

NAVIGATING THE JOB MARKET:

*A Resource Guide
for Bronx Residents
Looking for Work*



2012-2013 Edition
University Neighborhood Housing Program

Navigating the Job Market:

A Resource Guide for Bronx Residents Looking for Work

OVERVIEW:

In today's rough economic state and with high unemployment rates, seeking employment may feel like a job in itself. Often times, when unsuccessful, negative emotions can surface leaving the job seeker feeling unmotivated and powerless. University Neighborhood Housing Program (UNHP) recognizes this fact and has taken the initiative to help Bronxites alleviate some of the stress that may arise while searching for work.

HOW TO USE THIS GUIDE:

This guide is intended to help people looking for work find job placement and training programs available in the Bronx and surrounding areas. Included in this resource guide are programs, many of which are free of charge, to help job seekers gain skills for the workplace and find work. The list is not comprehensive, but it will give those looking for work a starting point. Once you find programs that are right for you,

use the information provided to contact the organization directly. Many programs have specific requirements, and those are listed along with the organization.

TIPS ON GETTING STARTED:

Assess where you are in your job search

Preparing yourself for the job market can be complicated. It is useful to first understand where you are in your job search and what type of program you think you need. If you would like to improve basic skills such as reading, writing, math, computers, or communicating in English, then adult education programs might be a good place for you to look.

If you feel confident in these skills, and would like to learn how to do a specific type of work, job training and placement programs are most appropriate for you. If you have work experience already and are looking for a new career, you should check job listings and per-

“The results you achieve will be in direct proportion to the effort you apply.”

– *Dennis Waitley*

haps enlist the help of the resume building programs. Additionally, there are programs for entrepreneurs interested in starting or expanding a small business. These programs offer advice, support, and occasionally access to funds to help you get started.

Prepare for interviews

It is important to look presentable and to show up on time for your appointment anytime you meet with a potential employer. If you need assistance getting clothes for your interview, please contact *LIFT the Bronx* at (718) 733-3897. Women can also contact *Dress for Success* at (718) 866-0666.



Stay positive

In order to enroll in these programs and gain employment, you must be organized, persistent, and optimistic. It may be useful to set goals for yourself each day and make a timeline of when you want to accomplish certain tasks. For example, you might want to start by looking through this guide and making a list of the organizations you want to contact.

Next, contact those groups and set up meetings with those that interest you. After gathering more information and deciding what is right for you, enroll in a program or consult with a job placement organization to help you find the right job.

Remember to remain positive even if an opportunity has not presented itself during your active search. Keep options open and take a chance in seasonal and temporary work when available.

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University Neighborhood Housing Program is a nonprofit community-based organization working in the Northwest Bronx since 1983.

Suggestions for additional programs and resources to include in this guide can be sent to mail@unhp.org

Adult Education Programs

One of the best ways to make yourself a competitive candidate in the job market is to increase your level of education. The following programs are designed to help people who need to improve their English language skills, earn their GED, or receive other educational services. Please contact these organizations by phone to schedule an appointment or visit their website for more information.

Bronx Adult Learning Center

3450 East Tremont Ave, Room 323, Bronx, NY 10465

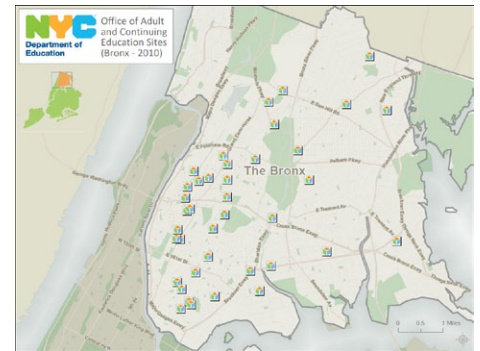
(718) 863-4057

<http://schools.nyc.gov/ChoicesEnrollment/AdultEd/default.htm>

Classes are offered at over 45 locations throughout the Bronx. Call for the location nearest you and to register for the next round of classes.

Programs:

The Bronx Adult Learning Center offers courses to adults ages 21 and over in Basic Education, GED, Spanish GED, ESL, Computer Literacy, Career and Technical Education. Classes offer flexible schedules and are free of charge. Registration is ongoing. Classes run from September to January and February to June.



