neighborhood Center

415 East 93rd Street
New York, NY 10128
212/360-7625
www.isaacscenter.org

Our nationally-awarded program uses a youth development approach that builds on a young person's strengths. The program is designed for out of school youth ages 17 - 24. YEP training encompasses intensive workshops, including computer and clerical work instruction, with two years of follow-up support services including job development and replacement assistance. Recently, we added an intensive computer skills training component to prepare young adults for today's competitive job market. They also provide a Legal Specialist, who works closely with individuals who are court-involved to reduce recidivism and clear up their RAP sheet with the help of our partner Youth Represent

Contact:

Christopher D. Bloodworth
Director, Youth Employment and Education
Phone#: (212) 360-7625 ext. 240
Email: cbloodworth@isaacscenter.org



STRIVE / East Harlem Employment Services, Inc.

240 E. 123rd Street, 3rd Floor
New York, NY 10035
646/335-0814
www.striveinternational.org

The key to STRIVE's success has been CORE – an attitudinal (soft skills) and job readiness training model that facilitates personal transformation, taps into the power of self-affirmation, changes lives – and connects our clients to the world-of-work.

New York currently offers skills training in green construction, light maintenance, office operations, and medical information technology. Participants must first complete four weeks of Attitudinal and Job Readiness training to be eligible for any of these training programs. All skills training clients also receive case management, job placement, and two years of follow-up assistance.

Exodus Transitional Community

2271 Third Avenue, 2nd Floor
New York, NY 10035
917.492.0990
www.etcny.org

The Exodus IMPACT (Immersing Motivated Participants in Academic & Career Training) Initiative is an innovative program designed to advance the goals of career planning, training and the attainment of unique career opportunities for Exodus Transitional Community Inc.'s participants, staff and extended community. It supplements the Exodus Contract and our employment placement services with an intense, full time program featuring a series of workshops, lectures, hands on training and group exercises that are designed to help participants identify career goals and devise a blueprint for achieving them.

The initiative extends beyond the interview and resume preparation services afforded to all Exodus participants and offers individualized counseling, skills assessment and career development. It will seek the guidance and support of specialists in chosen fields through meaningful partnerships with potential employers. Participants complete the program with placement in a full-time paid internship which will enhance his/her resume with on-the-job experience.

Getting Out and Staying Out (GOSO)

91 East 116th Street
New York, NY 10029
212.831.5020
www.gosonyc.org

GOSO provides post-release transitional services at our office in East Harlem. Over the years we have built our reentry model around the three most essential needs of our participants: education, employment, and social service support. Our office is open Monday through Friday from 9 a.m. to 6 p.m.

GOSO has designed a curriculum that we call the GOSO GPS to Success. Every participant meets one-on-one with Career Counselors and social workers, and attends GOSO seminars and workshops. During office hours participants have unlimited access to computers, phones and fax machines that enable them to research and apply for jobs and educational programs. Mandated GOSO workshops help participants acquire the skills to survive in school, work, and life in general. The first stops on the roadmap are Office Intake, followed by an Orientation Workshop that introduces participants to the rules, policies, and expectations of the program, and describes both the core mandated workshops and elective seminars. The seminars include topics in life skills, job readiness, health educations, social skills, and advanced life skills curriculum. Other services for participants include educations, GED, internships, mentoring, social services, supportive counseling, financial advice, and tax services.

Karma Builders

22 West 85th Street
New York, NY 10024
347.267.2522
www.karmabuilders.org

Social enterprise designed to break the cycle of unemployment and reincarceration. During our 6 month program we hire, pay and train men and women to provide woodworking and assembly services for furniture makers and other local sustainable companies. Holistic approach that cultivates a positive long-term shift in mental attitude, building confidence, dignity and the important skill set needed to get and retain gainful employment

GED/Diploma, Training, and Job Placement Programs

The Door

121 Avenue of the Americas
New York, NY 11106
212/941-9090
www.door.org

The Door is a city-wide multi-service youth development agency providing a full range of integrated services at a single site, free of charge to any adolescent between the ages of 12 and 21.

Infused GED: Classes are Monday through Friday from 9:00 a.m. – 4:00 p.m. where you learn the skills you need to pass the GED test. You will also choose some of your own “Foundations” classes where you can build skills for life and leadership while exploring your career and personal interests. Infused GED students can apply for in-house, paid internships, and receive other stipends and incentives.

