



2018-2019

BRIDGES

A Guide to Your Community

A resource guide to the
City of Philadelphia's services
for returning citizens

Free
LIBRARY OF
PHILADELPHIA

Bridges: A Guide to Your Community **2018–2019**

Compiled and edited by Prison and Re-entry Services staff

Free Library of Philadelphia



About the Re-entry Guide

The Free Library of Philadelphia Re-entry Guide offers returning citizens from jails and prisons information on resources available in Philadelphia. The guide has information on various agencies and their available services to give you relevant information during re-entry.

We have personally contacted the agencies to verify that the given information is correct. We also want to emphasize that because information can change quickly, we encourage you to confirm with each agency that their services have not changed. It is our hope you will use these resources and that this guide will help make your re-entry successful.

This guide is not a complete list of all the agencies that offer services in Philadelphia. We have intentionally included agencies that are easy to contact. If you feel we missed any important agency, please let us know. If you are representing an organization that would like to be included in the Re-entry Guide, please contact us:

Prison and Re-entry Services
Widener Library
Free Library of Philadelphia
2808 W. Lehigh Avenue, Philadelphia, PA 19132

215-685-9799 or 267-257-3015
prisonservices@freelibrary.org

Acknowledgments

**The Re-entry Guide is part of the Free Library of Philadelphia
Prison and Re-entry Services project:**

**We would like to thank the North Philadelphia neighborhood
libraries, the Philadelphia Department of Prisons, and our generous donors
for supporting the Prison and Re-entry Services project.**

Contents

Free Library of Philadelphia	4
• Adult Education Classes	4
• Business Resources	4
• Career Services	4
• Computer Classes and Services	5
• Culinary Literacy Center	5
• English as a Second Language	5
• Family and Cultural Programming	5
• Library for the Blind and Physically Handicapped	5
• Literacy Enrichment Afterschool Program (LEAP)	6
• New Americans Services	6
• Prison and Re-entry Services	6
• Senior Services	6
Addiction Services	8
Adult Education and English as a Second Language	10
Counseling and Family Services	14
Healthcare Resources	16
Housing and Shelter	18
Job Search	20
• Employment Placement Agencies	20
• Union Offices for Apprenticeships	20
• Networking with Friends and Family	20
• Job-Search Websites	20
• Job Bulletin Boards	20
• Email	20
• Cover Letter	21, 24
• Résumé	21
• Finding a Job on the Internet	25
• Before an Interview	25
• Getting to an Interview	25
• During the Interview	25
• Job Posting and Résumé Sites	25
• Ban-the-Box	26
• Computer Access	27
• Job Search and Résumé Assistance	27
• Job Training and Placement	30
• Apprenticeship Programs	32
• Companies That Have Hired Returning Citizens	33
• Staffing and Temporary Job Agencies	36
Legal Services	38
Meals	40
People with Disabilities	41
Personal Finances	42
Social and Cultural Resources	43
Women's Services	44

Free Library of Philadelphia

The Free Library has been a haven and a launching pad for the people of Philadelphia—from school-age children to senior citizens—for more than 100 years. With 54 locations citywide, your neighborhood library is only a short walk or drive away. Free programs are offered in all areas of Philadelphia, serving everyone from toddlers to teens to seniors.

The Free Library's adult education and literacy programs range from computer and English classes to workshops on how to find a job or start a business. The Free Library exists to serve the entire population of the region. Visit freelibrary.org to learn more, and freelibrary.org/locations to find a library near you. You can also call 215-685-5322 for more information. This brief overview will introduce you to its programs and services.

ADULT EDUCATION CLASSES

GED® classes can prepare you to earn a high school degree. For a listing of GED® testing sites, go to libwww.freelibrary.org/programs/adult-education

BUSINESS RESOURCES

The Free Library of Philadelphia has helped countless entrepreneurs and small-business owners. You will find information, research assistance, and networking opportunities, as well as programs, lectures, and special events, at many of our neighborhood libraries. The Business Resource and Innovation Center (BRIC) at the Parkway Central Library has an extensive collection of industry trade magazines, specialized directories, and subscription databases. You will find assistance whether you are running a successful company, thinking of growing your business, or just planning your first venture. For further information, contact erefsi@freelibrary.org or call **215-686-5394**.

CAREER SERVICES

The Workplace is the Free Library's job and career information center. It provides library users with current information on changing careers, job search techniques, and emerging employment fields. Over the years, the collection of print and electronic materials has provided thousands of career changers and job seekers with resources to help them achieve their goals. The Workplace also offers assistance for library users seeking employment. The Workplace regularly organizes special programs taught by human resources specialists. For further questions, call **215-686-5436**.

COMPUTER CLASSES AND SERVICES

The Free Library offers computer classes at many neighborhood libraries. By taking these classes, you can learn computer fundamentals like setting up an email account, using Microsoft Word and Excel, searching and applying for jobs online, and much more. Computer classes are available for all skill levels. Some of the classes are also offered in Chinese and Hindi languages. To find classes near you, go to libwww.freelibrary.org/programs and select “computer classes”.

The Free Library also has Hot Spots and neighborhood library computer labs to bring computer access, classes, and the internet to neighborhoods throughout Philadelphia. Hot Spots and computer labs provide guided instruction as well as open-access computer time. See freelibrary.org/hotspots for locations.

The public computers at all 54 neighborhood library locations provide internet access, word processing, and printing (25 cents per page) for Free Library card holders. Free Wi-Fi is also available at all locations. For more information, contact your local neighborhood library or call **215-686-5322**.

*For more locations to use computers and take classes, see **KEYSPOTS** on pages 25–26.*

CULINARY LITERACY CENTER

The Parkway Central Library has a demonstration kitchen that teaches culinary literacy skills through cooking and nutrition education. The center also offers Edible Alphabet, an English-as-a-second-language program. The classes teach participants how to cook nutritious meals and English language skills through hands-on cooking activities. Visit freelibrary.org/cook for more information about these classes, or contact the Culinary Literacy Center at **215-686-5323** or kitchen@freelibrary.org.

ENGLISH AS A SECOND LANGUAGE

The Free Library offers ESL classes in partnership with other organizations. Call **215-474-1235 ext. 229** for more information, or visit freelibrary.org/newamericans for class listings.

FAMILY AND CULTURAL PROGRAMMING

The Free Library offers programs and services that advance literacy, guide learning, and inspire curiosity for children and teens. These programs are available in most locations and include story hours for infants and toddlers, science and art workshops for school children, college prep classes for teens, and homework help and tutoring for students in grades K through 12. A range of programs for adults are also available, including author events, exhibitions, and cultural programs by artists and entertainers. Visit libwww.freelibrary.org/programs to learn about programs near you.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

The Free Library of Philadelphia's Library for the Blind and Physically Handicapped (LBPH) at 1500 Spring Garden Street, Suite 230, serves Pennsylvania residents who have difficulty reading due to a physical impairment, a reading disability, or a vision challenge.

LBPH offers a wide variety of services for customers throughout the state. Materials are available free through the mail via our partnership with Carnegie Library for the Blind and Physically Handicapped in Pittsburgh. Contact LBPH at **215-683-3213**, or visit freelibrary.org/lbph for more information.

LITERACY ENRICHMENT AFTERSCHOOL PROGRAM (LEAP)

LEAP provides homework assistance, computer literacy, and educational programs for students in grades K through 12 and daily literacy enrichment activities for elementary school students. LEAP operates at neighborhood libraries Monday through Thursday, 3:00–5:30 p.m. and Saturday 1:00–5:00 p.m. At the regional libraries the program runs Tuesday through Thursday, 3:00–5:30 p.m.; Fridays, 3:00–5:00 p.m.; and Saturdays, 1:00–5:00 p.m. For more information, contact your local library or the Library’s Youth Services and Programs office at **215-686-5372**, or visit **freelibrary.org/leap**.

NEW AMERICANS SERVICES

The Free Library offers a range of services for new Americans, including English classes, conversation groups, citizenship courses, and books and programs in international languages. Classes are free but may require registration. For more information, contact your nearest neighborhood library or visit **freelibrary.org/newamericans**.

