

UNIVERSAL DBHIDS WORKFORCE EMPLOYMENT RESOURCE GUIDE

Programs, Initiatives & Partnerships

If you are looking for:

- **IMMEDIATE EMPLOYMENT** that features light industrial, production and food service jobs, many of which lead to permanent employment with union benefits.
 - Please see: **FIRST STEP STAFFING**
- An Employment Program that **WILL WORK WITH YOU INDIVIDUALLY** to help you explore your employment interests **AND FIND A JOB OR CAREER THAT MATCHES YOUR INTERESTS**. The following programs also provide assistance with **Resume Development** and **Interviewing Skills** as well as supports during your job search and while you are working, including managing Social Security and other Benefits.

Please see the following programs:

- **HORIZON HOUSE EMPLOYMENT SERVICES**
- **The CONSORTIUM “GREENHOUSE” SUPPORTED EMPLOYMENT PROGRAM**
 - ✓ ****Note:** This program provides various employment services and is not a horticultural greenhouse! ******
- An Employment and Mental Health Program that features **Clubhouse Membership** and **VOLUNTEER OPPORTUNITIES** to gain skills in a variety of areas. If you desire, this can be followed by approximately **6 to 9 months of PAID TRANSITIONAL EMPLOYMENT**. After this, you will be encouraged to find Paid Permanent Employment of your choice.

Please see: **COMHAR “OPEN DOOR” CLUBHOUSE**

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1. FIRST STEP STAFFING – Temp Staffing Agency

Contact Person: Everette Callaway

Phone: 215-450-1501

Email: Everette@firststepstaffing.com

Address: 1952 East Allegheny Ave., Philadelphia, PA 19134

How to Apply: Apply in person, 9:00 – 11:00 AM on Monday - Friday mornings.

Online: <https://hrcenter.ontempworks.com/en/fss/>

Best Way to access: Walk-ins are welcomed or call the phone number above to schedule an appointment.

In partnering with Philadelphia's DBHIDS, First Step Staffing provides job opportunities for individuals who are **current or former Participants of Behavioral Health and/or Substance Use Programs**. Such Participants, who have a history of **Behavioral Health or Substance Use Challenges**, can **ALSO** be: Recently or Currently Homeless, and/or Ex-offender and Veterans. First Step Staffing can provide transportation for participants to their office *on a case by case basis*.

Please Note:

- Jobseekers **MUST** provide the **NAME** of the **Behavioral Health or Substance Use Program** that **REFERRED** them!
- When applying for a job, jobseekers **MUST BRING two (2) ORIGINAL IDENTIFICATION DOCUMENTS**, as indicated below:

(1) State-issued Photo ID (e.g., Driver's or non-Driver's ID)

AND

(2) EITHER a Social Security Card - **OR** - a Birth Certificate

First Step Staffing Provides:

- Full-time, Part-time and On-call positions for individuals who have **Behavioral Health or Substance Use Challenges**. These same individuals can **ALSO** be formerly or currently **Homeless** and/or **Ex-Offenders**.
- Job-Matching with employers in the following industries:
 - Warehouse; Housekeeping, Janitorial; General Labor, Bakery Jobs, and muchmore!
- **Rapid Job Placement**
- \$9 to \$16.25 per hour; Pay Card or Direct Deposit
- Transportation to and from the job site (for certain positions/shifts)

2. HORIZON HOUSE EMPLOYMENT SERVICES

Contact Person: Lisa Francese Services Phone: (215) 386-3838 Extension #12257 – For referrals (including self-referral)

Email: lisa.francese@hhinc.org

Address: New Market West, 5901 Market Street, 3rd Floor, Philadelphia, PA 19139

Hours of Operation: 9:00 AM – 5:00 PM

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HORIZON HOUSE PROGRAMS (continued): Use same contact information for both programs.

A. Supported Employment Services (SES)

This program helps job-seeking adults to:

- identify career goals,
- search, prepare for, get, and keep a job

SES provides:

- Supports during your job search and while you are working, including managing Social Security and other Benefits.

SES Post Enrollment requirements include:

- Proof of a psychiatric disability or other disability/barriers. This proof must include a completed evaluation from a therapeutic professional from within the past year.
 - Proof of disability is not required at time of enrollment, but must be completed to start receiving services.
- Strong desire to find employment

In addition, you will work with staff to find activities that match your interests and skill sets, followed by active job seeking to find a satisfying job in your field of choice. Once employed, Horizon House will work with the individual and employer to assist in retaining their job.