CITE (College, Internships, Training and Employment): For those who have a GED already or immediately need for a job. Coaches will help you get a job or internship, or enroll in college or a vocational program. They will also help you develop an action plan for lasting success, and provide continuous support for one year after you start your first job or enroll in college.

Fedcap Rehabilitation Services Inc

211 West 14th Street
New York, NY 10011
212/727-4200
www.Fedcap.org

Since 1936, The Way to Work has empowered thousands of New Yorkers ages 17-24 with the tools to achieve their highest potential. The Way to Work's services achieves lasting impact through a comprehensive, individualized approach to building skills. Staff provides curriculum career training, GED preparation, professional and personal counseling, job placement and retention services.

The Way to Work curriculum includes mastery of skills needed for specific jobs and is industry-certified by trade groups such as the National Health Career Association and the New York State Department of Corrections. Programs also cover soft skills such as workplace communication, conflict resolution, customer service, resume-writing and interviewing, as well as computer literacy and document imaging. Training for 15 weeks and job-placement activities for an additional three weeks are full-time, Monday through Friday.

Our specific focus areas include youth who have spent time in foster care or are “transitioning out” of other child-welfare and juvenile justice systems; those with physical, developmental or learning disabilities, and any young person “disconnected” from the support they need to move into a successful and self-sufficient adulthood.

Center for Economic and Workforce Development

2001 Oriental Boulevard

Brooklyn, NY 11235

718/368-5143

www.kingsborough.edu

Project Rise is a GED preparation program, enhanced with a comprehensive college and career readiness component. The year-long program offers up to twelve months of full time GED classes (Monday through Thursday from 9am-2pm), 18 weeks of paid internship, job readiness training, credit bearing academic courses linked to KCC's Tourism and Hospitality department, and employment placement assistance. Participants receive supportive counseling and guidance for a full twelve months.



The DOME Project

486 Amsterdam Avenue

New York, NY 10024

212.724.1780

www.domeproject.org

The DOME is an acronym for Developing Opportunities through Meaningful Education. The mission of The DOME Project is to assist young people who are economically, socially, and academically challenged to focus on their education as a means to success. Our overall goal is to provide youngsters with alternatives to the negative pressures they face every day in their communities and to help them develop a healthy, positive sense of themselves as individuals who can thrive in society.

The Juvenile Justice Program, an extraordinarily successful and cost-effective effort that provides young people with counseling, court advocacy, job preparation and guidance toward educational and vocational opportunities to both prevent at-risk youth from involvement with criminal activity and keep young offenders from repeat deviant behavior. The Academic Tutoring Program continues to serve our traditional population of disadvantaged youth with distinct educational needs by pairing youths with a volunteer tutor for supervised subject specific academic sessions. Program participants receive highly individualized educational support from their volunteer tutor often more rigorous and challenging than the work the student receives in school. The College Prep Program successfully assists many students in gaining entry to colleges and prep schools through intensive academic support services.



Borough Specific Programs

The Door

121 Avenue of the Americas
New York, NY 11106
212/941-9090
www.door.org

The Door is a city-wide multi-service youth development agency providing a full range of integrated services at a single site, free of charge to any adolescent between the ages of 12 and 21.

EPOCH Program: Young adult job training program at The Door: Must be 16-24, not working, not in school, and live in one of the following neighborhoods: Washington Heights, East Harlem, West Harlem, or Lower Manhattan.

We are currently seeking committed young adults who are ready to dedicate a minimum of a year of their lives to this program. As a participant, you will be able to work 25 hours a week making \$7.25 an hour. We offer an array of opportunities that include placements in the nonprofit and corporate setting. Internships include child/daycare, retail, administrative, personal care, hospitality services and more! Post internship, we will provide you with assistance in getting a HS/GED Diploma, enroll in college and/or obtain a part-time of full-time job.

Opportunities for a Better Tomorrow

783 4th Avenue
Brooklyn, NY 11232
718/369-0303
www.obtjobs.org

The mission of Opportunities for a Better Tomorrow is to help disadvantaged youth and adults recognize their own self-worth, and advance towards self-sufficiency and financial security through job training, academic reinforcement, improved life skills, job placement, and support services. OBT approaches all of its programmatic endeavors with the three principles in mind: confidence, discipline, and professionalism. Sometimes OBT's philosophy is referred to as "tough love." While our high standards and emphasis on professionalism represent the "tough" side of the equation, the "love" is demonstrated each day through a supportive staff that devotes their time and energy, in a caring and empathetic way, to helping people succeed.

