

# Partnership in Reentry Coalition of Delaware Employment Training, Job Skill Training and Employment Agencies

## EMPLOYMENT TRAINING

**Inspiration Spaces @Delaware Libraries** is a FREE service for Delaware's job seekers, career changers and people starting or thinking of starting a business. Our motto is We Help you Take the Next Step. We offer training, career counseling and resources that will help Delawareans find jobs or start a business. One-on-one assistance to equip you with the technology and to enhance skills needed to compete in today's job market. Plan your career, Focus your job search, Apply for jobs online, Create a resume and cover letter and prepare for interviews etc. Other programming includes GED and high school education, APEX expungements and pardons, and help with financial questions and guidance with Stand by Me and Money School. **[www.lib.de.us/is](http://www.lib.de.us/is)** **Phone:** 302-922-0753  
**Address:** various Public Libraries throughout the state.

**Email:** **[delawarejobcenter@lib.de.us](mailto:delawarejobcenter@lib.de.us)** **Coverage:** Kent, Sussex, New Castle **Fees:**  
None **Intake Process:** Walk-in

### **Department of Labor, Division of Vocational Rehabilitation Services, Kent County**

Vocational Rehabilitation provide services to individuals with disabilities, to help them develop a career pathway that leads to long-term meaningful employment resulting in greater personal independence and a more inclusive workforce. DVR partners with individuals to help them find employment opportunities

**Coverage:** Kent County **Phone:**(302) 739-5478

**Address:** 655 South Bay Road Suite 2H Dover, DE19901 **Email:** crystal.sheats@delaware.gov

**Coverage:** Sussex County **Phone:**(302) 856-5730**Address:** 20793 Professional Park Boulevard, Suite 212 Georgetown, DE19947

**Email:** mislin.stanley@delaware.gov

**Coverage:** New Castle **Phone:** (302) 368-6980 (302) 696-3180 (302) 696-3181

**Address:** 225 Corporate Boulevard Pencader Corporate Center, Suite 204 Newark, DE19702

**Coverage:** New Castle **Phone:** (302) 761-8275

**Address:** 4425 North Market Street Fox Valley Wilmington, DE19802

**Email:** brenda.rodriguez@delaware.gov

**Eligibility:** Persons with physical or mental impairment, impediment to employment or who requires vocational rehabilitation services

**Fees:** None **Intake Process:** Call, walk in or internet

### **Division for the Visually Impaired, Vocational Rehabilitation**

Vocational Rehabilitation provides and coordinates an array of services for individuals with sever visual impairment that are designed to help consumers increase their self-independence within their

home and community to obtain job skills and employment consistent with their skills. Abilities and informed choice.

Helen Harper-Elzey Central Intake Coordinator Dept. of Health and Social Services

**Phone:**(302) 255-9847 (302) 424-7240

**Address:**1901 North DuPont Highway New Castle, DE 19720

**Eligibility:** Delawareans who are classified as severely visually impaired/legally blind by a medical professional **Intake Process:** Referrals can be made by contacting central intake 302-255-9848

### **First State Community Action, A Second Chance**

A program designed to transition inmates back into society by assisting with employment, housing, education etc.

**Phone:** 302-856-7761 800-372-2240 **Address:** 308 North Railroad Avenue Georgetown, DE19947

**Coverage:** Sussex **Eligibility:** 18 years or older, incarcerated or released from prison at least one year

**Fees:** None **Intake Process:** Intake process

### **IN HER SHOES**

In Her Shoes, Inc. will provide monthly career workshops to prepare women for the successful transition into their respective communities.

- \* information on training Life Skills
- \* leadership skills
- \* employment readiness
- \* counseling
- \*social skills
- \* basic financial education and money management.

**Contact:** Lenora Webb **Phone:** 595-4978 **Email:** [inher shoes@gmail.com](mailto:inher shoes@gmail.com)

### **NEW START**

New Start is a 10-week program that operates Monday through Friday 8:30am – 4:00pm for a total of 375.0 classroom training hours. Bus tickets and financial support for needs based expenses that assist participants in attending and completing training, participating in job search activities, and obtaining and maintaining employment are provided. All participants enrolled in the New Start program are either presently incarcerated in a work release center or recently released from prison and meet the federal definition of low income.