B. Education Plus

This program assists individuals to earn their desired **post-secondary** education certificate or degree; this includes Vocational Training and/or Undergraduate or Graduate degree programs. This program does not assist with GED or other High school equivalency certificates.

Education Plus provides the necessary supports for individuals to complete their coursework leading to employment in their area of study.

Eligibility requirements include:

- High school diploma or GED
- Acceptance into an accredited certificate or degree program
- 18 years of age or older
- Having a documented mental health diagnosis or learning differences
- A strong desire to obtain a job in your chosen field of study

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3. THE CONSORTIUM “GREENHOUSE” SUPPORTED EMPLOYMENT PROGRAM

Contact Person: Douglas Tillman, Supported Employment Director

Phone: (267) 354-2814

Address: 5501 Chestnut Street; Philadelphia, PA 19139

Email Address: dtillman@consortium-inc.org

Hours of Operation: 9:00 AM – 4:30 PM

Best Way to access: Call phone number above to schedule an appointment.

Program Description:

The Greenhouse combines mental health services with employment services, providing a unique blend of support. The staff can work with Participants who have:

- Little to no work experience or significant gaps in employment,
- Mental Health- and/or Substance Use Challenges
- A criminal justice background, limited education or a lack of specific skills.

The program provides:

- Employment Assessment and Counseling,
- Benefits Counseling, Job Search Assistance,
- Resume Development, Job Coaching, and a supportive Job Club

Eligibility requirements include:

- 18 years of age or older
- Psychiatric Diagnosis
- Strong desire to find Employment

4. COMHAR “OPEN DOOR” CLUBHOUSE (Employment Program)

Contact Person: Sandie McRae Wright, Clubhouse Director

Phone: (215) 427-5763

Address: 3147 Emerald Street; Philadelphia, PA 19134

Email Address: SandieW@comhar.org

Best Way to access: Call phone number above to schedule intake; Walk-ins also welcome

Program Description:

The Open Door Clubhouse is a community-based employment and mental health program. The mission of Open Door Clubhouse is to offer persons with mental health challenges a safe and healing environment wherein each person is given the opportunity to explore their personal and vocational potentials to their fullest, receive support in achieving their goals, and an opportunity to achieve their highest level of **independence**. The pillars of recovery in the Clubhouse are:

- The “work-ordered day” (volunteer opportunities in any of several in-house workunits)
- Chances to gain paid employment through its **Transitional Employment Program (TEP)**
- Access to community-based educational resources, and

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- Social events

Eligibility requirements include:

- Psychiatric Diagnosis
- 6 month's sobriety, if recovering from Substance Use

Hours of Operation: Monday – Friday, every other Saturday, and some holidays. (*Call first.*)

Mondays: 8:30am – 6:30pm, Tuesday – Friday: 8:30am – 4:30pm, Saturday: 10:00am – 4:00pm.

5. Skilled Trades Trainee, Rebuild

Contact Person: Sharon Thompsonowak, Workforce Development Director

Rebuild, City of Philadelphia

Email: sharon.thompsonowak@phila.gov

rebuild.phila.gov

Address: 1401 John F Kennedy Blvd, Philadelphia, PA 19102, USA

Best Way to access: https://jobs.smartrecruiters.com/oneclick-ui/company/CityofPhiladelphia/publication/ac60144e-2a48-424f-b3b1-ef55288d88d0?dcr_id=DCRA1

Program Description:

- Construction Apprenticeship programs for Philadelphians with interest and aptitude but no prior experiencing in the skilled trades. Supported by an agreement with the Philadelphia Building Trades Council. Extended onramp to union apprenticeships. Paid training program (wage-based stipend). Classroom, learning lab, and on-the-job training woven throughout the program.
- Application requirements: minimum age of 18, Philadelphia residency, high school diploma or GED, valid driver's license, valid child abuse clearance, criminal background that would not prevent employment in the trades, ability to pass frequent, unscheduled drug screening, ability to engage in strenuous physical work, demonstrated interest in and commitment to a career in construction.

Please note slots are limited to 30 per year and competitive

Learn more about Rebuild here: <https://www.phila.gov/programs/rebuild/>