Getting Back to Work: A Guide to Employment Services and Opportunities for Ex-Offenders
Table of Contents

•Adult Programs
The Pennsylvania Prison Society: Re-Entry Services 2
Team Pennsylvania Career Link 3
JEVS Prison Program 4
IMPACT Services: Helping Offenders Work 5
IMPACT: Fathers at Work 6
Ready, Willing and Able 7
Orleans Technical School 8-9
IMPACT Services: Veterans Services 10

•Youth Programs
Philadelphia Workforce Development Corporation: Youth Partnership Initiative 12

•Employment Opportunities
Baker Industries 14-15
Resources for Human Development 16-21
Miscellaneous Employers 22

•Acknowledgements
This guide was supported by a grant from the After-Prison Initiative of the Open Society Institute. Any suggestions, corrections or additions to this guide should be directed to:
Community Legal Services, Inc.
BackToWork@clsphila.org

•Disclaimer
This guide is the result of a thorough search of Philadelphia organizations offering services and employment opportunities specifically designed for ex-offenders as of January 2003. Inclusion in this guide does not represent endorsement of any of the organizations or services listed. It is, of course, possible that there are other programs that serve this population as well as programs that have begun since this guide was published. We invite readers to contact Community Legal Services at BackToWork@clsphila.org if they discover any other programs or employers that should be included in this guide.
• Adult Programs
The Pennsylvania Prison Society: Re-Entry Services

The goal of the Re-Entry Services Project is to empower ex-offenders to become respected and productive members of the community by encouraging them to build self esteem, further their education, enhance their job readiness and find employment.

Contact: Minnie Moore Johnson, Direct Services Program Office
(215)-564-4775, ext. 107

Services
- Re-Entry Services Project
- Ex-offenders take part in life skills and job preparation workshops followed by an assisted job search
- Industry Specific Initiative (ISI)
  - Job preparation, including resume writing, job search skills, and interviewing techniques for people transitioning from welfare to work who have a criminal record

Eligibility
- Participants must be over the age of 18 who has a criminal record
- ISI applicants must be referred from welfare to work programs by DPW
- Participant does not have to be recently released from prison

Enrollment
- Call to set up an appointment to enroll
- Applicants should bring a social security card, birth certificate and a driver’s license or other official photo identification

Cost
- No cost

Location
- The Pennsylvania Prison Society
  2000 Spring Garden Street
  Philadelphia, PA 19130

Hours
- Mondays and Tuesdays by appointment
Team Pennsylvania Career Link

Team Pennsylvania CareerLink is a cooperative effort to provide one-stop delivery of career services to job seekers, employers and other interested individuals. These services are on-line or at your local Pennsylvania CareerLink office or participating agency.

Contact: www.pacareerlink.state.pa.us, (215) 560-5465

Services (please see attached list for more detail)
- Job search and placement assistance
- Career planning assistance
- Job application, resume and job interview preparation
- Assessment of interests, skills and abilities to match employment possibilities
- Information on labor market, job vacancy, unemployment insurance, training programs, etc.
- Intensive individual employment counseling
- Job training services including: occupational skills training, on-the-job training, adult education and literacy programs

Eligibility
- No requirements

Enrollment
- Visit a CareerLink Center or enroll on-line

Cost
- No cost

Location
- Centers are located throughout the city.
- Main office: Philadelphia Career Link
  990 Spring Garden
  Philadelphia, PA 19123

Hours
- Hours may vary depending on the location. Call for accurate information.
JEVS Prison Program

JEVS Prison Program provides hands-on vocational training and vocational assessment services to the inmates of the Philadelphia prison system in order to increase their employability once they have returned to society.