Bronx Educational Opportunity Center (Part of State University of New York)

1666 Bathgate Avenue, Bronx, NY 10457

(718) 530-7008 or (718) 530-7039

www.bronxeoc.org

The best way to contact BEOC is to stop by their location on Bathgate Ave.

Programs:

College preparatory programs are offered free of charge in Adult Basic Education, Pre-GED, and ESL. Participants must be a NY state resident for at least one year and meet the income requirements. BEOC also offers job training – see page 9 for more information.



“One important key to success is self-confidence.
An important key to self-confidence is preparation.”
– *Arthur Ashe*



Community Partners Commission Association (CPCA) at Moor House

283 St. Ann's Avenue, Bronx, NY 10454
(646) 340-9209

www.communitypartners-now.com

*The best way to enroll is to visit the center and sign up
for the next available class.*

Programs:

The mission of CPCA is to provide quality affordable housing and access to life enhancing social resources. CPCA provides education and employment for the elderly, low-income families, the homeless, and those at risk of homelessness. CPCA offers GED and adult literacy courses free of charge for people 21 years of age and up.



Grace Outreach Bronx

378 East 151st Street, Fifth floor, Bronx, NY 10455
(718) 328-0580

<http://www.graceoutreachbronx.org/>

Call to schedule an appointment for a placement test.

Programs:

Grace Outreach (GO) offers high quality GED preparation, as well as comprehensive college, training, and employment assistance all free of charge for women in the South Bronx. GO graduates are referred to colleges or job training programs. Additionally, GED graduates can receive one-on-one career coaching from Grace Outreach.

Highbridge Community Life Center

979 Ogden Avenue, Bronx, NY 10452

(718) 681-2222

www.highbridgelife.org

Call for more information or to register.



Programs:

The Adult Basic Education (ABE) Program at Highbridge offers reading, writing, and math instruction, GED preparation, citizenship preparation, and English as a Second Language (ESL). Highbridge also offers job training and placement programs (see page 13). All services are free of charge.

Hostos Community College

Continuing Education & Workforce Development Dept

500 Grand Concourse, Room B-208, Bronx, NY 10451

(718) 518-6723

<http://www.hostos.cuny.edu/contedu/>

Please call for more information.



Programs:

The Adult Learning Center at HOSTOS is a free, grant-funded program designed for people seeking to improve their reading, writing, and math abilities and/or prepare for post-secondary educational opportunities. The ABE Program offers classes in reading, math, reading in Spanish, English as a Second Language, and pre-GED/GED. The pre-GED classes are taught at a level below that of the GED, and all participants can prepare for the GED program.



Kingsborough Community College

Project Rise! Center for Economic & Workforce Development

2001 Oriental Boulevard

Brooklyn, NY 11235

(718) 368-6600

<http://kingsboroughcyap.ning.com/>

Programs:

Project Rise! at Kingsborough Community College, housed within the Center for Economic and Workforce Development Department, provides food service training/certificates and the opportunity to gain 12 college credits. The program is open to young adults from the ages of 18-24 years old, living in the five boroughs, who are interested in obtaining their GED. Additionally, this free training comes complete with a paid internship, job skills training, workshops, life skills development, and so much more!



NYC Department of Consumer Affairs

Office of Financial Empowerment

Phipps Opportunity Center

3125 Third Avenue (at 159th St.), Bronx, NY 10451

(718) 620-1900

<http://www.nyc.gov/html/ofe/html/find/find.shtml>

Programs:

At the Phipps Opportunity Center, the OFE offers free GED, ESL, and financial classes to help improve your credit score. There are more locations in the Bronx and throughout NYC.

Resume Building

Your resume is often the first, if not the only, chance you have to make an impression on a potential employer. The agencies listed here can help you create a resume that will showcase your skills. All of the programs listed are free of charge.

Bronx Library Center

310 East Kingsbridge Road (at Briggs Avenue), Bronx, NY 10458

(718) 579-4244

www.nypl.org/locations/bronx-library-center

Call or stop by to find out more.

Programs:

One-on-one counseling is available for resume assistance and career planning for job seekers 18 years of age and up.