PRISON AND RE-ENTRY SERVICES

The Prison and Re-entry Services program offers library services in the Philadelphia Department of Prisons, videoconferencing calls between incarcerated parents and their families, and temporary library cards for returning citizens. To learn more about the program, call **215-685-9799** or **267-257-3015**, or visit **freelibrary.org/prisonservices**.

SENIOR SERVICES

Central Senior Services at the Parkway Central Library offers a variety of programs to help Philadelphia’s seniors thrive. You can find reliable resources for maintaining a healthy, active lifestyle and information about estate planning or filing for Medicare. The department offers regular workshops to learn new skills or reinvigorate interest in old hobbies. Get additional computer assistance so that you can email your grandchildren or use the internet to keep updated on the latest news and events. Contact Central Senior Services at **215-686-5331**.

We look forward to welcoming you to the Free Library!

To find a Free Library location in your neighborhood or to learn more, call **215-686-5322** or visit **freelibrary.org/locations**.

Addiction Services

Action Wellness ReLINK Program

ReLINK assists incarcerated men and women between the ages of 18 and 26 in getting their lives back on track after release from the Philadelphia Department of Prisons. Services include help getting a GED® and entering college; job-search assistance and job training; finding health insurance and providers; drug, alcohol, and mental-health treatment, and help getting legal documents.

1216 Arch Street, 6th Floor, Philadelphia, PA 19107

215-981-0088

actionwellness.org/relink

Behavioral Health Special Initiative (BHSI)

BHSI provides telephone assessments, referrals and drug and alcohol treatment funding for men and women in Philadelphia who are uninsured or underinsured. Referrals to BHSI can be made by the individual seeking treatment, crisis response centers, hospitals, drug and alcohol treatment providers and community organizations. Referrals are made to licensed contracted drug and alcohol providers within and outside of the city. BHSI is part of the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)

215-546-1200

bhsi-dbhids.org

The Council of Southeastern Pennsylvania

The council provides resources and recovery through prevention, consultation, education, advocacy, assessment, intervention, and recovery-support services. Walk-ins are accepted.

1-800-221-6333

councilsepa.org

PHILADELPHIA LOCATIONS:

Philadelphia Recovery Community Center

Prevention, Intervention, and Addiction Services

1701 W. Lehigh Avenue, #6, Philadelphia, PA 19132

215-223-7700

PRO-ACT Recovery Training Center

444 N. 3rd Street, Suite 307, Philadelphia, PA 19123

215-923-1661

Dr. Warren E. Smith Health System

WES Health System provides services for adults with behavioral health, intellectual disabilities, and substance abuse. WES Horizons provides children and families with behavioral health rehabilitation; and school-based behavioral health, youth development programs, and mental-health services.

Multiple service locations; call or see website for details.

267-256-5201 | moreinfo@drwes.org

drwes.org

JEVS Human Services

JEVS offers personal solutions and supports to adults seeking medication-assisted treatment for opiate abuse. Services include the Outpatient Methadone Maintenance Program; individual, group, and family counseling and education; physical examinations; medication evaluation; and psychiatric evaluation and treatment. JEVS also offers free and confidential HIV/AIDS and hepatitis testing, case management, and peer support services.

215-609-6040 (for admissions and information)

act@jevs.org

jevshumanservices.org/programs/substance-abuse-treatment

LOCATIONS:

ACT I

5820 Old York Road, Philadelphia, PA 19141

215-276-8400

ACT II

1745 N. 4th Street, Philadelphia, PA 19122

215-236-0100

New Start

These long-term residential treatment facilities provide intensive drug and alcohol treatment and mental-health support services to chronically homeless males. By appointment only. Call to schedule.

start@rhd.org

rhd.org

LOCATIONS:

New Start I

3653-55 N. 15th Street Philadelphia, PA 19140

215-228-2323

New Start II at Jackson Street

5000 Jackson Street, Philadelphia, PA 19124

215-537-0119

Adult Education and English as a Second Language

Action Wellness ReLINK Program

ReLINK assists incarcerated men and women between the ages of 18 and 26 in getting their lives back on track after release from the Philadelphia Department of Prisons. Services include help getting a GED® and entering college; job-search assistance and job training; finding health insurance and providers; drug, alcohol, and mental-health treatment; and help getting legal documents.

1216 Arch Street., 6th Floor, Philadelphia, PA 19107

215-981-0088

actionwellness.org/relink

Community Learning Center

The Community Learning Center (CLC) provides free high school equivalency, workforce development, and English-as-a-second-language classes to low-income adults seeking to change their lives through education and employment. Its goal is to help students learn the skills they need to gain employment, continue on to post-secondary programs, and enter job-training programs.

215-426-7940

communitylearningcenter.org

LOCATIONS:

Main Office and Classes

2701 N. Broad Street, Philadelphia, PA 19132

Classes

229 N. 63rd Street, Philadelphia, PA 19139

Esperanza

Esperanza offers an English Institute; bilingual English-Spanish associate-degree programs; Spanish and English child development associate (CDA) programs, some English-only bachelor's degree programs; and financial aid for all, including returning citizens.

4261 N. 5th Street, Philadelphia, PA 19140

215-324-0746 x410

esperanza.eastern.edu

Free Library of Philadelphia

The Free Library offers ESL classes in partnership with other organizations. Call **215-474-1235 ext. 209** for more information; or visit **freelibrary.org/newamericans** for class listings.

Graduate! Philadelphia

Graduate Philadelphia provides free comprehensive guidance and support for adults, including reentering citizens, who want to return to college to complete their degree.

1211 Chestnut Street, Suite 900, Philadelphia, PA 19107

**215-498-1504 | ajohnson@graduatephiladelphia.org
graduatephiladelphia.org**

myPLACEsm

At a myPLACEsm Campus, you can enroll in adult basic education, high school equivalency, or English-as-a-second-language courses in your neighborhood. You can get support from a learning coach and learn basic computer skills. myPLACEsm is a program of the city's Office of Adult Education.

To get started, call the Office of Adult Education at **215-686-5250**, visit **philaliteracy.org/adult_learners**, or contact a myPLACEsm Campus:

myPLACEsm @ Center for Literacy

399 Market Street, Suite 201, Philadelphia, PA 19106
215-474-1235

myPLACEsm @ Community Learning Center

229 N. 63rd Street, Philadelphia, PA 19139
215-426-7940

myPLACEsm @ Congreso de Latinos Unidos

2800 N. American Street, Philadelphia, PA 19133
215-763-8870, x7268

myPLACEsm @ District 1199c Training and Upgrading Fund

100 S. Broad Street, Philadelphia, PA 19110
215-568-2220

myPLACEsm @ Southwest Community Development Center

6328 Paschall Avenue, Philadelphia, PA 19142
215-729-0800

Reentry Support Project of Community College of Philadelphia's Fox Rothschild Center for Law and Society

The Reentry Support Project's mission is to foster higher education achievement among Community College of Philadelphia students with criminal records. Most of the Project's initiatives focus on assisting adults with transitioning from contact with the criminal justice system to success in college. To learn about current program offerings, call or email the Reentry Support Project. Please note that the office does not accept walk-ins.

1700 Spring Garden Street, Philadelphia, PA 19130

**267-299-5979 | reentry@ccp.edu
reentrysupportproject.com**

Temple University Center for Social Policy and Community Development

The Center for Social Policy and Community Development (CSPCD) offers workforce development programs for older youth and adults. Programs lead to careers in health and social work, information technology and customer service.

Through its **Workforce Education and Lifelong Learning (WELL) Program**, CSPCD offers an adult basic-education program that provides instructional services that prepare Pennsylvanians to obtain a high school equivalency credential (GED® or HiSET certification), to transition to college or other post-secondary training program, and to find and keep family-sustaining employment. WELL partners directly with the Philadelphia Department of Prisons to help inmates and returning citizens obtain their GED® or high school equivalency.