A Sample of Curriculum components: \* Technology Training \* Financial Literacy \* Employment Success Strategies \* Certified Parenting Course \* Conflict Resolution/Stress Management \* Team/Group Dynamics \* Forklift Operator Safety certification \* Cover Letters; Resume Preparation; Interviewing Skills; Job Search Assistance

**Contact:** Priscilla Turgon Executive Director Project New Start, Inc.

**Address:** 3301 Green St., Claymont, DE 19703 **Phone:**798.3520 **Website:** [www.project-new-start.org](http://www.project-new-start.org)

### **The No Double Jeopardy Job Programs (My Brethren Ministries)**

- \* Resume writing
- \* Help with getting State I.D., Birth Certificate, S.S. Card
- \* Dress for success
- \* Interview skills
- \* Interview with Second Chance Employer

**Contact:** Bishop Gregory E. Gordon **Phone:** 257-0017

**Workforce Development Community Center (LACC), Latin American LACC,** Workforce Development Program assists clients in obtaining employment, finding better employment options and strengthening employability. LACC will assist clients with job placement leads, computer literacy classes, resume writing, on-line application assistance, interviewing skills and dressing for success..

**Phone:** (302) 655-7338 Ext. 7694 **Address:** 403 North Van Buren Street Wilmington, DE 19805

**Coverage:** New Castle **Eligibility:** Open to the public, anyone seeking employment.

**Fees:** None **Intake Process:** By appointment

### **One Village Alliance, The Village Learning Center**

This program provides Adult GED, Employment Development Training, Resume Writing, Computer Training Classes, Introduction to Construction Classes and Food/Nutrition Classes to adults of all ages.

**Phone:** (855) 968-8433 **Address:** 1401 A Street Wilmington, DE 19801

**Email:** family@iamthevillage.org **Coverage:** Kent, New Castle, Sussex

**Eligibility:** Youth and Adults ages 6 years and up. **Fees:** Scholarships and funding available for all programs. **Intake Process:** On-Site applications Monday – Friday

### **Professional Staffing Associates, Business Skills Training Program**

FREE Business Skills Training Program. Available to all Delaware residents who are unemployed or under-employed. Program is a 14 week experience that prepares participants for opportunities in private, public and non-profit organizations. The curriculum affords students the opportunity to obtain the National Professional Certification in Customer Service issued by the National Retail Federation Foundation. Job placement assistance is provided and the placement rate for program graduates is approximately 72%. Professional Staffing's goal is to make participants better people and therefore better employees by providing both the technical skills in demand and the soft skills that enable them to better manage the responsibilities of employment and their personal lives. Interested applicants must have a high school diploma or GED and 9th grade reading and math skills.

**Phone:** (302) 798-0270 (302) 798-3520 **Address:** 3301 Green Street Claymont, DE 19703

**Coverage:** New Castle **Eligibility:** Delaware resident with a GED or HS diploma.

**Fees:** N/A **Intake Process:** Information and orientation session by appointment.

### **Salvation Army, Keep A Job**

Salvation Army Keep A Job program, is a job retention program which works with families who receive welfare and provides intensive case management, crisis alleviation, assessment and planning, employment replacement and financial independence services including a matched savings account (IDA). These services enable individuals to maintain their employment for one year. Referrals from Employment Connections and the Division of Social Services only.

**Phone:** (302) 472-0740 (800) 456-7670 **Address:** 400 North Orange Street Wilmington, DE 19801

**Coverage:** New Castle **Eligibility:** Referrals from Employment Connections and Division of Social Services only **Fees:** None **Intake Process:** Call

### **Service Source, Employment & Training, Wilmington**

Service Source provides situational assessments, career exploration, vocational training (warehouse, forklift, mail/document processing), work adjustment training, job development and job placement assistance, job coaching, job retention support, supported employment and facility-based employment. **Phone:** (302) 762-0300 (302) 765-1232 (800) 738-1733 **Address:** 3030 Bowers Street Wilmington, DE 19802 **Coverage:** New Castle **Eligibility:** Must be 16 or older, have a desire to work, and have a disability or face other significant barriers to employment. **Fees:** Private pay or third-party payment for training fees (DVR, DDDS, WIB) **Intake Process:** Call for appointment