LIFT – The Bronx

2381 Belmont Avenue, Bronx, NY 10458

(718) 733-3897

www.liftcommunities.org/new-york

Call or stop by for an appointment.

Programs:

LIFT offers resume help and provides referrals to training programs and open positions. Consultations are one-on-one. LIFT also helps clients access public assistance.





NY Urban League Employment Services

1530 East 222 Street, Bronx, NY 10469
(718) 944-3734

www.nyul.org/pages/EMPLOYMENT_-_Workshops

Check the website for the upcoming workshop schedule.

Programs:

Through the career readiness workshops, NYUL equips job seekers with the tools to succeed in their job search. Topics include resume basics, effective job search, interview basics, financial literacy and employment, as well as basic training in Microsoft Office.



Dress for Success - Bronx Branch (For Women Only)

839 East 149th Street Bronx, NY 10455
(718) 866-0666

www.dressforsuccess.org

Programs:

Dress for Success Career Centers promote confidence and professionalism by providing clients with career guidance, technology skills, and support in their job searches. Some of the services and resources offered include a computer lab with cutting-edge job placement software, job search assistance, resume and cover-letter-writing lessons, interview preparation and mock interviews.

Job Training & Placement Programs

The following programs are designed to prepare you for a specific type of job or equip you with a set of marketable skills. Some of the programs offer assistance with finding a job after the training portion of the program is completed.

Argus Community, Inc

760 East 160th Street, 3rd Floor

(718) 401-5700

www.arguscommunity.org

All programs are free of charge.



SERVING THE COMMUNITY SINCE 1967

Participants in the ACT I Program receive classroom training and supervised internships to help them become substance abuse counselors. The program is for adults 24 years and up with a high school diploma or GED who are either receiving public assistance or are low-income. People in recovery are welcome, as long as they have been drug free for 6 months. Homeless persons are also welcome. You must be willing to commit to 39 weeks of class work and 90 days of post-placement follow-up. The New Leaf Program offers work experience, job readiness, and independent living skills to homeless persons and ex-addicts. Participants work in greenhouses and open gardens, gaining skills and hands on experience.

Bronx Educational Opportunity Center

1666 Bathgate Avenue, Bronx, NY 10457

(718) 530-7008 or (718) 530-7039

www.bronxeoc.org

The best way to contact BEOC is to stop by.



In addition to the adult education programs, BEOC offers vocational training programs to help you become a Direct Support Professional, Emergency Medical Technician, or Medical Assistant. Additionally, there are programs on Office Technology and Microsoft Certification and a Security Registration Training Program.

Participants must be a NY state resident for at least one year, meet income requirements, and attain satisfactory scores on the reading and math requirements for the program of choice on the Test of Adult Basic Education (TABE).



Bronx Overall Economic Development Corporation (BOEDC)

851 Grand Concourse, Bronx, NY, 10451

(718) 590-7159

Contact person: Dionne Binns

One-on-one coaching with Ms. Binns will provide clients with life skills necessary for employment. Additionally, Ms. Binns has connections with local businesses to place clients in jobs such as the retail stores at Gateway Mall.



Bronx WIA OSY and Partnership for Youth (a member of ResCare Workforce Services)

1771 Andrews Avenue, Bronx, NY 10453

(718) 294-6194

<http://www.rescare.com>

Partnership for Youth provides jobs, education, and training for people ages 16-24 with significant barriers to employment, who have lost their jobs, or are just entering the workforce. Participants are screened and matched to employers working with ResCare Workforce Services. All services are free of charge.



BronxWorks Employment Center

391 E. 149th St., Suite 520, Bronx, NY 10455

(718) 993-8880

www.bronxworks.org/programs/workforce-development/employment-assistance

BronxWorks' Workforce Development Department assists people who are unemployed, looking for their first job, or need help improving their careers. The Back to Work Program serves people referred by HRA. The STEP program helps non-custodial parents required to pay child support and are referred by the family court. The Young Adult Internship Program helps place 16-24 year olds who are not in school in paid intern positions. Finally, the Career Pathways program works with people with children under 18 years old in the home. All programs are available to U.S. citizens and legal residents only and are free of charge.