Youth Employment Services: Must be 17-24, not in school, not working, and a resident of Bedford Stuyvesant, Bushwick, Green Point, East New York, and Williamsburg. We'll provide you with training to enhance your customer service, business etiquette, interview, financial literacy and computers skills. The first two weeks is an unpaid trial period during which time the staff will assess your seriousness and commitment to the program. If accepted, you'll get paid \$7.25 an hour working 25 hours per week. Apply for the internship program, increase your work experience and make \$2500 in 14 weeks!

For more information and to register, visit our Bushwick site – 25 Thornton Street (Between Broadway and Throop) or call us at 1-866-O-KNOCKS (1-866-656-6257).

Temporary Employment

Goodwill Industries of Greater New York & Northern New Jersey

111 East 59th Street, 10th Floor

New York, NY 10022

(212) 986-9566

www.goodwillny.org

Goodwill Industries of Greater New York and Northern New Jersey established [GoodTemps\(www.goodtemps.org\)](http://www.goodtemps.org), its temporary staffing division, in 1996 to provide short- and long-term job workforce solutions to companies in the metropolitan area. Each week, GoodTemps sends more than 900 people to work with leading companies in the five boroughs of New York City, Long Island, Westchester, and Northern New Jersey.

Hurricane Sandy Opportunities

Temporary Employment Opportunities

Governor Cuomo announced that New York State has received \$27,792,296 in federal Disaster National Emergency Grant (NEG) funds. The grant will be used to hire workers to help clean up communities affected by Hurricane Sandy in Bronx, Kings, New York, Richmond, Queens, Nassau, Suffolk, Rockland and Westchester counties.

Workers who lost their jobs as a direct result of Hurricane Sandy or workers who were unemployed prior to the storm are eligible to apply. Employment funded by this grant is temporary. Job seekers interested in this program should fill out and submit the (<https://www.labor.ny.gov/secure/neg/2012-hurricane-sandy-form.asp>) (En Español <https://www.labor.ny.gov/secure/neg/2012-hurricane-sandy-form-spanish.asp>) The New York State Department of Labor will work with local officials to recruit and hire workers.

Fatherhood Programs

The Osborne Association

175 Remsen St., 8th Floor (Tues., Wed., and Thurs.)
Brooklyn, NY 11021
718/637-6565
www.osborneny.org

Returning home from prison or jail can present numerous challenges for fathers. We are here to support fathers as they work to deepen connections to their children, partners, and/or their children's caregivers. Specific support services for the Fatherhood Initiative include: counseling, mediation/conflict resolution, parenting skills, visitation, child support, mentoring, GED/ESOL classes, employment counseling, and college preparation.

Bronx:

Ya'el Williams
809 Westchester Ave.
718.707.2600 x 2713/2706

Brooklyn:

Ya'el Williams
175 Remsen Street, 6th Floor
718.637.6560

STRIVE / East Harlem Employment Services, Inc.

240 E. 123rd Street, 3rd Floor
New York, NY 10035
646/335-0814
www.striveinternational.org

STRIVE is now offering Computer Basics 101 and Advanced Job Search assistance to help our fathers on their way to economic success. So, if you are ready to learn how to improve your computers skills, then this is the opportunity for you to.

The workshop is offered Mondays and Wednesdays from 5-7pm in the Computer Lab at STRIVE. Call Nicole Kelley, Fatherhood Program Coordinator at 646-335-0835 to enroll.

Exodus Transitional Community

2271 Third Avenue, 2nd Floor
New York, NY 10035
917.492.0990
www.etcny.org

For a non-custodial father who has been recently released from incarceration, issues of parenting can seem overwhelming. The non-custodial parent often experiences feelings of guilt and powerlessness. Developing, repairing and/or strengthening family relationships after a sustained absence is extremely challenging.

The Exodus Fatherhood Initiative helps our participants meet these challenges through the Urban Dads Involved Program. This weekly, 12-session series of trainings and exercises helps participants strengthen

family ties, improve the quality of children's' lives and begin to develop a positive, non-competitive relationship with the custodial parent.

Our program utilizes guest speakers trained in the area of custodial rights and child support. Participants are taught to weigh various alternatives and consider asking for guidance before choosing a certain course of conduct. This allows them to develop a thought-out approach to parenting, and helps them increase their level of confidence in their own parenting skills.