### **Service Source, Employment, Training and Senior Center - Kent and Sussex**

Service Source program includes: Business Technology (Computer) Evaluation, Business Technology (Computer Training) - areas of concentration include: data entry; accounts payable/receivable; customer service; administrative assistant; medical records; and clerical support. Additional services include: Career Assessment; Job Placement; Job Coaching; and Job Retention. Also provides a Senior Center for area residents. **Phone:**(302) 735-9672 **Address:**165 Commerce Way Dover, DE 19901 **Email:** ocirehabservices@servicesource.org **Coverage:** Kent, Sussex **Eligibility:** Must be 16 or older, have a desire to work, and have a disability or face other significant barriers to employment. **Fees:** Private pay or third-party payment for training fees (DVR, DDDS, WIB) **Intake Process:** Call for appointment

### **Social Security Administration, Ticket To Work**

The Ticket to Work program is specifically for clients who receive either Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). With this ticket, they are offered the opportunity to go to work through the Ticket to Work program. The program is voluntary and clients may choose from a variety of services. Any organization that has chosen to become an Employment Network may accept the ticket and provide the client with services to help them to go to work.

**Phone:** (866) 9687842 (888) 377-7019

**Address:** Social Security Administration -920 West Basin Road, Suite 200 New Castle, DE 19720

**Coverage:** New Castle **Eligibility:** SSI or SSDI recipients **Fees:** None. **Intake Process:** Call.

### **West End Neighborhood House, Community Outreach Employment Services**

The Community Outreach Employment Services (COES) seeks to help adults and youth with significant barriers to employment by providing various training and job readiness services, resulting in increased employment possibilities. The free personalized program offers: One-on-One Job Search Assistance; Cover letter and Resume Writing; Interview Preparation; Pay Day Lending & Job Start Loans; Customer Service Credential Training; Work Place Safety Credential Training; and Free GED Classes. **Phone:** (302) 658-4171 **Address:** 710 North Lincoln Street Wilmington, DE 19805

**Contact:** Catherine Hoopes **Coverage:** New Castle, Kent, Sussex **Eligibility:** Adults and Youth **Fees:** None **Intake Process:** Call

**Workforce Development Community Center (LACC), Latin American LACC,**

Workforce Development Program assists clients in obtaining employment, finding better employment options and strengthening employability. LACC will assist clients with job placement leads, computer literacy classes, resume writing, on-line application assistance, interviewing skills and dressing for success..

**Phone:** (302) 655-7338 Ext. 7694 **Address:** 403 North Van Buren Street Wilmington, DE 19805

**Coverage:** New Castle **Eligibility:** Open to the public, anyone seeking employment.

**Fees:** None **Intake Process:** By appointment

**YWCA, Wo(Men) Achieving New Directions**

Wo(Men) Achieving New Directions (WAND) program supports work readiness and 21st century job search and self-employment strategies for people with barriers to employment and new and emerging business owners who need the tools to position their business for success. **Phone:** (302) 224-4060

**Address:** 153 East Chestnut Hill Road Suite 102 Newark, DE 19713

**Email:** empower@ywcade.org **Coverage:** Kent, New Castle, Sussex

**Fees:** yes, scholarships available **Intake Process:** Call for information

Courtesy of

Link of Love Support Group for the Families with an Incarcerated Loved One  
& Kent County Partnership in Reentry

P.O. Box 296 Dover, DE 19903 (302) 659-5633

Chairman – Lori Alberts [Bearwood59@live.com](mailto: Bearwood59@live.com)

1/1/19

## JOB SKILLS TRAINING

### **Chimes**

Delaware provides a variety of programs for adults with developmental and behavioral disabilities, intellectual disabilities, autism, Prader-Willi Syndrome, deaf/blind, mental illness, dual diagnosis, and individuals with Traumatic Brain Injury. They include: **EMPLOYMENT PROGRAM:** Provides vocational skills training, production initiatives, mobile work crews and volunteer

Chimes Delaware opportunities to adults with disabilities. Utilizes facility based employment and supported employment in the community. **BEHAVIORAL AND CASE MANAGEMENT PROGRAM:** Provides case management, individual programming, family/funding source/provider liaison, and a wide spectrum of continuous behavior treatment options. Serves adults with developmental and behavioral disabilities specializing in autism, intellectual disabilities, and Prader-Willi syndrome. Work to enhance social, emotional, and independent living skills.

