



NEWS

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About Headstart to Employment

Headstart to Employment represents Catholic Charities' agency-wide endeavor toward the goal of self-sufficiency for all its constituents. Through its programs, Catholic Charities demonstrates its commitment to providing the supports which allow the individual who is faced with a variety of obstacles a headstart on the road to meaningful and sustainable employment.

Headstart to Employment brings together all of the agency's existing employment programs, namely: World of Work, Freedom Village, Assisted Competitive Employment (ACE), Youth Employment Program, Bridges to Success, Seniors-on-the-Move (Senior AIDES), and Rose House/Club Innovation Services for Vocational Programming (RSVP). These programs serve a variety of job seekers-- youth, seniors, mental health consumers, and the community in general--all of whom share significant challenges to employment.

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Why People Work

I am currently employed as a Job Developer at Freedom Village, Queens South. It was a thirteen-year journey back to full time employment, and looking back at the darkness and helplessness of major depression, I can now feel gratitude for the entire encounter and where it has lead me. Early on in aftercare treatment, I accepted this experience as a major interruption in my life, but also recognized that meaningful activity was a very significant factor in achieving a sense of self. Every step forward generated more gratitude, which in itself became a healing device.

Since m.y association with Freedom Village, which began six (6) years ago, I have had the pleasure to work with a number of people who subscribe to the same or similar sentiments. To list them by name would certainly bear the risk of overlooking someone. Instead, consider the young man who just a few short years ago could not engage in a social conversation. He has recently undertaken a second part time job in the private sector, in addition to leading a team of peers providing advocacy for other consumers of Mental Health services. Or the individual who felt they would never get out of a system which reduced benefits as a reward for working. This gentleman is on the threshold of being rewarded with the responsibility for his own Depart-

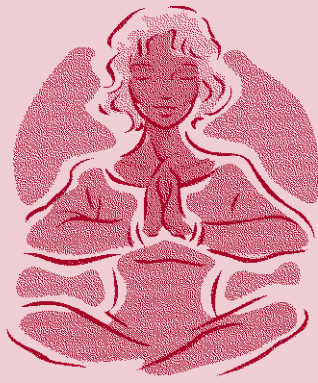
ment at a prominent national retail store , the ultimate in our mission statement to help people realize the full potential of individuality and independence. Finally a lady, who with tears in her eyes shared that her position as a Consumer Rep has given her feelings of self-worth which she hadn't experienced in years.

While money is a key motivator initially, it soon occupies a position of lesser importance on the priority list of reasons given by people as to why they work.

As for myself, having been brought by circumstances to a place not of my choosing, the key question was not how did this happen but simply, What do I do now? In many ways this has turned out to be one of the more positive experiences of my adult life, and money now occupies an almost inconspicuous place on that list of why I choose to work.

If this leaves you wondering about my current state of mind, I assure you that an increase in income would not result in de-comping. That's called coping skills!

--By Rich O'Gara



Boost your immune system: Calm yourself

Losing your cool can cost you a cold. A 20-minute argument attacks the immune system and uses up 300 milligrams of vitamin C.

—adapted from *Health & Fitness*

Learning how to take failures in stride

Jack Welch learned early in life that you need to learn how to fail in order to learn how to succeed. While he was a senior in high school, he played hockey with the school team. The team had won a few games in the beginning of the season but had lost a number of the following games. When they were faced with the last game of the season against their archrival, they wanted badly to win.

The game was hard fought and was pushed into overtime at 2-2. But in the sudden-death ending, the other team scored and won. In a fit of frustration, Welch threw his hockey stick across the ice. Then he headed back to the locker room. While the team was changing, the door flew open, and in strode his Irish mother. She walked straight to Welch and grabbed the top of his uniform.

She shouted in his face, “If you don’t know how to lose, you’ll never know how to win. If you don’t know this, you shouldn’t be playing.”

It was a lesson that taught Welch the value of competition.

—adapted from *Jack: Straight from the Gut*, by Jack Welch with John A. Byrne (Warner Books)

Two (Or Four) Heads Are Better Than One

Did a complex assignment just land on your desk? Grab a couple of your co-workers and get to work. Experts say small work groups—preferably with no more than four members often do a better job on projects. That’s because a couple of more people can bring ideas that a single person wouldn’t come up with. Consider building a small work group together when you’re faced with assignments that have the following demands:

- The project is complex and multi-layered. When you depend only on your own thinking, you may end up taking the project down the wrong path.
- The deadline is tight. Groups have the ability to stay focused on the most crucial aspects of a job. A person working alone runs the danger of getting hung up on details.
- Your knowledge of and skills for a project are limited. One of the best features of a small team is its ability to draw on the expertise and skills of a group.
- You need feedback. We have little objectivity on a task when you work alone. With a group, you can get immediate feedback on your decisions.