LOCATIONS:

CSPCD Main Office

1301 Cecil B. Moore Avenue, Ritter Annex, 4th Floor, Philadelphia, PA 19122
215-204-7491 | cspcd@temple.edu
cspcd.temple.edu

WELL Office

1509 Cecil B. Moore, ECEC, 4th Floor, Philadelphia, PA 19121
215-204-2560 | well@temple.edu
cspcd.temple.edu/well-adult-literacy-training-programs

Temple University Pan-African Studies Community Education Program (PASCEP)

PASCEP has a full range of courses including African American studies, health and wellness, business and professional development, financial and economic development, resources for returning citizens, and more. Taught by experts in their fields, PASCEP volunteer instructors provide academic enhancement to prepare participants for the GED® exam, assist with college-entry preparation, and build skills for workforce development and training, as well as offer personal-effectiveness courses to enhance everyday life. Learn entrepreneurial skills to start a business or connect with training programs in preparation for employment.

1509 Cecil B. Moore Avenue, 2nd floor, room 220, Philadelphia, PA 19121
215-204-1993 | pascep@temple.edu
noncredit.temple.edu/pascep

Temple University Workforce Connections Hub

The Office of Community Relations facilitates the Workforce Connections Hub in collaboration with PA CareerLink®, Graduate! Philadelphia, Office of Adult Education, RISE, and various colleges and departments. The Hub is an access point to services for community members with a desire to be successful in postsecondary education, workforce development, professional development, and personal growth. Services are provided 1:00–6:00 p.m. Monday to Thursday through KEYSPOts. Partner workshops occur every Thursday 1:00–6:00 p.m.

1509 Cecil B. Moore Avenue, Philadelphia, PA 19121
215-204-7913
temple.edu/community

Counseling and Family Services

Council for Relationships

Council for Relationships offers a wide range of counseling services for individuals, couples, and families on a sliding-fee basis.

215-382-6680

councilforrelationships.org

LOCATIONS:

Center City

1880 John F. Kennedy Boulevard, Suite 1810, Philadelphia, PA 19103

University City

4025 Chestnut Street, Philadelphia, PA 19104

Children's Crisis Treatment Center

Children's Crisis Treatment Center provides outpatient services, trauma and sexual trauma assistance, and parent/caregiver resources. A referral is needed from a medical professional to access these services.

1080 N. Delaware Avenue, Suite 600, Philadelphia, PA 19125

215-496-0707 | information@cctckids.org

cctckids.org

The Center for Returning Citizens

The Center for Returning Citizens assists returning citizens in the transition from incarceration to society by providing employment opportunities, housing assistance, counseling services, paralegal aid, food, clothing and other referrals to necessary services. TCRC also works in pre-entry providing pre-trial services and mitigation for sentencing. TCRC works with the Philadelphia Defenders Office to assist families with participatory defense, employment and counseling during the pre-trial period. TCRC supports and assists individuals, families and communities battle the adverse impacts of incarceration. Evening support groups for both returning citizens, at risk youth, female returnees, and women with incarcerated family members.

Open Monday–Friday, 9:00 a.m.–3:00 p.m. TCRC Kidz Afterschool drop-in center is open 3:30–5:30 p.m., with evening groups 6:00–9:00 p.m. By appointment or walk-in.

3609 N. Broad Street, 1st Floor, Philadelphia, PA 19140

215-223-1680

After hours or emergency: 215-791-0645

jharrell@tcrcphilly.org

tcrcphilly.org

Focus on Fathers (FOF)

FOF is a community-based fatherhood support program that offers parenting education, case management, and job-readiness training. FOF helps fathers create and maintain healthy, positive involvement in their children's lives. The overall goal of these services is to increase the participation of fathers in activities that support an active and positive parenting role. All of our services are free and voluntary and are open to any Philadelphia father, stepfather, or other male caregiver who has a child age 24 or younger.

Centre Square East, 1500 Market Street, Philadelphia, PA 19102
267-765-2361 | lwoody@phmc.org
focusonfathers.org

Philadelphia Consultation Center

Philadelphia Consultation Center provides counseling and therapy on a sliding-fee scale.

313 S. 16th Street, Philadelphia, PA 19102
215-732-8244 x611 for intake
info@pcctherapy.com
pcctherapy.com

The Village

The Village provides child welfare, residential programs, mental health, and prevention services to children and families.

Preheim Center, 6517 Chester Avenue, Philadelphia, PA 19142
215-730-2240
village1877.org

Little Children, Big Challenges: Incarceration

This resource from Sesame Street provides informational material and tools for parents who seek to educate and prepare their children for a family member's impending incarceration or release. Informational material only.

sesamestreet.org/toolkits/incarceration

Healthcare Resources

GENERAL HEALTH SERVICES

Action Wellness

Action Wellness helps the chronically ill and vulnerable navigate the healthcare system and provides them with a variety of services to sustain and enhance their quality of life. They offer a welcoming atmosphere for people to get information on many chronic illnesses including HIV/AIDS. In a wholly supportive manner, our testing staff emphasizes the importance of routine checkups including HIV testing, and screenings for high blood pressure, diabetes, hepatitis, STDs, and more.

215-981-0088

actionwellness.org

LOCATIONS:

Center City

1216 Arch Street, 6th Floor, Philadelphia, PA 19107

Center City Annex

1026 Arch Street, Philadelphia, PA 19107

North/Casa Nueva Vida

2641 N. 6th Street, Philadelphia, PA 19133

West

3901 Market Street, Philadelphia, PA 19104

Chester

2302 Edgmont Avenue, Chester, PA 19013

Comhar

Comhar offers services and support for behavioral health, intellectual/developmental disabilities, and HIV/AIDS. It also provides services for children and families, LGBTQ individuals, and the Latino community. Multiple service locations; call or see website for details.

Main Office: 100 W. Lehigh Avenue, Philadelphia, PA 19133

Central registration phone: 267-861-4382

central_registration@comhar.org

comhar.org

Horizon House

Horizon House offers community-based support and services for behavioral health, and intellectual and developmental disabilities.

120 S. 30th Street, Philadelphia, PA 19104

215-386-3838

hhinc.org

Prevention Point Philadelphia

The goal of Prevention Point Philadelphia is to promote health, empowerment and safety for communities affected by drug use and poverty.

2913 Kensington Avenue, Philadelphia, PA 19134

215-634-5272

ppponline.org

Public Health Management Corporation (PHMC)

PHMC and its affiliates offer a broad array of programs spanning behavioral health and recovery, nurse-managed primary care, chronic-disease management and prevention, tobacco control, obesity prevention, early intervention, HIV/AIDS, violence intervention, homeless health services, and parenting supports for families. Multiple service locations; call or see website for details.

215-985-2500

phmc.org

Resources for Human Development (RHD) Family Practice and Counseling Network

RHD operates community health-care centers in three of Philadelphia's medically underserved neighborhoods. The centers employ a nurse-managed model to deliver caring, quality primary health care, behavioral-health services, dental care, and prevention programs that integrate services in treating the whole patient. There are multiple service locations; call or visit the website for details.

215-851-0300 or 1-800-894-9925 | info@rhd.org

rhd.org

REPRODUCTIVE HEALTH CARE SERVICES

Planned Parenthood of Southeastern Pennsylvania

Planned Parenthood provides reproductive health care and information about sexual health for both men and women. Multiple service locations; call or see website for details.

1-800-230-7526

plannedparenthood.org/planned-parenthood-southeastern-pennsylvania

Philadelphia Women's Center

Offers compassionate abortion care and reproductive health services, specializing in first and second trimester abortion care.

777 Appletree Street, 7th Floor, Philadelphia, PA 19106

215-398-7026

thewomenscenters.com/philadelphiawomenscenter

Housing and Shelter

City of Philadelphia Office of Homeless Services (OHS)

OHS assesses eligibility and service needs of those needing emergency housing. It provides temporary shelter, ongoing case-management services, assistance with obtaining transitional and/or permanent housing, and supportive housing for special populations

Emergency Housing Intake

215-686-7150

philadelphiaofficeofhomelessservices.org/find-a-place-to-stay/emergency-housing

LOCATIONS:

Appletree Family Intake Center (single women and families)

1430 Cherry Street

Open Monday–Friday; 7:00 a.m.–5:00 p.m.