Contact: John Lieb (215)-685-7114, John.Lieb@prisons.phila.gov

Services
- Training in building maintenance, horticulture and environmental maintenance
- Job placement assistance
- Job application, resume and job interview preparation
- Assessment of interests, skills and abilities to match employment possibilities
- Re-entry and other services thought JEVS in conjunction with the Pennsylvania Prison Society

Eligibility
- Sentenced inmates of the Philadelphia prison system

Enrollment
- Participants must be referred by prison social workers

Cost
- No cost

Location
- Philadelphia Industrial Correctional Center
- 8301 State Road
- Philadelphia, PA 19136

Hours
- Monday - Friday, 8 am - 4 pm
IMPACT Services: Helping Offenders Work

This program serves county adjudicated drug offenders with substance abuse problems. The program provides a two-part program that combines job readiness and work experience.

Contact: John Leftwich (215) 739-1600, ext. 126

Services

• Job placement assistance
• Job readiness training
• Life skills training
• GED program for those who qualify
• Paid transitional work experience

Eligibility

• Must be referred through the Forensic Intensive Recovery (FIR) program

Cost

• No cost

Location

• Impact Services
  1952 E. Allegheny Ave.
  Philadelphia, PA 19103

Hours

• Monday - Friday, 8 am – 4:30 pm
IMPACT Services: Fathers at Work

This program targets non-custodial fathers between the ages of 18-30 years old who have been in prison. The program seeks to provide a combination of job placement services and training in responsible parenting to help fathers play a productive role in the lives of their children.

Contact: Ray Jones (215) 739-1600

Services
• Job placement assistance
• Child support services
• Parenting training

Eligibility
• Ex-offender (not necessarily recent) between the ages of 18-30 years of age
• Must be a non-custodial father

Enrollment
• Participants often referred from county work release and the State probation and parole program

Cost
• No cost

Location
• Impact Services
  1952 E. Allegheny Ave.
  Philadelphia, PA 19103

Hours
• Monday - Friday, 8 am – 4:30 pm
Ready, Willing and Able

Ready, Willing and Able is a holistic, residential, work and job skills training program which empowers, employs and supports homeless individuals in their efforts to become self-sufficient, contributing members of society. The program targets the segment of the homeless population considered the hardest to serve: single, able-bodied adults, the majority of whom have histories of incarceration and substance abuse. Criteria for acceptance into the program are that the applicant be ready, willing and able, both physically and mentally, to work and maintain a drug-free lifestyle.

Contact: Jeffrey Stubbs, (215) 732-3781

Services
- Individual caseworkers assigned to provide assessment of all areas of need
- Substance abuse counseling provided
- Life skills training
- High school equivalency classes
- Physical and mental health services
- Job readiness training and job placement assistance
- Paid transitional work experience

Eligibility
- This is an all-male facility
- Participants can not be on state parole

Enrollment
- Most participants are referred through Office of Emergency Shelter Services
- This program may accept participants from other agencies, including prisons—these participants then must get certified by OESS

Cost
- No cost

Location
- Ready, Willing and Able
  1211 Bainbridge St.
  Philadelphia, PA 19147

Hours
- Monday - Friday, 9 am – 5:00 pm
Orleans Technical Institute

Orleans Technical Institute offers comprehensive career training in computerized office technology, food services and in the building trades including: air conditioning, refrigeration and heating, carpentry, building maintenance, electricity-residential and commercial, and plumbing and heating. This program has extensive experience working with ex-offenders and offers comprehensive support services that help address the particular needs of ex-offenders entering the job market.

