

## Employment Tract

### Services & Supports

#### Career Development Resource Room -

Resources and information about education and employment opportunities.

Get A Job! Group - An 8 week course focusing on work ethics and work-related concerns. Topics include the impact of work on entitlements, how to write a resume and cover letter, applying for a job, networking, interviewing skills and maintaining employment.

Benefits Counseling - Assistance with understanding the impact of entitlements on working.

Career Assessment - Individualized career development planning. Interests, skills, and strengths are explored in pursuit of vocational goals and options.

Resume Writing - Assistance with creating an up-to-date and attractive resume.

### Employment

#### Agency-Owned Temporary Employment On-Site -

Food Service

Arts & Eats Cafeteria

Arts & Eats Catering

#### Community Employment

Job Development, Placement & Coaching

Graduates of Fellowship's Career Development Program have obtained a wide variety of positions. The following is a sample of satisfied employers:

- Stop & Shop
- The Gap
- Clarke's Cleaning
- Frank's Nursery
- Edge of the Woods
- Colony Manufacturing
- Bally's Gym

#### EXPRESSIONS OF SATISFIED EMPLOYERS:

"Our current employee is doing a great job. I am very happy with her."

*Kevin Laudano, Mgr. Bally's -Hamden*

"Fellowship Employment Service offers quality employees, who work well in our environment."

*Bill Raffone, Comptroller, Colony Supply, New Haven*

"They did a great job. I wouldn't hesitate to ask them back for fall clean up."

*Tom Styron, Home owner*

## Fellowship Place

441 Elm Street

New Haven, CT 06511

Phone: (203)789-4452

Fax: (203)789-4451

E-mail: [ssibilio@fellowshipplace.org](mailto:ssibilio@fellowshipplace.org)



### Career Development Services



441 Elm Street  
New Haven CT 06511

# Career Development Program

The purpose of the Career Development Program is to provide on-going guidance and support to individuals in exploring and pursuing education, training and employment goals, based on their preferences, interests and strengths.

The Career Development Program is divided into 3 components: the Education Track, the Training Track, and the Employment Track.

The ultimate goal of the program is to help individuals get the skills they need to get and keep a job in the community. In the job development phase of the program, the individual's skills are matched with an employer's needs and the employee is provided with the support to ensure a successful work experience.



## Education Track

Adult Education - GED Classes and testing

One-on-One Tutor Instruction - For individuals who want to improve their math and reading skills or brush up on basic academic skills.

Supported Education/Post Secondary Education - Support and guidance is provided for individuals who have their HS diploma and want to further their education.

Career Development Resource Room - Open during designated hours. Information and resources related to education, training and employment are available.

Computer Education -

- Introduction to Computers
- Introduction to the Internet
- Introduction to Microsoft Word
- Introduction to Microsoft Publisher
- Introduction to Microsoft Excel
- Keyboarding

Computer Open Lab - Open lab times are scheduled in the Computer Learning Center when classes are not in session.



## Training Track

Food Service Training Program - The Food Service Training Program provides individuals with training in all aspects of food service. Hands on training and a comprehensive curriculum in basic safety and food handling are taught by a certified chef. Graduates seek employment in all areas of the food service industry.  
Food Service Classes



High Hopes - Vocational training for individuals interested in learning about basic horse care and barn maintenance.

Volunteering in the Community - For individuals who would like to gain work-related experience and contribute to their communities. Volunteer opportunities are based the Individual's interests and preferences.