—adapted from *Working Mother* through *First Draft*. Reprint permission granted to licensed subscribers.

Company Loyalty: What It Is —And What It Isn’t

In the workplace, there’s a difference between loyalty to the company and, well, being a sheep. Loyalty is a positive trait in any workplace, but it doesn’t mean compromising your integrity. Here’s what loyalty looks like:

- *Gratitude:* Loyal employees are grateful to those who trust and ultimately help them. That means you shouldn’t go around grumbling that you just don’t get the credit you think you deserve. You’re a part of a company because of your skills and talent, so you’ll get what you deserve in time. Don’t be ungrateful about the opportunities presented to you.
- *Clear boundaries:* Being grateful doesn’t mean being a doormat. Make sure you’re properly rewarded in terms of your paycheck, ownership and praise. Raise your concerns at the appropriate time—not, for example, during a meeting meant to discuss standard operations.
- *Occasional agitator:* Your boss hired you to do a job the best way possible. In theory, that job includes putting forth your ideas and occasionally questioning the status quo. In reality, it’s a risk you need to weigh. In many cases, bosses recognize when employees mean well and aren’t out to simply give them a hard time. It’s important that the person you’re questioning understands why you’re questioning him or her. If your concerns and questions are honest attempts to improve the company, you’re on safe ground. But being a devil’s advocate all the time is as destructive as being a cowering “yes” man.

—adapted from AskMen.com through *First Draft*. Reprint permission granted to licensed subscribers

Attention Managers: Do you have positions to fill? Check out our Candidates:

This past summer, Catholic Charities' Head Start to Employment proudly placed 17 clients to work at various companies. Our clients' new job titles range from office assistants, assistant cooks, teachers aides, maintenance workers to customer service representatives. Nevertheless, more and more people come to Catholic Charities daily seeking assistance in finding work. If any one of the following individuals fit a position you are seeking to fill, please call the appropriate staff contact listed below:

Staff Contact: Anthony Chow **Phone:** 718-387-2316

Name of Applicant: Barbara S. Mack
Position Sought: Administrative Clerk
Qualifications, Skills, Experience: Bookkeeping; Excel and spreadsheet

Staff Contact: Sheldon Kanoff **Phone:** 718-337-0504

Name of Applicant: F. Arnetta
Position Sought: Bookkeeping
Qualifications, Skills, Experience: Hunter College, CPA; Bookkeeping in large NYC travel agency

Name of Applicant: B. Jonathan
Position Sought: Home Attendant
Qualifications, Skills, Experience: Certified Nursing Assistant

Name of Applicant: B. Maude
Position Sought: Food Services (Preparation)
Qualifications, Skills, Experience: Baker Assistant; Vocational High School; Retail Administrator

Name of Applicant: J. Bernard
Position Sought: Maintenance
Qualifications, Skills, Experience: Past maintenance experience

Name of Applicant: W. Pearl
Position Sought: Secretarial, reception, bookkeeping
Qualifications, Skills, Experience: Windows 95, Lotus, Word; Held several positions at Good Samaritan; Nursing Registry

Name of Applicant: Y. Loretta
Position Sought: Data Entry
Qualifications, Skills, Experience: Held 2 data entry positions over the past 5 years; Held Food Service Certificate

Staff Contact: Randolph Ettrick **Phone:** 718-758-9491

Name of Applicant: Dwayne Stanley
Position Sought: Peer Advocate
Qualifications, Skills, Experience: High School Diploma; Sales, maintenance, cook, messenger, Jewel making

Name of Applicant: Kevin Vereen
Position Sought: Office Assistant
Qualifications, Skills, Experience: High School Diploma; Maintenance; Peer Counseling; Office Assistant; Bronx Community College/ Major: Computer College/ Minor: Business Manager

Staff Contact: Walter McCree **Phone:** 718-726-9790

Name of Applicant: Lilia Manalang
Position Sought: Teaching
Qualifications, Skills, Experience: Chemical Engineering; Math Teacher; School Manager — Asst. Principal

Name of Applicant: Carol Charles
Position Sought: Teaching
Qualifications, Skills, Experience: NYU, B.S.; Columbia University, M.S.; Adjunct Teacher (taught Fine Arts); E.S.L teacher

Name of Applicant: Suzanne Georgiou
Position Sought: Adm. Assistant
Qualifications, Skills, Experience: Proficient; Microsoft Word; Good interpersonal skills, very responsible, fast learner; Community activist