Contact: Admissions Office, 215-728-4700

Services
- Training in building trades, computerized office technology and food services
- Continuous job placement assistance
- Job application, resume and job interview preparation
- Assessment of interests, skills and abilities to match employment possibilities
- Includes required preliminary ‘Success Training’ program to help applicants become successful students
- Free GED classes- run through community colleges
- Driver restoration services
- Extensive counseling to deal with barriers to employment including drug and alcohol rehabilitation counseling and family counseling

Eligibility
- Anyone can apply
- No high school diploma required
- Applicants can not have pending court dates
- All applicants must pass basic reading and math test
- All applicants must pass an interview
- All applicants who are accepted must pass the Success Training Program

Enrollment
- A new series of classes begins each month

Cost
- Full programs cost $6510 (this includes all tools, books, services)
- Financial aid available to those who qualify
• Computer training and food services programs are grant eligible
• Scholarships available

Location
• Orleans Technical Institute, Northeast Campus
  1330 Rhawn Street
  Philadelphia, PA 19111

Hours
• Monday - Friday, 9 am - 5 pm
IMPACT Services: Veterans Services

This program provides employment assistance to qualified veterans, including ex-offenders, who have good conduct military discharges. In addition to employment preparation and job placement, clients can be connected to resources for addiction recovery, medical care, credit repair, financial and legal counseling, family court order maintenance, probation/parole compliance, and housing. Impact also has transitional housing programs for use by qualified homeless veterans, and may offer skills training periodically (i.e. hazmat, lead abatement, etc.).

Contact:
- For Employment: Diane Sapp (215) 739-5774 or Michael Graber (215) 739-0243
- For Transitional Housing: Michael Graber (215) 739-0243

Services
- Employment
- Transitional Housing
- Supportive services (see description above)

Eligibility
- U.S. Military Veterans with good conduct discharges
- One year minimum active duty for many services
- Suitability as determined by a personal interview

Enrollment
- For employment services, bring DD214 to location shown below.
- For transitional housing, must be referred from VA or approved shelter.

Cost
- None

Location
- Employment
  Impact Services
  124 E. Indiana Avenue
  Philadelphia, PA 19134
- Transitional Housing
  Impact Services
  174 W. Allegheny Avenue
  Philadelphia, PA 19133

Hours
- Monday - Friday, 8 am – 4:30 pm
• Youth Programs
Philadelphia Workforce Development Corporation: Youth Partnership Initiative

This program seeks to create a seamless continuum of services for youth offenders that will allow them to make a successful transition back into their community. The Youth Partnership Initiative provides education, job skills training and job placement assistance to youth offenders age 14 to 24.

Contact: (215) 557-2841

Services
• Re-entry into high school or GED program
• Post-secondary educational opportunities
• Job Specific skills training in areas such as nursing, food service, maintenance
• Job placement assistance
• Job application, resume and job interview preparation

Eligibility
• 14-24 years who have been adjudicated delinquent or are ex-offenders
• Participant does not have to be recently released from placement

Enrollment
• Most participants come from court mandated placement
• Referrals accepted

Cost
• No cost

Location
• Philadelphia Workforce Development Corporation
  1617 JFK Blvd.
  Philadelphia, PA 19103

Hours
• Monday - Friday, 9am - 5 pm
• Employment Opportunities
Baker Industries

Baker Industries is a non-profit company that provides vocational rehabilitation through on-the-job training for ex-offenders, recovering substance abusers and people with disabilities. Baker Industries pays minimum wage on an hourly basis. The program is designed to respond to workers’ special needs while encouraging them to move on to better opportunities.

Contact: (215) 291-5700

Services

• Vocational rehabilitation
  • Paid transitional work experience including packing, light assembly, collation, inspections, etc.

Eligibility

• Must be recently discharged from a state or federal institution, a recovering substance abuser or a person with a disability
• No age requirements
• A person convicted of homicide or any crime involving sexual violence will not be accepted

Enrollment

• Applicants are referred through a case workers, probation officers or some sort of support program (could include referral from Community Legal Services)
• Applicants must bring a verification letter from stating that they were recently incarcerated
• Applicants must bring a social security card and photo identification
• All applicants will be interviewed
• Placement with Baker Industries varies depending on needs of the job market

Cost

• No cost

Location

• Baker Industries
  3506 F Street
  Philadelphia, PA 19134
Hours

- Monday - Friday, 8 am – 4:30 pm
  Interview 9:30 - 3:30
Resources for Human Development

Resources For Human Development, Inc. (RHD) is a large, social service nonprofit organization that employs people to serve in its wide range of facilities which include providing residential services for homeless persons and for individuals with mental illness, mental retardation and chemical addiction, programs that provide job training, assisted transportation services and crisis intervention.