Brooklyn Workforce Innovations

621 DeGraw Street, Brooklyn, NY 11217

(718) 237-2017 ext. 123

<http://www.bwiny.org/pages/jobseekers.html>

BWI offers training for New Yorkers who can commit to training and working full time. Please check their website for a current listing of the specific training and placement programs. Examples include careers in commercial driving, cable installation, woodworking, TV production assistants, and apprenticeships in building trades.



CenterLight Health System

1250 Waters Place, Suite 602, Bronx, NY 10461

(718) 944-2255

<http://www.bestchoicehomehealthcare.org/services/category/home-health-aide-training>

CenterLight offers Home Health Aide Training over the course of three weeks, Monday-Friday 9AM-5PM. This includes two weeks of classroom training and one week of hands-on work. Classes begin the first Monday of each month, and are taught at 2275 Olinville Avenue in the Bronx. Participants must have two forms of identification, proof of eligibility to work in the U.S., two references, a complete physical, a non-refundable \$50 registration fee to cover the cost of books and supplies, and an all-white uniform and white shoes to wear during the training. Most graduates become Best Choice employees.



CenterLight Health System

The DOE Fund, Inc:

232 E. 84th St. NY, NY 10028

(212) 628-5207

www.doe.org

Through the Ready, Willing & Able initiative (RWA), the DOE Fund serves those over 18 who are homeless or recently released from incarceration. At the core of RWA is paid transitional work beginning with an assignment to one of The Fund's street cleaning crews. This work is coupled with comprehensive social services, educational opportunities, occupational training and job placement, and (where applicable) transitional housing. For more information, interested shelter residents may contact their case managers, and individuals recently released from incarceration may contact their supervising officers.





Fortune Society

29-76 Northern Blvd, Long Island City, NY, 11101
(212) 691-7554

www.fortunesociety.org

Bronx satellites available.

Fortune has over forty years experience matching qualified job-seekers with criminal histories to employers who have needs that match their experience and skill set. The two week workshop teaches strategies to professionally network, excel in interviews, problem-solve on the job, answer difficult conviction questions, and create a professional resume and cover letter.

The Fortune Society also offer hard-skills training courses that result in certifications and licenses that employers demand.

To learn more about applying and enrolling and the latest course offerings, contact the Reception Desk.



Goodwill Industries

4-21 27th Avenue, Astoria, NY 11102

(718) 777-6336

http://www.goodwillny.org/employment_training.aspx

Goodwill offers a variety of employment services, including welfare-to-work, training services, and temporary staffing. The Assisted Competitive Employment Program offers job coaches to people with mental illness. For this program, call (718) 401-2555. The Back to Work Program helps people referred by HRA. For this program, call (646) 308-6300. All programs are free of charge.



Grace Institute

1233 Second Ave, NY, NY, 10065

(212) 832-7605

www.graceinstitute.org

Grace Institute offers women tuition-free job training and computer skills. They also have job placement assistance to help find a good job with benefits. Those interested must first attend an open house.

Call or visit the website to find out about the next open house.

A fee for books in the \$200 - \$300 range applies.

Henry Street Settlement

99 Essex Street, New York, NY 10002

(212) 766-9200

www.henrystreet.org



The Workforce Development Center (WDC) provides the tools and resources needed to complete a successful job search. Henry Street offers the Summer Youth Employment Program and the Young Adult Internship Program, and WDC services are also available to out-of-school, out-of-work youth ages 16 to 24. For individuals with mental health challenges, Henry Street offers vocational training through Assisted Competitive Employment and the Unlimited Computer Training Program. To get started, visit their office at 11 a.m. Monday through Thursday to attend an information session.

Highbridge Community Life Center

979 Ogden Avenue, Bronx, NY 10452

(718) 881-2222

www.highbridgelife.org



Highbridge offers three free courses for those interested in the healthcare field, including preparation to become a certified nurse aide, phlebotomy/EKG, and pharmacy tech. Courses range from four to seven months. The Back to Work program provides assessment services, job development, case management, and postemployment retention services for those out of work. Participants in Back to Work are referred by HRA and are required to complete 35 hours of job related activities each week by working or attending job training.