Salvation Army Red Shield Family Residence (after-hours intake for families only)

715 N. Broad Street

Open after 5:00 p.m. daily, weekends and holidays

Station House (after-hours intake for single men)

2601 N. Broad Street (rear entrance)

Open after 3:00 p.m. on weekends and holidays

House of Passage (after-hours intake for single women)

48th Street and Haverford Avenue

Open after 3:00 p.m. on weekends and holidays

Roosevelt Darby Center (single men)

802 N. Broad Street

Open Monday–Friday, 7:00 a.m.–3:00 p.m.

Men at Sunday Breakfast Rescue Mission

302 N. 13th Street

Open for intake daily before 7:00 p.m.

Philadelphia Domestic Violence Hotline (24-hours a day)

1-866-723-3014

Project HOME's Homeless Outreach Hotline (24-hours a day)

215-232-1984

Adult Protective Services Information and Referral Hotline (24-hours a day)

215-686-5671 or 215-686-5672

Bethesda Project

Bethesda Project operates 14 sites throughout Center City for individual adults experiencing homelessness. These sites include emergency shelters, safe-haven provisions, supportive housing, and independent-living spaces. There are multiple service locations; call or visit the website for details.

1630 South Street, Philadelphia, PA 19146
215-985-1600 | info@bethesdaproject.org
bethesdaproject.org

Philadelphia Interfaith Hospitality Network (PIHN)

PIHN offers supportive services to families affected by homelessness. Services include career development; education planning, family therapeutic services, financial literacy training, housing support, material support, and parenting education.

7047 Germantown Avenue, Philadelphia, PA 19119
215-247-4663 x140
philashelter.org

Project HOME Outreach Coordination Center (OCC)

OCC, in partnership with the City of Philadelphia and other service providers, coordinates outreach to people living on the streets of Philadelphia. Find its resource guide, Where to Turn, on its website.

Homeless Outreach Hotline: 215-232-1984
projecthome.org/our-work/outreach-coordination-center

Project HOME Hub of Hope

Hub of Hope offers a safe place where people can enjoy a warm cup of coffee, take a shower, wash laundry, and speak to peers or case managers to begin the process of finding a permanent home.

Open Monday–Friday, 7:00 a.m.–7:00 p.m., and weekends 3:00–7:00 p.m. Walk-ins welcome.

Suburban Station, 16th Street and John F. Kennedy Boulevard, Philadelphia, PA 19102
215-309-5225
projecthome.org/hubofhope

Ready, Willing & Able

Ready, Willing & Able provides transitional work, occupational training, and housing and support services for homeless individuals in Philadelphia. The program aims to break the cycles of homelessness, addiction, and criminal recidivism that can devastate families and communities.

1221 Bainbridge Street, Philadelphia, PA 19147
215-795-3255 | jmiller@doe.org
rwaphiladelphia.org

Job Search

EMPLOYMENT PLACEMENT AGENCIES

Employment Placement Agencies offer job seekers a wide array of services to find jobs that match individual qualifications and skills. Most placement agencies will not charge a fee for the services; however, it is wise to check each company first to be sure. Some employment agencies you can find in Philadelphia:

- PhillyTemps – phillytemps.com, 215-995-2607
- Bettinger Co. Inc. – bettingerco.com, 215-564-0700

For a list of more placement agencies, see page 40.

UNION OFFICES FOR APPRENTICESHIPS

Apprenticeships offer job training and classwork for occupations in the manufacturing, construction, health care, and transportation industries. Unions—groups of skilled professionals within a specialized field—provide these apprenticeships to anyone who would like to pursue a career in these fields. The Pennsylvania Apprentice Coordinators Association (apprentice.org) offers a comprehensive overview of the unions that offer apprenticeships in Philadelphia and includes a guide to starting on a path toward these fields. *For a list of possibilities, see page 30.*

NETWORKING WITH FRIENDS AND FAMILY

Networking with friends and family offers one of the most straightforward methods of finding a job. People who know you may have information about an opportunity that can improve your résumé and give you much-needed experience to enter the job market.

JOB-SEARCH WEBSITES

Job-search websites help job seekers connect to prospective employers by allowing employers to post job openings and upcoming job fairs. We have listed some websites in the Job Posting and Résumé Sites section on page 23 of this guide. Some of the websites give you an idea of what past employees and customers have said about the company, including reviews of customer service and workplace environment.

JOB BULLETIN BOARDS

You can often find these bulletin boards at the company you wish to apply to, local community centers, and in your local library.

EMAIL

Most employers require that you email a copy of your résumé, and some employer websites may require you to upload your résumé to their websites. You can sign up for a free email account using different servers:

- Yahoo email – mail.yahoo.com
- Hotmail – hotmail.com
- Google’s Gmail – gmail.com

If you don’t know how to sign up, you can find help at any Free Library location. One of the most comprehensive listings of free email providers can be found at the Free Email Address Directory (emailaddresses.com). This site lists and evaluates hundreds of free email services.

COVER LETTER

The cover letter, a brief note that describes your qualifications, sent along with your résumé, will set you apart from other applicants when applying for a job. The cover letter offers you the chance to further sell yourself. It should be typed on a computer, not handwritten. Typically, it is divided into three parts. In the first paragraph, you mention the title of the job you are applying for and how you came to know about it. In the second paragraph, you highlight the aspects of your background that relate to the job and why you are qualified and a good fit for the position. In the third section, you state your interest in scheduling an interview and include your contact number and email address. Be sure the tone of this letter is formal and that there are no typos or spelling mistakes. *See the sample on page 22 of this guide.*

RÉSUMÉ

Your résumé is a document showing your contact information, work history, educational background, and other qualifications for a job. Résumés typically highlight your employment history in chronological order—with the most recent job listed first and then the job before that and so on. You may also include volunteer experience or training programs on a résumé. Some résumés are organized by skills, instead of by time order.

If you took advantage of trainings and work opportunities in prison, you can include these experiences on your résumé. Write the name of the facility and your job title. (*Example: House of Corrections, Clerk*). You should also mention the skills you used and developed and the contributions you made to the department. If you completed any education while in prison, write the name of the institution and details of the training in the education section.

Employers may not be interested in your early careers or prison-related jobs from more than 10 years ago. Résumés are not the place to mention your criminal background or your weaknesses, but neither should you lie about your past. Résumés should communicate what you can do for the employer. Criminal history can always be dealt with during the interview.

Carry copies of your résumé to interviews, meetings, and job fairs. Leave copies of your résumé with placement agencies. It is also advisable that you create two or more résumés, each with a different focus, if you are applying for a wide range of jobs. If you have different types of jobs in your work history, you may emphasize some experiences in applying for one job and others for another job, according to the job requirements.

Remember, once you've completed your résumé, save it on a disc, flash drive, or computer!

The Free Library of Philadelphia has résumé-building software on almost all its public computers. Please contact your neighborhood library for assistance or visit the Workplace department at Parkway Central Library to get help with your résumé.

The following pages list sample résumés and a cover letter outline to help you develop your own.

