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New Haven 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 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>The American Job Center 560 Ella T. Grasso Blvd., Bldg. 3 New Haven, CT Phone: 203.624.1493 Website: https://www.ctdol.state.ct.us/ajc/FactSheets.htm</p> <p>Eligibility: Open to all individuals of working age with proof work eligibility</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>APT Foundation One Long Wharf Drive New Haven, CT 06511 Phone: 203.781.4600 Website: https://aptfoundation.org/</p> <p>Eligibility: Must currently be enrolled in a substance abuse program in the greater New Haven area</p>	<ul style="list-style-type: none"> • Vocational counseling and evaluation to assess skill and needs
<p>Columbus House 586 Ella Grasso Blvd, New Haven, CT 06519 Phone: 203.441.4400</p> <p>Eligibility: Must be able to provide disability verification Must be chronically or currently homeless</p>	<ul style="list-style-type: none"> • Resume writing • Computer literacy training • Soft skill training • Job search assistance
<p>Junta for Progressive Action 169 Grand Ave New Haven, CT Phone: 203.787.0191</p>	<ul style="list-style-type: none"> • Employment preparation workshops & counseling services
<p>Hamden American Job Center 37 Marne St Hamden, CT 06514 Phone: 203.859.3200 Website: https://www.ctdol.state.ct.us/ContactInfo/CTWorks/HMDN_Info.htm</p> <p>Eligibility: Open to All</p>	<ul style="list-style-type: none"> • Certification • Case management • Job search assistance & workshops • Computer access • Interview prep • Resume Building assistance

<p>Liberty Community Services 129 Church St. #202 New Haven, CT 06511 Contact: Sylvia Moscariello Phone: 203.495.7600</p> <p>Eligibility: Liberty Clients by referral only</p>	<ul style="list-style-type: none"> • Employment blog • Job search assistance
<p>Hamden American Job Center 37 Marne St Hamden, CT 06514 Phone: 203.859.3200</p> <p>Eligibility: Open to All</p>	<ul style="list-style-type: none"> • Certification • Case management • Job search assistance & workshops • Computer access • Interview prep • Resume Building assistance

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.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.