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

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**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).

<table>
<thead>
<tr>
<th>Program/Eligibility</th>
<th>Services Offered</th>
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| **Hartford American Job Center**              | • Pre-employment/ Workforce Assistance & Ongoing Assistance  
  3580 Main Street  
  Hartford, CT 06120  
  Phone: 860.246.3700  
  Website: http://www.ctdol.state.ct.us/ContactInfo/CTWorks/HTFD_Info.htm                                                                 |
| **Eligibility:** Open to All                  |                                                                                                                                                 |
| **Free To Succeed**                           | • Programs for former Offenders Transitioning Back to the Workforce  
  Contact: Mary Hennessey, Retention Specialist  
  Phone: 860.656.2595 or mhennessey.ctwbs@ct.gov                                                                                       |
| **Eligibility:** Former Offenders             | • Pre-employment Assistance  
  • Resume Writing & Cover Letter Workshop  
  • Mock Interviewing Workshop  
  • The Professional Men Suiting Initiative  
  • Career Goal Workshops  
  • Post-Employment Assistance                                                                                                               |
| **Urban League of Greater Hartford**          | • Pre-employment Assistance  
  104 Woodland Street  
  Hartford, CT 06105  
  Contact: Yvonne Matthews, Job Developer/Job Counselor  
  Phone: 860.527.0147 ext. 284 or ymatthews@ulgh.org  
  Website: http://www.ulgh.org/                                                                                                             |
| **Eligibility:** Open to All                  | • Professional Attire  
  • Network Support                                                                                                                            |
| **Dress for Success**                         | • Pre-employment Assistance  
  280 Trumbull St  
  Hartford, CT 06103  
  Phone: 860.525.5015                                                                                                                        |
| **Eligibility:** Open to Women                | • Professional Attire  
  • Network Support                                                                                                                            |
| **Community Support Program/Recovery Pathways** | • Pre-employment Assistance  
  (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/                                                                                                  |
| **Eligibility:** Clients with an Axis I or II diagnosis | • 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 |
### Bureau of Rehabilitation Services
25 Sigourney St # 11  
Hartford, CT 06106  
Phone: 860.424.4844 or ct.gov/brs

**Eligibility:** Clients diagnosed with a disability and currently seeing a doctor for mental health services

- 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

### Board of Pardons & Parole
55 West Main Street,  
Waterbury, CT 06702  
Contact: 203-805-6605 or ct.gov/bop

**Eligibility:** Former Offenders

- Employment blog
- Job search assistance

### 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

**Eligibility:** Clients with an Axis I or II diagnosis

- 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/  
hhttp://whoami.typefocus.com/  
tps://www.onetonline.org/  

**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.