James Smith
1356 N. 33rd Street, Philadelphia, PA 19142
215.351.7310 jamessmith@gmail.com

AREAS OF EXPERTISE

Construction and Electrical Work

- Reading and interpreting complex construction drawings
- Demonstrated ability to read and interpret drawings and blueprints
- Strong familiarity with building codes and concrete and structural principles
- Skilled in steel assembly and concrete work procedures
- Proficient in identifying required materials for each project
- Skilled in operating heavy construction machinery and hand and power tools
- Exceptional manual dexterity aimed at performing difficult construction tasks
- Excellent ability to handle sheet metal work and steam fitting procedures

Management and Organization

- Exceptional time management skills aimed at ensuring that each level of construction project is finished on time
- Adept at evaluating required materials to lower expenses
- Solid knowledge of shift scheduling, tracking, site leading and project supervision activities
- Demonstrated commitment to inspecting completed work to ensure excellence

Customer Service

- Clear communication skills aimed at understanding customers' needs and providing corresponding services
- Strong time management skills with a deep understanding of limiting "customer time" by ensuring efficient service
- Excellent follow-up and after-sales service skills

EMPLOYMENT EXPERIENCE

Electrician	Jan 2010–Dec 2015
<ul style="list-style-type: none">• Installed and repaired wiring, fuses, and appliances• Managed a staff of four people to ensure efficient and thorough repairs	
McDonalds Restaurant , Philadelphia, PA	Mar 2008–Nov 2009
<i>Customer Service Representative</i>	
<ul style="list-style-type: none">• Coordinate and organize customers' orders• Utilize math skills to manage cash register	

EDUCATION

Benjamin Franklin High School , Philadelphia, PA	Graduated June 2008
<ul style="list-style-type: none">• Member of the boys' basketball team	

James Smith
1356 N. 33rd Street, Philadelphia, PA 19142
215.351.7310 jamesmith@gmail.com

EXPERIENCE

County of Philadelphia, Philadelphia, PA Jan 2010–Dec 2015

Electrician

- Installed and repaired wiring, fuses, and appliances
- Managed a staff of four people to ensure efficient and thorough repairs

McDonalds Restaurant, Philadelphia, PA Mar 2008–Nov 2009

Customer Service Representative

- Coordinated and organized customers' orders in an efficient and friendly manner
- Utilized math skills to manage cash register

Construction Work, Philadelphia, PA June 2007–Nov 2009

- Assisted in residential and commercial construction projects with various companies
- Collaborated with a team to ensure efficient and high-quality completion of projects

COMMUNITY WORK

Old Zion Lutheran Church Sep 2008–Present

- Packaged items for food and clothing drives

Basketball Coach Winter 2012–Present

- Led a neighborhood basketball team that taught local boys sportsmanship and discipline
- Organized practices and games
- Mentored team participants

EDUCATION

Benjamin Franklin High School, Philadelphia, PA Graduated June 2008

- Member of the boys' basketball team

Relevant Skills

- Proficient in Microsoft Word
- Fluent in Spanish
- Skilled in electrical repairs and construction work

Cover Letter Template – Use this format to set up your own cover letter. Fill in each section and paragraph with information about you.

Date [written as Month date, year]

[information for the person you are writing to:]

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. _____:

[if you do not know the name, use 'To Whom It May Concern:']

First Paragraph: In the opening paragraph, state your reason for writing—to apply for a job. Name the specific position or type of work for which you are applying. Mention how you learned of the opening (e.g., from an online posting, from someone who works at the company, from an ad posted at the place of business).

Second Paragraph: In this paragraph, explain why you are interested in working for this employer and why you are a great fit for this position. Don't repeat the information on your résumé. Explain more about your work experience and skills and how they match the job requirements. This is also a good place to talk about your work ethic and how you will benefit the company. Remember, the reader will also consider this an example of your writing skills.

Third Paragraph: In the closing paragraph, repeat your desire to work at the company and give your contact information. Mention that your résumé is enclosed and indicate your desire to meet with the employer. Include day and evening contact information (both email and phone number). Finally, thank the employer for his/her time.

Sincerely,

Your typed name

FINDING A JOB ON THE INTERNET

There are three things you need to apply for a job on the internet:

- an electronic copy of your résumé
- an email account
- websites where you can find job postings and apply for them

BEFORE AN INTERVIEW

Learn about the company or organization where you will have your interview. Be prepared to show your knowledge about the company during an interview. Most companies have websites that can help you learn about them. Find out:

- what the company requires for an interview
- what the organization does
- the number of employees and locations in the Philadelphia area
- recent changes and new products or programs

GETTING TO AN INTERVIEW

No matter how you will travel to the interview, plan the trip in advance. Find out the exact interview location, including the correct address, floor, and office or suite number. Figure out how long the trip should take, and add extra time for delays. It is very important to be on time.

DURING THE INTERVIEW

Being truthful about your past can help the employer know that you are dependable and someone to be trusted. Since a past criminal record may be of concern to an employer, it is best to be honest about it.

JOB POSTING AND RÉSUMÉ SITES

- careerbuilder.com
- employmentguide.com
- indeed.com
- job.com
- monster.com
- opportunityknocks.org
- jobgateway.pa.gov
- retirementjobs.com
- ziprecruiter.com

BAN-THE-BOX

Ban-the-Box, an international civil rights campaign, prohibits employers from asking about or running a criminal background check until the first or second interview or until after a job offer is made. Ban-the-Box does not prevent employers from rejecting applicants with a criminal background. However, this prevents employers from excluding people from consideration for a job just because of their criminal background.

Ban-the-Box applies to most employers in Philadelphia with 10 or more employees. The law generally prohibits potential employers from:

- asking on an application for employment about any criminal conviction.
- asking on an application for employment about any arrest or criminal accusation that is not then pending and that did not result in a conviction.
- asking before and during the first interview about any criminal conviction. (If an employer does not conduct any interviews, it is not permitted to conduct any inquiries regarding criminal records.)
- asking at any time during the application process or during employment about any arrest or criminal accusation that is not then pending and that did not result in a conviction, or making adverse personnel decisions based on such information.

For more information on filing a Ban-the-Box complaint, visit the Philadelphia Commission on Human Relations at phila.gov/humanrelations.

COMPUTER ACCESS

Free computer and internet access is available at the following locations:

Free Library of Philadelphia

Visit your neighborhood library, call **215-686-5322**, or visit freelibrary.org/locations.

KEYSPOTS

These locations offer free internet access and computer classes throughout the city.

To find a KEYSPOt location near you, call 311 or visit phillyKEYSPOTS.org.

North Philadelphia

Asociación Puertorriqueños en Marcha (APM)

600 W. Diamond Street, 215-235-6070

APM Community & Economic Development Office

1950 N. 9th Street, 267-296-7200

Athletic Recreation Center

1401 N. 27th Street, 215-683-3600

Cecil B. Moore Recreation Center

2551 N. 22nd Street, 215-683-3600

Congreso de Latinos Unidos

2800 N. American Street,
215-763-8870 x7266

Dignity Housing

5227-R Germantown Avenue, 215-713-0960

Drueding Center

[residency required]

1325 N. Lawrence Street, 2nd Floor

Francisville Recreation Center

1737-39 Francis Street, 215-683-3600

Happy Hollow Recreation Center

4740 Wayne Avenue, 215-683-3600

LNESC

1202 E. Montgomery Avenue, 215-423-4811

Lutheran Settlement House

1340 Frankford Avenue, 215-426-8610 x1292

Mallery Recreation Center

100 E. Johnson Street, 215-683-3600

Martin Luther King Jr. Recreation Center

2101-35 Cecil B. Moore Avenue, 215-683-3600

The Hot Spot at Mercy Ministries

1939 W. Venango Street, 215-686-7501

Nelson Recreation Center

2500-34 N. 3rd Street, 215-683-3600

OIC – MONK Mobile Opportunities

215-236-7700 x348

Philadelphia OIC, Inc.

1231 N. Broad Street, 4th Floor,
215-236-7700 x348

Project HOME – Honickman Learning Center

1936 N. Judson Street, 215-235-2900

Rivera Recreation Center

3201 N. 5th Street, 215-683-3600

SELF-Urban Affairs Coalition – Station House

[residency required]

2601 N. Broad Street

Strawberry Mansion Neighborhood

Action Center

2829 W. Diamond Street, 215-235-7505

Temple University Community Relations (PASCEP)

1509 Cecil B. Moore Avenue, 2nd Floor,
215-204-2560

The Hot Spot at Village of Arts and Humanities

2544 Germantown Avenue, 215-686-7501

Waterview Recreation Center

5826 McMahan Street, 215-683-3600

Northeast Philadelphia

Roosevelt Playground

6455 Walker Street, 215-683-3600

Russo Park Playground

7321 Torresdale Avenue, 215-683-3600

West Philadelphia

ACHIEVEability

59 N. 60th Street, 215-748-8838

Christy Recreation Center

728 S. 55th Street, 215-683-3600

Drexel Dornsife Center for Neighborhood Partnerships

3509 Spring Garden Street, 215-571-4056

Francis J. Myers Recreation Center

5800 Chester Avenue, 215-683-3600

The Hot Spot at Heavenly Hall

4015 Poplar Street, 215-686-7501

Kingsessing Recreation Center

4901 Kingsessing Avenue, 215-683-3600

Mantua Haverford Community Center

631-39 N. 39th Street, 215-382-4591

People's Emergency Center – Families First

[residency required]