Staff Contact: Samuel James **Phone:** 718-758-9491

Name of Applicant: Donna Simon
Position Sought: Peer Advocacy; Home Health Aide
Qualifications, Skills, Experience: Certificate: Home Health Aide; Certificate of Academic Excellence, Miami Dade Community College

Name of Applicant: Rosella Brunese
Position Sought: Cashier Receptionist
Qualifications, Skills, Experience: Certificate in Office Technology; Certificate in D.C. Application from Kingsborough Community College

Name of Applicant: Mary Garvin
Position Sought: Line Cook, Cook, Dining Room Steward
Qualifications, Skills, Experience: New York City Technical College; High School Diploma

Staff Contact: Anastasia Ryaboy **Phone:** 718-758-9491

Name of Applicant: Steve Moraelia
Position Sought: Consumer Advocate or Office Work
Qualifications, Skills, Experience: Microsoft Word, Office Works; Knowledge of Hebrew and Russian. Currently Enrolled in Consumer Advocate course.

Name of Applicant: Roseann Negron
Position Sought: Maintenance position
Qualifications, Skills, Experience: Maintenance; sanitation

Headstart to Employment Programs

Bridges to Success

Offers pre-employment preparation (including basic skills, resume writing, interviewing techniques, and basic computer training), job placement, and post-employment support to community at large, i.e. diverse population of adults and youth.

Walter McCree
Catholic Community Center
23-40 Astoria Blvd.
LIC, NY 11102
T: (718) 726-9790
F: (718) 728-8817

BFFY Seniors On-The-Move, (Senior AIDES Program)

Its mission is to enable older adults (over age 55) to achieve gainful employment and personal development through community service and training. Enrollees with low income are trained or re-trained for today's workforce. Our goal is to build the skill and confidence that will lead to permanent employment.

Anthony Chow, Project Coordinator
179 North 6th Street
Brooklyn, NY 11211
T: (718) 387-2316
F: (718) 782-9569

BFFY Youth Employment Program

Year-round employment program for economically disadvantaged youth ages 14 to 18. It provides basic academic skill training for youth reading below grade level. The program also offers career exploration, job internships, job readiness training, and job placement services for all in-school youth participants.

Anthony Sabia, Program Specialist
90-39 189th St.
Hollis, NY 11423
T: (718) 217-1440
F: (718) 464-1317

World of Work

Assisted Competitive Employment program offering job search skills and placement assistance to adults (over age 18) who have mental illness along with a history of substance dependence or a history of homelessness. The program provides individual coaching and group workshops to prepare the job-seeker for employment. We teach resume writing, interview techniques, job expectations, time management, money management, how to interact with the boss and co-workers, and much more. Post employment support is provided.

Brooklyn
Pamela Warren,
Job Developer
2000 Flatbush Ave.
Brooklyn, NY 11234
T: (718) 758-9491
F: (718) 758-9497

Queens
Shanton Duncan,
Job Developer
37-22 82nd St.
Jackson Hts, NY 11372
T: (718) 779-1600
F: (718) 396-6189

Freedom Village

A psychosocial club which follows the clubhouse model of rehabilitation, offering participants the opportunity to develop work skills and experience in the areas of food service, retail, maintenance, office, and computer. Interview preparation, resume writing, and training services are offered.

Debbie Hampson, Program Manager
Rosa Mingolelli, Club Coordinator
1329 Beach Channel Dr.
Far Rockaway, NY 11691
T: (718) 337-0504
F: (718) 868-3782

Assisted Competitive Employment (ACE)

Through intensive job coaching, consumers of mental health are offered the opportunity to work on-the-job in integrated settings, i.e. enclaves and supported employment placements. Services offered include career exploration, vocational testing and interest inventories, individual and group counseling, internet access to job opportunities, and work behavior training.

Debbie Hampson, Program Manager
Rich O'Gara, Job Developer
1329 Beach Channel Dr.
Far Rockaway, NY 11691
T: (718) 337-0504
F: (718) 868-3782
E-mail: ACEPROG287@aol.com

Rose House/Club Innovation Services for Vocational Programming (RSVP)

It is a pre-vocational program offered to the residents of Rose House's Residential Care Center for Adults, and includes additional employment supports and rehabilitation services. In identifying employment goals and the steps in the process of obtaining work, or returning to work, the program seeks to establish that job seekers have the basic skills required by all employers. Links are then created to other programs to ensure that employment goals are reached, following a successful discharge.

Tom McGlinchey, Program Coordinator
80-45 Winchester Blvd., CBU 13
Queens Village, NY 11427
T: (718) 468-4700
F: (718) 464-5640