

CAR

(Career Advancement Resources)

A Center House Program

A supported education and employment service

Summary

The services provided by Career Advancement Resources (CAR) are based upon the philosophy that education and employment, guided by individual choice, lead to self-reliance and meaningful roles in one's community. The program is dedicated to providing opportunities, resources, and support through partnerships with individuals to achieve success in the workplace.

Career Advancement Resources works in partnership with managers and supervisors of companies to fill key positions and to keep these positions filled. The experienced placement specialists at CAR meet with employers and learn about their workforce needs in detail.

Then, CAR carefully matches candidates with each job and continues providing support throughout the hiring, orientation and training process. In fact, CAR remains available to both the employee and the employer indefinitely to make sure things go well and to deal promptly and effectively with any problems that may arise.



Professional staff prepares participants with all of the tools needed to choose, obtain, and retain meaningful education and job placements.

General Description

Career Advancement Resources is a supported education and employment program that provides access to jobs, school and training for adults. All services are designed to help participants regain their sense of self worth, purpose, and vocational confidence. This is achieved by assisting them to become successful in the working and learning environments of their choice.

CAR provides entry into work or educational settings that reflect the goals of the individual participants. Professional staff prepares participants with all of the tools needed to choose, obtain, and retain meaningful education and job placements. In addition, following a person's placement, ongoing education and job support services are provided to ensure success.

Career Advancement Resources coordinates its support activities with a wide variety of other programming provided by the Bay Cove Human Services system of coordinated care.

CAR Services

CAR provides an individualized and flexible continuum of services that allows participants to work towards career goals. Participants may begin in the employment track, wanting and needing a job "right away" and then add on the education track when they identify a field in which they need further training.

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Members who want more permanent employment learn how to put together a resume and fill out an application.

Some participants enter the CAR program knowing exactly what career they would like. These participants jump right into the preparation required to attain and retain work.

Others come to CAR knowing that they want to work but not knowing what type of job they would like or what skills they have for the workplace. CAR helps these participants evaluate different types of available work and what skills are necessary to do these jobs. Also, they help participants evaluate the skills they already have that will help them get or do a specific job.

CAR helps participants in their job search and preparedness by supplying the following services:

- one-to-one staff support,
- vocational assessment, evaluation and training,
- career exploration,
- interview skills,
- resume writing,
- job search skills,
- access to internet job search,
- computer training,
- interview attire and grooming advice,
- on-the-job support/training (job coaching),

- post-placement supports,
- linkage to education and training resources, and/or
- on-going assertive outreach.

Eligibility for services

There are many ways to be eligible for CAR. All applicants must qualify for funding under one of the following sources. Go to www.carboston.org to download referral forms.

1. Department of Mental Health (DMH)

Referrals:

DMH approves funding for a limited number of individuals each year, based upon their eligibility for services, their residence address (which must be within the Metro Boston Service Area) and the appropriateness of the program for their needs. To apply for DMH funding, one must:

- request a referral packet from CAR,
- fill out the two page CAR referral,
- fill out a housing status form,
- send the packet to a DMH Natural Service Area (NSA) representative for approval. (CAR staff will supply the name and address of this representative.), and
- upon receipt of an approved referral from DMH, schedule an appointment for orientation and intake.



Some participants enter the CAR program knowing exactly what career they would like.



CAR provides computerized education in order to assist clients in obtaining a GED certificate.

2. Massachusetts Rehabilitation Commission (MRC) Referrals:

To apply for MRC funding, one must:

- meet with an MRC Counselor and request that an MRC Referral Form and Authorization for Services Form be filled out and faxed or mailed to CAR, and
- schedule an appointment with the program coordinator at (617) 788-1024 for an orientation and intake meeting. (CAR has a great working relationship with MRC and can help facilitate the referral process.)

3. Ticket to Work Referrals

The Social Security Administration has initiated a new program to help SSI recipients and SSDI beneficiaries become self-sufficient. People with these qualifications should call the Program Director of CAR at (617) 788-1033 to see if this method of referral may be an option.

4. IRWE (Impairment Related Work Expense):

Certain persons on SSDI may be able to pay for CAR services using the IRWE (Impairment Related Work Expense) of Social Security. IRWE allows the participant to stay below the SGA (Substantial Gainful Activity) level established by SSA in order to maintain cash benefits while working. To inquire further about the Self-Pay or IRWE method of payment, contact the Program Director at (617) 788-1060.

There are many success stories connected with persons who have used CAR for employment. Here is just one of them:

Charlotte graduated from law school in 1989. While studying for the bar exam, she learned that her father had Alzheimer's disease. As pressures mounted, the demands of a legal job and studying were overwhelming, and Charlotte was hospitalized. She attempted to resume her career but was unable to do so at that time.

She came to CAR in 1996 and with access to job leads, interview practice and career counseling, she re-entered the work force through a paid secretarial internship that boosted her skills and confidence. CAR also provided tuition assistance so she could study for the bar exam again. Presently she is working full time as a legal secretary, and plans to take the bar soon. She is very grateful to CAR for helping her toward a better life by assisting her in refocusing on her legal career goals.



CAR helps participants evaluate different types of available work and what skills are necessary to do these jobs.

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CAR's computer learning classrooms offer training on the latest Microsoft Office programs.

5. Department of Transitional Assistance (DTA):

To apply for Transitional Assistance, one must:

- meet with a DTA case worker and request a referral for services to Career Advancement Resources, and
- once a referral is received, a Career Advancement Resources staff member will call to set up an intake.

5. Self-Pay

Participants or their families may also privately pay for CAR services based on established rates.

Employment Partners

Career Advancement Resources sometimes works in partnership with managers and supervisors of companies to fill key positions and to keep these positions filled. The experienced placement specialists at CAR can

"It's an excellent program and I encourage other companies to give it a shot...It has worked very well for Marion Manor."

(statement made by Glenn Diamond, Manager of Environmental Services at the Marian Manor Nursing Home)

meet with employers and learn about their workforce needs in detail.

Then, CAR can match candidates with each job and continue to provide support throughout the hiring, orientation and training process. The Career Development Specialists at CAR remain available to both the employee and the employer indefinitely to make sure things go well and to deal promptly and effectively with any problems that may arise.

Building and Location

CAR is located near the North Station area of Boston. An elevator makes the program accessible to persons with physical disabilities. Therefore, the building is fully ADA compliant. There is also air-conditioning.

The building is easily reached by public transportation on the Orange, Green or Blue Lines, or on numerous bus routes that terminate at Haymarket Station and North Station.



Job search skills often include proper etiquette when using the telephone.

For more information about the CAR Program, please contact the
CAR Director at (617) 788-1060
Fax (617) 788-1070



Career Advancement Resources Center House

129 Portland Street (entrance
on Valenti Way)
Boston, MA 02114