3902 Spring Garden Street

People's Emergency Center – Gloria's Place

[residency required]

3902 Spring Garden Street, 267-777-5867

SELF – Outley House

[residency required]

6901 Woodland Avenue, 215-496-9610

Shepard Recreation Center

5700 Haverford Avenue, 215-683-3600

Turning the TIDE

425 S. 61st Street, 215-472-8268

Tustin Recreation Center

5901-29 W. Columbia Avenue, 215-683-3600

VICA Technologies, LLC

4163 Lancaster Avenue, 215-386-8140

South Philadelphia

Diversified Community Services – Dixon House

1920 S. 20th Street, 215-336-3511 x324

McAuley House

[residency required]

1800 Morris Street

Smith Recreation Center

2100 S. 24th Street, 215-683-3600

Vare Recreation Center

2600 Morris Street, 215-683-3600

Center City

Center for Literacy

399 Market Street, Suite 201,

15-474-1235 x207

Philadelphia FIGHT: AIDS Library

1233 Locust Street, 2nd Floor, 215-985-4851

Philadelphia FIGHT: Institute for

Community Justice

1207 Chestnut Street, 2nd Floor, 215-525-0460

Philadelphia Unemployment Project

112 N. Broad Street, 11th Floor,

215-557-0822 x110

Starr Garden

600-44 Lombard Street, 215-683-3600

Saint John's Hospice

[residency required]

1221 Race Street, 3rd Floor, 215-563-7763

Urban Affairs Coalition

1207 Chestnut Street, 4th Floor, 215-851-1784

JOB SEARCH AND RÉSUMÉ ASSISTANCE

There are several organizations around Philadelphia that offer resources to help build skills necessary for a successful job search and begin the process of finding a job.

Free Library of Philadelphia

The Library offers assistance for résumé writing, online applications, and job-search basics. Provides current information and resources on changing careers, job searching techniques, and emerging employment fields to help career changers and job seekers achieve their goals

The Workplace, 1901 Vine Street, Philadelphia, PA 19103

215-686-5436

freelibrary.org/jobseekers

Next Step Reentry Workshop

Next Step addresses topics including navigating the re-entry process, how to deal with your criminal background, essential tools and resources for successful re-entry, finding your career pathway, and how to get back to work.

Workshops take place every Tuesday, 9:00 a.m.–12:00 p.m.

1509 Cecil B. Moore Avenue, 2nd Floor, Room 225, Philadelphia, PA 19122

267-908-4445 or 267-945-6999

jabramowitz@nwonpa.com

Philadelphia Unemployment Project (PUP)

PUP provides job-search services, including support groups for job seekers, help with résumés, computer access, and one-on-one coaching. It provides resources, guidance, and support for returning citizens.

112 N. Broad Street, 11th Floor, Philadelphia, PA 19102

215-557-0822

philaup.org

Urban League of Philadelphia

The Career Center offers services for job seekers, including an orientation, computer lab, résumé workshop, interview workshop, mock interviews (by appointment only for those who have completed orientation), one-on-one job coaching, and information sessions with partnering employers like Walmart, CVS/Caremark, Enterprise Holdings, UPS, and SEPTA.

121 S. Broad Street, 9th Floor, Philadelphia, PA 19107

215-985-3220 x210

careercenter@urbanleaguephila.org

urbanleaguephila.org (click on “Job Seeker” in the menu bar at the top)

JOB TRAINING AND PLACEMENT

Action Wellness ReLINK Program

ReLINK assists incarcerated men and women between the ages of 18 and 26 in getting their lives back on track after release from the Philadelphia Department of Prisons. Services include help getting a GED® and entering college; job-search assistance and job training; finding health insurance and providers; drug, alcohol, and mental-health treatment, and help getting legal documents.

1216 Arch Street, 6th Floor, Philadelphia, PA 19107

215-981-0088

actionwellness.org/relink

PA CareerLink® Philadelphia

PA CareerLink®'s no-cost services include: personalized job search assistance, specialized job seeker workshops, networking groups, career counseling, skills and interest assessments, access to skills and occupational training, extensive job lead resources, and more. These services will help you successfully enter or re-enter the local workforce.

philaworks.org/career-seekers

LOCATIONS:

Northwest Philadelphia

5847 Germantown Avenue, Philadelphia, PA 19144

215-987-6503

West Philadelphia

3901 Market Street, Philadelphia, PA 19104

215-473-3630

North Philadelphia

4261 N. 5th Street (at Bristol Street), Philadelphia, PA 19140

215-967-9711

Philadelphia Suburban Station

1617 John F. Kennedy Boulevard, 2nd Floor, Philadelphia, PA 19103

215-557-2592

Also see **jobgateway.pa.gov** for career resources, training opportunities, and job placement.

Mayor's Office of Reintegration Services (RISE)

RISE works closely with enrolled participants to develop individualized plans focused on successful and permanent reintegration and long-term self-sustainability. Services provided include case management, courses in life skills and job readiness, linkages to various wrap around supports, and employment assistance.

1425 Arch Street, 1st Floor, Philadelphia, PA 19102

215-683-3370

rise.phila.gov

Baker Industries

Baker Industries provides paid employment for ex-offenders, recovering substance abusers, and other groups that may have difficulty getting jobs. It also helps participants transition to outside employment.

3506 F Street, Philadelphia, PA 19134
215-291-5700 | info@bakerindustries.org
bakerindustries.org

Community Training Services (CTS)

The CTS Adult Re-Entry Programs provide re-entry services to offenders returning to Philadelphia from incarceration in federal, state and county prisons. CTS provides vocational training in forklift operations, scaffold erection, PENN DOT highway flagger, and OSHA construction safety. Referrals are available to partnering vocational trade schools offering state-licensed training in many career fields with possible tuition vouchers or scholarships.

2243 W. Allegheny Avenue, Philadelphia, PA 19132
215-430-0381
ctstraining.org/npri

Impact Services Re-entry Programs

Impact Services programs center on those who are re-entering the workforce after incarceration. Our case managers help with job training, job readiness, and placement.

1952 E. Allegheny Avenue, Philadelphia, PA 19134
215-739-1600 | info@impactservices.org
impactservices.org

Project 4 Ever Striving

Project 4 Ever Striving provides a comprehensive range of employment and training services in partnership with companies that will hire participants who complete the program. There are both local companies and companies on the outskirts of Philadelphia.

2418 W. York Street, Philadelphia, PA 19132
267-968-0607
project4everstriving.com

APPRENTICESHIP PROGRAMS

Apprenticeship programs teach specific skills that prepare participants for work in a trade. Some require a high school education or GED[®].

International Association of Heat and Frost Insulators & Allied Workers Local 14

2014 Hornig Road, Philadelphia, PA 19116

215-289-4303 | info@local-14.org

local-14.org

Bricklayers & Allied Craftworkers Local 1

2706 Black Lake Place, Philadelphia, PA 19154

215-330-0544

bac-1.org

Carpenters Apprentice School of Philadelphia & Vicinity

10401 Decatur Road, Philadelphia, PA 19154

215-824-2300

carpentersofphila.com

Cement Masons & Plasterers Local 592

2843 Snyder Avenue, Philadelphia, PA 19145

215-468-0235 | cm592@verizon.net

opcmia592.com

International Brotherhood of Electrical Workers (IBEW) Local 98

1701 Spring Garden Street, Philadelphia, PA 19130

215-563-6405

ibew98.org

Iron Workers Local 401 JAC

11602 Norcom Road, Philadelphia, PA 19154

215-676-3000 | fmarsh@local401.com

local401.com

COMPANIES THAT HAVE HIRED RETURNING CITIZENS

Ace Hardware

Hardware store

Apply online at acehardware.com

Acme

Food and drug retailer

Apply online at acmemarkets.com/employment-positions

Applebee's

Restaurant

Apply online at applebees.com/work-with-us

ARAMARK

Food service, facilities, and uniforms

Apply online at careers.aramark.com

AT&T

Telecommunications company

Apply online at att.jobs

Chick-fil-A

Fast-food restaurant

Apply online at chick-fil-a.com/careers

Chili's

Family restaurant

Apply online at chilisjobs.com

Chipotle

Mexican restaurant

Apply online at careers.chipotle.com

Cintas

Designs and supplies corporate identity uniform programs, entrance mats, restroom supplies, promotional products, and safety products