Contact: (215) 951-0300

Eligibility

RHD provides both employment opportunities as well as services that may benefit ex-offenders. The human resources department at the central RHD office usually has a listing of all open positions, but each facility does its own hiring on site. Although RHD actively seeks to employ qualified ex-offenders, they operate some facilities where employees, by law, can not work there if they have certain convictions on their records. The Older Adult Protective Services Act (OAPSA) prevents individuals with certain criminal convictions (that are listed in the statute) from working in adult care homes, nursing homes, personal care homes, home health care agencies and some other state-regulated facilities. Therefore, eligibility for a job greatly depends upon the particular convictions on an applicant’s record as well as the population served by the facility. There is an informal network between facilities; they may recommend an applicant who is not qualified to work at one facility to another facility.

Location

- Resources for Human Development
  4700 Wissahickon Ave.
  Suite #126
  Philadelphia, Pennsylvania 19144

Hours

- Monday - Friday, 9 am – 5 pm

The RHD facilities listed on the following pages are not covered by OAPSA, and therefore are not prohibited by law from hiring ex-offenders with convictions enumerated in the statute.
The RHD facilities listed are not prohibited by law from hiring ex-offenders with certain convictions on their records.

• **Abbottsford**  
  3205 Defense Terrace  
  Philadelphia, PA 19129  
  Office: 215-843-9720  
  Fax: 215-843-7313  
  E-mail: [abbottsford@rhd.org](mailto:abbottsford@rhd.org)  
  Donna Torrisi, Director

A primary care health center serving residents of Abbottsford Homes, a resident-managed public housing development, and surrounding communities.

• **Career Development Center (CDC)**  
  4700 Wissahickon Ave. Suite 118  
  Philadelphia, PA 19144  
  Office: 215-848-4887  
  Fax: 215-848-5441  
  Craig Jackson, Director

The CDC is made up of a number of job training and job placement services for low-income adults and people moving from welfare to work.

• **Chester YouthBuild**  
  One East 9th Street  
  Chester, PA 19013  
  Office: 610-490-0205  
  Fax: 610-874-9145  
  E-mail: chestery@dynanet.com  
  Donna Hayles-Northern, Director

A program which trains high school drop-outs in the building trades by having them rehab housing for low to very low-income families and the homeless.

• **Children’s Interim Response Team (CIRT)**  
  5901 Ridge Ave.  
  Philadelphia, PA 19128  
  Office: 215-508-3070  
  Fax: 215-508-3047  
  E-mail: [cirt1@rcn.com](mailto:cirt1@rcn.com)
CIRT provides limited, immediate, emergency TSS and Behavior Specialist Consultant wraparound services in partnership with Community Behavioral Health.

• **Children’s Outreach Services Program (COSP)**
  
  90 Rochelle Ave.  
  Philadelphia, PA 19128  
  Office:  215-508-3300  
  Fax:  215-508-3304  
  E-mail:  [anitar@rhd.org](mailto:anitar@rhd.org)  
  Anita Rosenfeld, Director

Provides intense community based services to emotionally or developmentally challenged children and adolescents (ages birth to 21).

• **Early Intervention Program**
  
  90 Rochelle Ave.  
  Philadelphia, PA 19128  
  Office:  215-508-5800  
  Fax:  215-508-3212  
  Diana Rash, Director

Provides early diagnosis and treatment for clients 0 to 3 with developmental delay.

• **Falls Family Practice and Counseling**
  
  4333 Kelly Drive  
  Philadelphia, PA 19129  
  Office:  215-843-2580  
  Fax:  215-843-4086  
  Donna Torrisi, Director

A primary care center serving residents of East Falls, Schuylkill Falls and surrounding communities.