State and City Services

Workforce 1 Career Centers offer help in determining your skills and connecting to employers who have job openings. They offer career counseling, resume and cover letter assistance and job placement services. There are 2 specialized centers for those interested in Healthcare or Industrial & Transportation. Each week WF1 hosts “Recruitment Events” where you can meet employers who are looking to fill positions. Referrals to GED, adult basic education, and ESOL classes are provided. Job training vouchers are also available. For more information, call 311 and ask for “Workforce 1,” go to the website <http://www.nyc.gov/html/sbs/wf1/html/home/home.shtml> or contact the Center in your borough listed below:

Brooklyn Central Library Workforce1 Career Center *(by appointment only)*

10 Grand Army Plaza, 2nd Floor
Brooklyn, NY 11238-5619

Telephone: (347) 765-2250

Email: Workforce1centralbklyn@grantassociatesinc.com

Hours: Monday – Thursday 9:00 AM - 5:00 PM, Friday 10:00 AM - 6:00 PM

Upper Manhattan Workforce1 Career Center

215 West 125th Street, 6th Floor
New York, NY 10027

Between 7th and 8th Avenues (also known as Clayton Powell Jr. Blvd & Frederick Douglass Blvd.)

Telephone: (917) 493-7054

Email: umworkforce1@edsolutions.com

Hours: Monday - Friday: 8:30 AM - 5:00 PM

Brooklyn Workforce1 Career Center

9 Bond Street, 5th Floor
Brooklyn, NY 11201
Between Livingston and Fulton Streets

Telephone: (718) 246-5219

Email: Workforce1Brooklyn@grantassociatesinc.com

Hours: Monday - Friday: 9:00 AM - 5:00 PM

John Street Workforce1 Career Center

(by appointment only)
79 John Street, 2nd Floor
New York, NY 10038

Between William and Gold Streets

Telephone: (212) 618-8871

Email: Workforce1JohnSt@edsolutions.com

Hours: Monday – Friday 9:00 AM - 5:00 PM

Long Island City Workforce1 Career Center *(by appointment only)*

38-81 13th Street
Long Island City, NY 11101

Telephone: (718) 784-0877

Email: Workforce1LIC@erdalliance.org

Hours: Monday - Friday: 9:00 AM - 5:00 PM

Madison Avenue Workforce1 Career Center *(by appointment only)*

60 Madison Avenue, Suite 704
New York, NY 10010

Between East 26th and East 27th Streets

Telephone: (646) 358-4747

Email: workforce1madisonave@grantassociatesinc.com

Hours: Monday – Friday 9:00 AM - 5:00 PM

Sunset Park Library Workforce1 Career Center *(by appointment only)*

5108 4th Avenue, Lower Level
Brooklyn, NY 11220-1899
Between 51st and 52nd Streets

Telephone: (347) 296-8063

Email: Workforce1sunsetpark@grantassociatesinc.com

Hours: Monday – Wednesday 10:00 AM - 6:00 PM, Thursday 1:00 PM - 6:00 PM, Friday 10:00 AM - 6:00 PM

Queens Workforce1 Career Center

168-25 Jamaica Avenue, 2nd Floor
Jamaica, NY 11432

Between 168th and 169th Streets

Telephone: (718) 557- 6755

Email: Workforce1Queens@grantassociatesinc.com

Hours: Monday - Friday: 9:00 AM - 5:00 PM

Flushing Library Workforce1 Career Center

(by appointment only)

41-17 Main Street, 3rd Floor

Flushing, NY 11355

Telephone: (718) 412-0926

Email: Workforce1flushinglibrary@grantassociatesinc.com

Hours: Monday, Wednesday, Thursday, Friday:

9:00 AM - 5:00 PM. Tuesday: 1:00 PM - 5:00

PM

Workforce1 Healthcare Career Center

30-20 Thomson Avenue, Room B-A22

Long Island City, NY 11101

Between 30th Street and 30th Place

Telephone: 718-730-7500

Email: HealthcareCareers@lagcc.cuny.edu

Hours: Monday-Friday: 9:00 AM - 5:00 PM

**Workforce1 Industrial & Transportation
Career Center**

168-46 91st Ave., 2nd Floor

Jamaica, NY 11432

Between 168th and 169th Streets

Telephone: (718) 577-2194

Email: industrialandtransportation@grantassociatesinc.com

Hours: Monday – Friday: 8:30 AM - 5:00 PM

Workforce1 Veterans Career Center

60 Madison Avenue, Suite 703

New York, NY 10010

Between East 26th and East 27th Streets

Telephone: (212) 684-4901

Email: veteranscareercenter@madisonstrategies.org

Hours: Monday – Friday: 9:00 AM - 5:00 PM



NY Youth Works

<http://labor.ny.gov/careerservices/youth-tax-credit.shtm>

<http://labor.ny.gov/formsdocs/factsheets/pdfs/P429.pdf>

This program can help you get a job! Plus, you may earn up to \$900 to cover your expenses if you get training from an authorized NY Youth Works provider. Getting certified for the program is a snap; see below for details. First, all you have to do is get certified by the NYS Department of Labor. That's easy; just fill out the application by clicking the link below. Don't wait - we must receive your application by December 31, 2012.

ACCES-VR (Office of Adult Career and Continuing Education Services)

The Office of Adult Career and Continuing Education Services (ACCES) is comprised of three primary areas: Vocational Rehabilitation (including Independent Living Administration), Adult Education (including GED® Testing), and Bureau of Proprietary School Supervision.

Brooklyn District Office

55 Hanson Place
Brooklyn, NY 11217

General Information Phone: **718-722-6700**

Fax: 718-722-6714

TTY: 718-722-6736

<http://www.acces.nysed.gov/vr/brooklyn/home.html>

Harlem Satellite Office

7th Floor - Room 713
163 West 125th Street
Adam Clayton Powell Jr. State Office Building
New York, NY 10027

General Information Phone: **212-961-4420**

Fax: (212) 961-4423

<http://www.acces.nysed.gov/vr/manhattan/contact.htm#Harlem>

Queens District Office

1 Lefrak City Plaza
20th floor
59-17 Junction Boulevard
Corona, New York 11368

General Information Phone: **347-510-3100**

Fax: 718-760-9554

TTY: 718-760-8835

Video Phone: 866-679-8304

<http://www.acces.nysed.gov/vr/queens/contact.htm>

Job Corp

<http://www.jobcorps.gov/home.aspx>

http://www.jobcorps.gov/Libraries/pdf/eligibility_factsheet.sflb

Upon joining Job Corps, each student works with staff to develop an individualized Personal Career Development Plan (PCDP) to stay on track for success. Students receive hands-on training in more than 100 career areas in fields such as construction, business and finance, health care, and information technology. They can also participate in on-the-job training at real work sites through work-based learning opportunities. In the academic classroom, students have the opportunity to earn a high school diploma or GED, and learn employability and independent living skills. While enrolled in the program, students receive housing, meals, basic medical care, and biweekly living allowances. Job Corps also has a strict Zero Tolerance Policy for drugs and violence. Since Job Corps is a self-paced program, and lengths of stay vary, students may remain enrolled for up to 2 years. Young people enter the Job Corps program voluntarily and must be at least 16 and not yet 25 years of age at time of enrollment.*

Brooklyn Job Corps Center

585 DeKalb Avenue

Brooklyn, NY 11205

Tel: (718) 623-4000

Fax: (718) 623-9626

<http://brooklyn.jobcorps.gov>

In addition to academic training, Brooklyn Job Corps provides career technical training in the following vocational trades: Computer Technician A+, CompTIA Network+, Culinary Arts, Homeland Security, Medical Assistant, Medical Office Support.

South Bronx Job Corps Center

1771 Andrews Avenue

Bronx, NY 10453-6803

Tel: (718) 731-7700

Fax: (718) 731-3543

<http://southbronx.jobcorps.gov>

In addition to academic training, South Bronx Job Corps provides career technical training in several vocational trades: Accounting, Certified Nursing Assistant, Clinical Medical Assistant, Computer Service Technician, Culinary Arts, Facilities Maintenance, Office Administration, Pharmacy Technician, Security and Protective Services.



Online resources

Information on Occupations

Bureau of Labor Statistics – Occupational Outlook Handbook www.bls.gov/oco

Training requirements, earnings, job outlook, working conditions for hundreds of jobs. This is a good tool to use for realistic goals, salaries, work conditions, etc.. You can browse the different categories on the right and see what education level is necessary, work environment/what they do, salary, job outlook (is the field growing or not), how people enter that line of work, and similar occupations.

Free Sample GED Tests

<http://www.4tests.com/exams/examdetail.asp?eid=38>

<http://www.testpreppractice.net/GED/Free-Online-GED-Practice-Tests.aspx>

<http://www.test-guide.com/free-ged-practice-tests.html>

http://www.eduers.com/GED/GED_Practice_Test.htm