Apply online at cintas.com/careers

Comcast Corporation

Telecommunications

Apply online at corporate.comcast.com/careers

Dunkin Donuts

Coffee shop

Apply online at dunkindonuts.com/dunkindonuts/careers

Embassy Suites

Hotel

Apply online at jobs.hiltonworldwide.com

Family Dollar

Retail store

Apply online at corporate.familydollar.com/pages/careers.aspx

Firestone

Auto care

Apply online at bridgestoneretail.jobs

General Electric

Conglomerate with services ranging from aviation and appliances to wind turbines and health care

Apply online at ge.com/careers

Goodwill Store

Retail stores

Apply online at goodwill.org/find-jobs-and-services

Grainger Industrial Supply

Industrial equipment supplier

Apply online at jobs.grainger.com

Great Clips

Salon

Apply online at jobs.greatclips.com

Home Depot

Home improvement and appliances

Apply online at careers.homedepot.com

IKEA

Furniture and appliance

Apply online at seeacareerwithus.com

Jimmy John's

Fast food restaurant

Apply online at jimmyjohns.com/company/jobs

Jiffy Lube

Car maintenance services

Apply online at jiffylube.com/careers

KFC

Fast food restaurant

Apply online at jobs.kfc.com

Kohl's

Retail store

Apply online at kohls Careers.com

Marriot Hotel

Hotel

Apply online at jobs.marriott.com

McDonald's

Fast-food restaurant

Apply online at

mcdonalds.com/us/en/careers.html

Men's Wearhouse

Retail store

Apply online at menswearhouse.com/careers

Metals USA

Metal specialties

Apply online at metalsusa.com/careers

Metropolitan Bakery

Bakery and café

Apply online at metropolitanbakery.com/about/employment-opportunities

Modell's

Shoes, apparel, and sports gear

Apply online at modells.com/category/jobs.do

NFI

Transportation service

Apply online at careers.nfiindustries.com

NHS Human Services

Apply online at nhsonline.org/careers.html

Nordstrom

Retail store

Apply online at about.nordstrom.com/careers

Office Depot

Office supplies

Apply online at jobs.officedepot.com

Old Navy

Clothing and fashion retailer

Apply online at gapinc.com and click on "careers"

PECO

Energy company

Apply online at peco.com/careers

Pepsi Co.

Vending machine supplier

Apply online at pepsicjobs.com

PetSmart

Pet store

Apply online at careers.petsmart.com

Philadelphia Cricket Club

Philadelphia's oldest cricket club

Apply online at philacricket.atsondemand.com

Philadelphia Fire Department

Fire department

Apply online at phila.gov/fire

Praxair

Glass welding

Apply online at praxair.com/careers

Preferred Freezer Services

Cold storage facility

Apply online at

preferredfreezer.com/contacts/employment.php

PSPCA

Leading advocate for animals in

the region since 1867

Apply online at pspca.org/about/career-opportunities

Radisson

Hotel group

Apply online at carlsonrezidor.com/careers

Republic Services

Garbage collection

Apply online at republicservices.jobs

Ruby Tuesday

Restaurant

Apply online at rubytuesday.com/careers

Salvation Army

Christian Church and charitable organization

Apply online at salvationarmyusa.org/usn/employment-opportunities

Shoprite

Retail store

Apply online at shoprite.com/career-opportunities

Southeastern Pennsylvania Transportation Authority (SEPTA)

Metropolitan and regional transportation agency serving Bucks, Chester, Delaware, Montgomery, and Philadelphia counties

Apply online at autohire.careershop.com/septajobs

Subway

Fast-food restaurant

Apply online at subway.com/en-us/careers

Sysco

Food service

Apply online at careers.sysco.com

Team Clean

Building maintenance and janitorial services

Apply online at team-clean.com/employment

Temple University

Higher educational institution

Apply online at temple.edu/hr

Trader Joe's

Retail store

Apply online at traderjoes.com/careers

Tyson Foods

Whole-sale meat producer

Apply online at tysonfoodscareers.com

U.S. Steel

Steel producer

Apply online at ussteel.com/work

Villa

Fashion retailer

Apply online at ruvilla.com/careers

Walmart

Retail store

Apply online at careers.walmart.com

Wawa

Convenience store

Apply online at wawa.com/Careers.aspx

Wendy's

Fast-food restaurant

Apply online at wendys.com/careers

STAFFING AND TEMPORARY-JOB AGENCIES

ACCU Staffing Services

1-800-437-2228

LOCATIONS:

Philadelphia (Center City) Job Center

1601 Market Street, Suite 101, Philadelphia, PA 19103

Philadelphia (Northeast) Job Center

5451 Horrocks Street, Philadelphia, PA 19124

CareersUSA

1800 John F. Kennedy Boulevard, Suite 710, Philadelphia, PA 19103

215-561-3800

careersusa.com

Kelly Services

2005 Market Street, Suite 1920A, Philadelphia, PA 19103

215-972-5145

kellyservices.com

Manpower

1801 Market Street, Suite 610, Philadelphia, PA 19103

215-240-8999

manpower.us

Randstad

1700 Market Street, Suite 1500, Philadelphia, PA 19103

215-568-6810

randstadusa.com

Stivers

1617 John F. Kennedy Boulevard., Suite 825, Philadelphia, PA 19103

215-561-1355

stivers.com

Unique Staffing

3624 Market Street, Suite 1SD, Philadelphia, PA 19104

215-222-2246

uastaffing.com

Legal Services

Community Legal Services

Community Legal Services provides free legal services for a wide range of issues, including family advocacy, homeowners and consumer rights, housing, and employment.

clsphila.org

LOCATIONS:

Center City Office

1424 Chestnut Street, Philadelphia, PA 19102
215-981-3700

North Philadelphia Law Center

1410 W. Erie Avenue, Philadelphia, PA 19140
215-227-2400

The Center for Returning Citizens

The Center for Returning Citizens assists returning citizens in the transition from incarceration to society by providing employment opportunities, housing assistance, counseling services, paralegal aid, food, clothing and other referrals to necessary services. TCRC also works in pre-entry providing pre-trial services and mitigation for sentencing. TCRC works with the Philadelphia Defenders Office to assist families with participatory defense, employment and counseling during the pre-trial period. TCRC supports and assists individuals, families and communities battle the adverse impacts of incarceration. Evening support groups for both returning citizens, at risk youth, female returnees, and women with incarcerated family members.

Open Monday–Friday, 9:00 a.m.–3:00 p.m.

TCRC Kidz Afterschool drop-in center is open 3:30–5:30 p.m., with evening groups 6:00–9:00 p.m.
By appointment or walk-in.

3609 N. Broad Street, 1st Floor, Philadelphia, PA 19140
215-223-1680

After hours or emergency: 215-791-0645

jharrell@tcrcphilly.org
tcrcphilly.org

Homeless Advocacy Project

Homeless Advocacy Project provides free legal counseling and representation for the homeless.

1429 Walnut Street, 15th Floor, Philadelphia, PA 19102
215-523-9595
info@haplegal.org
homelessadvocacyproject.org

Philadelphia Lawyers for Social Equity

The Criminal Record Expungement Project (C-REP) represents low-income individuals through the expungement process in the Philadelphia Court of Common Pleas. No walk-ins.

1501 Cherry Street, Philadelphia, PA 19102

215-995-1230

info@plsephilly.org

plsephilly.org

Philadelphia Legal Assistance

Philadelphia Legal Assistance provides free legal assistance for a range of issues, including unemployment compensation, family law, taxes, housing, and public benefits.