Isabella Geriatric Center

615 Audubon Avenue, NY, NY 10040

(212) 342-9250

www.isabella.org/isabella/careers/training



Isabella offers free training programs for those interested in becoming a Home Health Aide or a Certified Nurse Aide. To be eligible, you must be at least 18, have a high school diploma or GED, successfully complete an admission exam in English, math, and composition, have proof of eligibility to work in the US, provide photo ID and original Social Security card, and pass a physical exam. Graduates of the program are eligible to work anywhere, and some are offered positions with Isabella. Call for information on how to join.



Job Corps – South Bronx Campus

384 E. 149th St., Bronx, NY 10455

(718) 731-7700

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

Jobs Corps is a government program offering education and vocational programs to people 16-24 years old. Those interested first attend an orientation and then can schedule an interview. During the interview, those interested fill out an application for any Job Corps site in the Northeast region. The wait is usually 3-6 months. Enrollees live on campus and receive a living stipend. It is a totally free program for low-income individuals who are US citizens. All programming is in English.



Metropolitan Council on Jewish Poverty

80 Maiden Lane, 21st Floor, NY, NY 10038

(212) 453 – 9668

www.metcouncil.org

Contact Person: Jessica Cheng

The Metropolitan Council on Jewish Poverty helps low to moderate income New Yorkers with networking, resume building, and interview preparation. Job training is offered through the handyman training and apprenticeship program, NCLEX preparation for international nurses, and electronic health records training program. All programs are free, but require registration. Call for more information or to register.



New Era Veterans, INC

1150 Commonwealth Avenue, Bronx, NY 10472

(718) 904-7036

www.neweraveterans.com

New Era Veterans runs the Bronx Veterans Resource Center, where the goal is to maintain a One-Stop system for Bronx Veterans. Career development and job placement referrals are available. New Era Veterans collaborates with nearby Workforce Centers for career assessments, writing resumes, interviewing skills, financial literacy and developing short and long term goals.

New York State Apprenticeship Programs

75 Varick Street, 7th Floor, NY, NY 10013

(212) 775-3354

www.labor.ny.gov/apprenticeship/appindex.shtm

Please visit the website for a list of programs.



Sponsored by the New York State Department of Labor, the apprenticeship programs connect job seekers to training programs in various fields. Apprenticeship allows job seekers to earn a wage while learning and training.

Nontraditional Employment for Women

243 W. 20th St., NY, NY 10011

(212) 627-6252

www.new-nyc.org

Please call or visit the website to sign up for an information session.

Nontraditional Employment for Women (NEW) trains and places women in careers in the skilled construction, utility, and maintenance trades. NEW programs include a mix of hands-on shop skills, classroom instruction, physical fitness assessment, job development and placement services, social service referrals, and case management. NEW offers three main programs: Blue Collar Prep, NEW at Night, and ReNEW. Applicants to NEW must be at least 18 years old, have a high school diploma or GED, interested in pursuing a skilled blue-collar career, and be willing and able to perform 8 hours of physical work.



NPower New York

145 W. 30th Street, 8th Fl, New York, NY 10001

3 Metrotech Center, Mezzanine, Brooklyn, NY 11201

(212) 564-7010

www.npower.org

Those interested should visit the website to apply online.



NPower provides IT services and training to nonprofits and young adults. NPower's Technology Service Corps provides underserved young adults with skilled IT training. The program enrolls about 100 young adults each year, immersing them in 22 weeks of free classroom training, professional and personal skills development, field internships, follow-up guidance and placement services. In addition to the curricula and instructional materials, NPower provides an internship opportunity for students. Applicants must be 18-25 years old, low income, and have a high school diploma or GED.

**Per Scholas, Inc:**

804 East 138th Street, Bronx, NY 10454

(718) 991-8400

www.perscholas.org

Per Scholas, Inc. trains unemployed and underemployed New Yorkers for careers in Information Technology (IT). To be eligible, the applicant must be 18-55 years old, have a high school diploma or GED, able to pass basic English language reading and math tests, and available for all-day training sessions for length of the program (15-20 weeks). Those interested should attend a brief orientation offered Monday - Thursday promptly at 9AM at the above listed address. No appointment is needed, and the program is free of charge.