• **Lower Merion Counseling Services**
  
  7 East Lancaster Ave. 2nd Floor  
  Ardmore, PA 19003  
  Office:  610-649-6512  
  Fax:  610-649-3257  
  Kate Cornwell, Director

Provides comprehensive outpatient mental health and drug and alcohol services to individuals, families, and groups.
• Montgomery County Recovery Center
  316 DeKalb Street
  Norristown, PA 19401
  Office: 610-272-3710
  Fax: 610-270-0760
  Ron Crossley, Director

Drug and therapy counseling program for recovering narcotic addicts from all socio-economic levels.

• New Directions
  4238 Spruce Street
  Philadelphia, PA 19104
  Office: 215-382-4344
  Fax: 215-382-4632
  Karen Salama, Director

A community-based residential program for children between the ages of 8 and 18 who may be dependent/neglected, experiencing mental illness and developmental disabilities.

• New Start I
  3653-55 N. 15th Street
  Philadelphia, PA 19140
  Office: 215-228-2323
  Fax: 215-228-3188
  E-mail: new.start@worldnet.att.net
  Carol E. Thomas, Director

A program designed to serve 29 males who were incarcerated in the city and county prison systems and identified as having a substance abuse problem.

• New Start II
  5000 Jackson Street
  Philadelphia, PA 19124
  Office: 215-537-8236
  Carol E. Thomas, Director

Assisting Philadelphia Prison System residents in establishing psycho-social supports necessary for independent living.
Phoenix People Case Management
1360 Ridge Ave.
Philadelphia, PA 19123
Office: 215-236-0909 ext. 318
Fax: 215-236-0377
E-mail: ppcmrrhd@bellatlantic.net
Cynthia Jeffcoat, Director

Long Term professional case management services to single homeless individuals under a contract with the City Office of Emergency Shelter Services.

Programs in Counseling (PIC)
20 West Main Street
Norristown, PA 19401
Office: 610-279-4262
Fax: 610-278-1658
Alan Stillman, Director

Services include outpatient treatment, evaluations, consultations, referral and training, including specialized treatment programs for court-related clients.

Point to Point
319 North Pottstown Pike, Suite # 309
Exton, PA 19341
Office: 610-594-7930
Fax: 610-594-1432
E-mail: Point2Point@earthlink.net
William Hunsberger, Director

One-to-one personalized escorted transportation program for the infirm or disabled client.

RHD Ridge Center
1360 Ridge Avenue
Philadelphia, PA 19123
Office: 215-236-0909 ext. 312
Fax: 215-236-5051
E-mail: rhd1360@bellatlantic.net
Joyce Sacco, Director

A transitional residence providing short term housing to 75 homeless men and a longer term residential “Clean and Sober” program to 100 homeless men.
• Womenspace Ardmore
  120 Ardmore Avenue
  Ardmore, PA 19003
  Office: 610-649-8136
  Fax: 610-649-4270
  E-mail: womenspaceard@netzero.net
  Maxine Orocofsky, Director

  Residential treatment program for women recovering from substance abuse.

• Womenspace Philadelphia
  6400 Germantown Avenue
  Philadelphia, PA 19119
  Office: 215-844-2400
  Fax: 215-844-2425
  E-mail: wspaceger@aol.com
  Kate Daley, Director

  Residential treatment program for homeless, chemically dependent women from the Philadelphia criminal justice system.
Possible Leads: employers that have hired ex-offenders...

The following list is a work-in-progress. The employers listed below have been known to hire ex-offenders although we have not had direct contact with them about their hiring practices. Therefore, we can not assure that these employers will hire applicants with criminal records.

Aramark
Federal Express
Home Depot
Moyer Packing Company (MOPAC)
Philadelphia Cricket club
Toll Brothers in Bucks County
UPS
WalMart