Call for intake Tuesday and Thursday, 9:30 a.m.–12:00 p.m.

Walk-in hours: Monday and Wednesday, 9:00–11:30 a.m.

718 Arch Street, Suite 300N, Philadelphia, PA 19106

215-981-3800

philalegal.org

Meals

Sunday Breakfast Rescue Mission

302 N. 13 Street, Philadelphia, PA 19107

Breakfast: 7:00 a.m. / Lunch: 12:00 p.m. / Dinner: 6:30 p.m.

215-922-6400 | info@sundaybreakfast.org

sundaybreakfast.org

Broad Street Ministry

315 S. Broad Street, Philadelphia, PA 19107

215-735-4847

broadstreetministry.org

MONDAY: BREAKFAST

Doors open at 7:45a.m.

Meal served 8:00–8:50 a.m.

THURSDAY: LUNCH

Doors open at 11:30 a.m.

Meal served 12:00–1:15 p.m.

TUESDAY: LUNCH

Doors open at 11:30 a.m.

Meal served 11:30-1:15 p.m.

FRIDAY: LUNCH

Doors open at 11:30 a.m.

Meal served 12:00–1:15 p.m.

TUESDAY: DINNER

Doors close at 5:30 p.m.

Meal served 4:00–5:15 p.m.

SATURDAY: LUNCH

Doors open at 11:45 a.m.

Meal served 12:00–12:50 p.m.

WEDNESDAY: DINNER

Doors open at 3:00 p.m.

Meal served 4:00–5:15 p.m.

Chosen 300 Ministries

chosen300.org/homeless/homeless servingschedule.html

LOCATIONS:

1116 Spring Garden Street, Philadelphia, PA 19123

Monday, Wednesday, Friday at 6:00 p.m.; Saturday at 5:00 p.m.; Sunday at 10:00 a.m.

3959 Lancaster Avenue, Philadelphia, PA 19104

Monday and Friday at 6:00 p.m., Sunday at 10:00 a.m.

phillyfoodfinder.org

This site compiles information about food resources in your neighborhood.

People with Disabilities

Legal Clinic for the Disabled

The Clinic offers free legal services for persons with disabilities. Telephone intake every Wednesday.

Intake line: 215-587-3350

legalinfo@lcdphila.org

lcdphila.org

Liberty Resources

Liberty Resources promotes independent living for persons with disabilities. It provides housing, counseling, and support.

112 N. 8th Street, Philadelphia, PA 19107

215-634-2000

LRinc@libertyresources.org

libertyresources.org

My Place Germantown

My Place Germantown provides community-based permanent housing for disabled men.

209 E. Price Street, Germantown, PA 19144

215-848-2892

js@myplacegermantown.org

myplacegermantown.org

Personal Finances

CLARIFI and the Philadelphia Office of Financial Empowerment

CLARIFI offers financial counseling to help you improve credit, reduce debt, and avoid foreclosure. In partnership with CLARIFI, the City of Philadelphia's network of Financial Empowerment Centers provides free, high-quality, one-on-one financial counseling with professionally trained counselors to help clients transition from debt management to saving. Call a specific location for hours and to make an appointment.

215-563-5665 or 1-855-346-7445

financial.empowerment@phila.gov

clarifi.org or phila.gov/fe

LOCATIONS:

Municipal Services Building, Concourse (Center City)

1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

Congreso Headquarters

216 W. Somerset Street, Philadelphia, PA 19133

Community Legal Services

1410 W. Erie Avenue, Philadelphia, PA 19140

Community Legal Services

1424 Chestnut Street, Philadelphia, PA 19102

Germantown Life Enrichment Center

5722 Greene Street, Philadelphia, PA 19144

People's Emergency Center

325 N. 39th Street, Philadelphia, PA 19104

ACHIEVEability (West Philadelphia)

35 N. 60th Street, Philadelphia, PA 19139

Catholic Social Services (Northeast Philadelphia)

7340 Jackson Street, Philadelphia, PA 19136

District 1199C Training

100 S. Broad Street, Philadelphia, PA 19110

Turning Points for Children

4329 Griscom Street, Philadelphia, PA 19124

Women's Opportunity Resources Center

2010 Chestnut Street, Philadelphia, PA 19103

Enterprise Center

4548 Market Street, Philadelphia, PA 19139

Social and Cultural Resources

Art-Reach

Art-Reach enriches lives by connecting underserved audiences with cultural experiences, such as live arts events, museums, on-site interactive workshops, and performances.

1501 Cherry Street, Philadelphia, PA 19102

267-515-6720 | info@art-reach.org

art-reach.org

Free Library of Philadelphia—Sundays on Stage

Sundays on Stage is a series of cultural programs featuring live performances by a variety of artists and entertainers. These family programs celebrate diversity through music, dance, storytelling, and more. Select Sundays at 2:00 p.m.

Parkway Central Library, Montgomery Auditorium, 1901 Vine Street, Philadelphia, PA 19103

215-686-5322

Mural Arts Program

Current inmates, probationers, and parolees are given the opportunity to learn new skills and make a positive contribution to their communities, to repair harm to communities impacted by crime through neighborhood projects. They receive art instruction, work on new murals, and perform other community service work.

Mural Arts Center, Thomas Eakins House, 1727-29 Mt. Vernon Street, Philadelphia, PA 19130

215-685-0750 | info@muralarts.org

muralarts.org/program/restorative-justice

Philadelphia Freedom Valley YMCA

The YMCA offers many programs, including wellness and fitness, daycare, arts and humanities programs, and youth and adult sports programs. Multiple service locations; call or see website for details.

webmaster@phillymca.org

phillymca.org

William Way LGBT Community Center

The William Way Community Center encourages, supports, and advocates for the well-being and acceptance of sexual and gender minorities in the Greater Philadelphia region through service, recreational, educational, and cultural programming.

1315 Spruce Street, Philadelphia, PA 19107

215-732-2220 | info@waygay.org

waygay40.org

Women's Services

Ardella's House

Ardella's House is committed to helping women with criminal-justice histories realize new possibilities for themselves and their families.

2428 N. 33rd Street, Philadelphia, PA 19132
215-200-6006 | ardellashouse@gmail.com
ardellashouse.com

Drueding Center

Drueding Center provides residential services, education and community services, and youth services.

413 W. Master Street, Philadelphia, PA 19122
215-769-1830 | druedingcenter@holyredeemer.com
druedingcenter.org

I'm FREE (Females Reentering Empowering Each Other)

I'm FREE provides gender-responsive and trauma-informed services, including educational access for employment, work-readiness training, and therapeutic counseling, as well as life and parenting skills for women re-entering society and reconnecting with their families. By appointment only.

4700 Wissahickon Avenue, Suite 126, Building A, Philadelphia, PA 19144
215-951-0330 x2147 | ImFREEonline@gmail.com
imfreeonline.org

Maternity Care Coalition

The Maternity Care Coalition offers a wide variety of programs and resources for pregnant women and families with children ages 0 to 3. Services include addressing physical and mental needs of families, maternity care and breastfeeding support, parenting education classes, connecting caregivers with community resources and follow-up care, and providing access to emergency supplies.

2000 Hamilton Street, Suite 205, Philadelphia, PA 19130
215-972-0700
maternitycarecoalition.org

Mercy Hospice

Mercy Hospice provides residential housing and day services for homeless women.

334 S. 13th Street, Philadelphia, PA 19107
215-545-5153
mercyhospicephilly.org

Women Against Abuse

Women Against Abuse promotes victim safety, autonomy, and dignity with a continuum of care, from telephone crisis counseling to long-term supportive housing.

100 S. Broad Street, Suite 1341, Philadelphia, PA 19110

215-386-1280

Domestic Violence Hotline: 1-866-723-3014

womenagainstabuse.org

Women's Community Revitalization Project

The Women's Community Revitalization Project helps to develop housing projects, provide supportive services, and advocate for policy changes.

100 W. Oxford Street, E-2300, Philadelphia, PA 19122

215-627-5550

wcrpphila.org

For women's reproductive health care services, see page 15.



PRISON AND RE-ENTRY SERVICES 2018

FREELIBRARY.ORG