**South Bronx Overall Economic Development Corporation (SOBRO)**

555 Bergen Avenue, Bronx, NY 10464

(718) 732-7622

www.sobro.orgContact: Brenda Rivera, brivera@sobro.org

SOBRO provides several program options including training and certification in high-growth industries. Job placement is offered with SOBRO's business assistance program partner organizations. The employment readiness program helps clients overcome obstacles to employment and financial independence. Additionally, clients can receive one-on-one career counseling and benefits assistance.

StreetWise Partners

594 Broadway, Suite 510, New York, NY 10012

(646) 705-0029

<http://www.streetwisepartners.org/>

You can apply online for programs in NYC, NJ and DC

StreetWise Partners creates deep mentoring relationships between low income trainees and volunteer business professionals from leading global corporations who provide job skills training, career coaching and job search assistance. Qualified applicants must have basic computer/typing skills, an email account, a HS Diploma or GED, less than two years of college credit, be proficient in English, be eligible to work in the U.S., and come from a low-income household.



Sustainable South Bronx

1231 Lafayette Avenue, 4th Floor, Bronx, NY 10464

(646) 400-5430

www.ssbx.org

Sustainable South Bronx addresses environmental, economic, and social concerns through green job training, community greening programs, and environmental education in under-served urban communities. The Bronx Environmental Stewardship Training (BEST) Academy Green Collar Workforce Training Program offers free training and certification in energy efficient construction. Applications are accepted for spring and fall courses. Call or visit the website for more information on the next upcoming training.





Workforce 1 – Bronx Career Center

400 E Fordham Road (entrance on Webster Ave), Bronx, NY 10458
(718) 960-2458

www.nyc.gov/workforce1

Visit the website, or stop by the Career Center for more information.

Workforce1 is provided by the NYC Department of Small Business Services that prepares and connects qualified candidates ages 18 and older to job opportunities in the City. Workforce1 offers resume assistance, help with interviews, and referral to training programs. Additionally, career counselors help connect candidates directly to job openings. There are two industry specific centers located in Queens for healthcare and industrial and transportation related jobs.



Year Up New York

55 Exchange Place, Suite 402, NY, NY 10005
(212) 785-3340 ext 1338

www.yearup.org

You can fill out an interest form on the website to find out more.

Year Up New York is a full time, year long program preparing participants for entry level positions at corporate partners. You can apply to be a student if you are 18-24 years old, have a high school diploma or GED, are low or moderate income, a US citizen, permanent resident, or have an employment authorization card, and are available 5 days a week. There are weekly open houses every Tuesday from 3:30-4:40PM and 4:30-5:30PM for anyone interested in learning more about the program and how to apply to upcoming classes.

Job Listing Resources

The following websites regularly update lists of available jobs. Check these sites often to see if there is something right for you. Many websites allow you the option of navigating the current open positions by filling in the location and position names you may be interested in on their search bar. Another vital way of becoming familiar with open job positions would be to research the company or organizations' website that may be of interest to you. On most websites, there will be a link to career/employment that will direct you to the current open job positions section.

Specifically for Non-Profit Job Searches:

www.anhdinc.org

www.citylimits.org

www.bridgestar.org

www.foundationcenter.org/pnd/jobs

www.idealists.org

www.nynp.biz

For General Job Searches:

www.allhospitaljobs.com

www.brc.org (good source for veterans as well)

www.bronx.jobs.topusajobs.com

<http://careers.montefiore.org/>

www.craigslist.org

www.employmentguide.com

www.flexjobs.com (good for part-time searches)

www.glassdoor.com

www.indeed.com

www.jobsinbronx.com

labor.ny.gov/careerservices/careerservicesindex.shtm

www.monkeydoit.com

www.monster.com

www.nybg.org/employment/ (Botanical Gardens)

www.nycityworks.com

www.nyc.gov

www.nyc.jobs-to-careers.com

www.nyjobsources.com

www.parkchesterinfo.com/new_employment.asp

www.simplyhired.com

www.snagajob.com

www.stdominicshome.org/bronxjobs.php

www.theladders.com

www.wcs.org/about-us/careers.aspx (Bronx Zoo)

More listings here.