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).

<table>
<thead>
<tr>
<th>Program/Eligibility</th>
<th>Services Offered</th>
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<tbody>
<tr>
<td><strong>The American Job Center</strong>&lt;br&gt;560 Ella T. Grasso Blvd., Bldg. 3 New Haven, CT&lt;br&gt;Phone: 203.624.1493&lt;br&gt;Website: <a href="https://www.ctdol.state.ct.us/ajc/FactSheets.htm">https://www.ctdol.state.ct.us/ajc/FactSheets.htm</a></td>
<td>• Pre-employment/ Workforce assistance &amp; ongoing assistance&lt;br&gt;• Veteran assistance&lt;br&gt;• Employer recruitments&lt;br&gt;• Job search assistance&lt;br&gt;• Career counseling&lt;br&gt;• Specialized workshops&lt;br&gt;• Apprenticeship information&lt;br&gt;• Assessment testing&lt;br&gt;• Referral to supportive services</td>
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<tr>
<td><strong>Eligibility:</strong> Open to all individuals of working age with proof work eligibility</td>
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<td><strong>APT Foundation</strong>&lt;br&gt;One Long Wharf Drive&lt;br&gt;New Haven, CT 06511&lt;br&gt;Phone: 203.781.4600&lt;br&gt;Website: <a href="https://aptfoundation.org/">https://aptfoundation.org/</a></td>
<td>• Vocational counseling and evaluation to assess skill and needs</td>
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<td><strong>Eligibility:</strong> Must currently be enrolled in a substance abuse program in the greater New Haven area</td>
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<td><strong>Columbus House</strong>&lt;br&gt;586 Ella Grasso Blvd, New Haven, CT 06519&lt;br&gt;Phone: 203.441.4400</td>
<td>• Resume writing&lt;br&gt;• Computer literacy training&lt;br&gt;• Soft skill training&lt;br&gt;• Job search assistance</td>
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<td><strong>Eligibility:</strong> Must be able to provide disability verification&lt;br&gt;Must be chronically or currently homeless</td>
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<td><strong>Junta for Progressive Action</strong>&lt;br&gt;169 Grand Ave&lt;br&gt;New Haven, CT&lt;br&gt;Phone: 203.787.0191</td>
<td>• Employment preparation workshops &amp; counseling services</td>
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<tr>
<td><strong>Hamden American Job Center</strong>&lt;br&gt;37 Marne St&lt;br&gt;Hamden, CT 06514&lt;br&gt;Phone: 203.859.3200&lt;br&gt;Website: <a href="https://www.ctdol.state.ct.us/ContactInfo/CTWorks/HMDN_Info.htm">https://www.ctdol.state.ct.us/ContactInfo/CTWorks/HMDN_Info.htm</a></td>
<td>• Certification&lt;br&gt;• Case management&lt;br&gt;• Job search assistance &amp; workshops&lt;br&gt;• Computer access&lt;br&gt;• Interview prep&lt;br&gt;• Resume Building assistance</td>
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<td><strong>Eligibility:</strong> Open to All</td>
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| **Liberty Community Services** | • Employment blog  
• Job search assistance |
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<tr>
<td>129 Church St. #202</td>
<td>Contact: Sylvia Moscariello</td>
</tr>
<tr>
<td>New Haven, CT 06511</td>
<td>Phone: 203.495.7600</td>
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<td>Eligibility: Liberty Clients by referral only</td>
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### Additional Resources

**General Info**
- [https://www.ctdol.state.ct.us/](https://www.ctdol.state.ct.us/)
- [https://www.eeoc.gov/eeoc/publications/hiv_individual.cfm](https://www.eeoc.gov/eeoc/publications/hiv_individual.cfm)
- [https://choosework.ssa.gov/index.html](https://choosework.ssa.gov/index.html)

**Assessment**
- [http://www.personalitytype.com/](http://www.personalitytype.com/)
- [http://whoami.typefocus.com/](http://whoami.typefocus.com/)
- [https://www.onetonline.org/](https://www.onetonline.org/)

**Education & Training**
- [https://elearning.connect-ability.com/](https://elearning.connect-ability.com/)
- [http://www1.ctdol.state.ct.us/etc/index.asp](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.