**Phone:** (302) 452-3400 (302) 453-1946 (800) 924-4637

**Address:** 514 Interchange Boulevard Newark, DE 19711

**Eligibility:** Adults w/developmental & behavioral disabilities, intellectual disabilities, autism, Prader-Willi, deaf/blind, mental illness, dual diagnosis **Intake Process:** Call

### **Food Bank of Delaware Culinary School Programs**

The Culinary School at the Food Bank of Delaware provides valuable job training to adults. The 14-week program includes 12 weeks (daytime hours) of hands-on training in basic and high-end kitchen skills, safe food handling and life skills. The 12-week training culminates with a two-week paid internship at a food service company, restaurant or catering company. The school is a certified trade school by the Delaware Department of Education. The mission of The Culinary School is two-fold. First students are taught skills that are highly desirable to employers in the food industry and second, these newly developed skills have the potential to lead to jobs in the industry that provide job security and economic sustainability.

**Kent & Sussex Contact:** Ruthann Messick **Phone:** 424-3301 X 107 **Email:** [rmessick@fbd.org](mailto:rmessick@fbd.org)

**New Castle Contact:** Jessica Neal **Phone:** 444-8076 **Email:** [jneal@fbd.org](mailto:jneal@fbd.org)

### **Connections, Connect to Work (Employment Services)**

Helps individuals get a job and keep that job. Vocational training programs include; Culinary Futures Program (Wilmington, Seaford), which provides ServSafe Food Sanitation training and certification; Pest Control training (Wilmington); Janitorial Services training (Wilmington). Also includes, supported employment services such as; resume development, completing and submitting job applications and building interview skills. Financial literacy program also provided.

**Phone Number:** (866) 477-5345 **Address:** 801 North West Street Wilmington, DE 19801

**Email Address:** [info@connectionsensp.org](mailto:info@connectionsensp.org) **Eligibility:** Individuals with barriers to employment.

**Fees:** None. **Intake Process:** Call.

## **Delaware Skills Center, Adult Vocational Center**

The Delaware Skills Center offers hands on training and job placement in the following areas: HVAC, Electric, Youth Construction, Computer Repair, Medical Assistant, Certified Nursing Assistant and Licensed Practical Nursing. Courses vary in time and length. Participants are placed in private sector employment **Phone:** (302) 654-5392

**Address:** 13th A Clifford Brown Walk Wilmington, DE19801

**Email Address:** eric.wells@nccvt.k12.de.us **Coverage:** New Castle

**Eligibility:** Delaware residents: 18 years and older, unemployed or underemployed, drivers license, pass math and reading exams. **Fees:** None **Intake Process:** Call to schedule an appointment for registration, Registration will involve interviewing and testing.

## **Delaware Technical Community College, Workforce Training – Georgetown**

The Job Skills Program at Delaware Technical Community College provides a variety of occupational skills training programs which include technical skills, job knowledge, related academic instruction and employment readiness. Participants receive "hands on" skill training and job placement assistance. Diploma and certificate options are available. **Phone:** (302) 259-6365

**Address:** 21179 College Drive Georgetown, DE19947 **Email Address:** cbreen@dtcc.edu

**Coverage:** Sussex **Eligibility:** Adults unemployed/underemployed that meet certain academic criteria to be determined at time of application to college **Fees:** N/A **Intake Process:** Call for Details

## **Delaware Technical Community College – CDL Course**

Tractor Trailer Certification  
The 360 hour curriculum includes classroom study and 44 hours of "behind the wheel" driving experience, including driving in traffic, practice maneuvering, parking and other skills. Job placement assistance is available. **Phone:** 259-6053 **Address:** 21179 College Drive Georgetown, DE 19947

**Email:** [cantonik@dtcc.edu](mailto:cantonik@dtcc.edu) **Eligibility:** Must be at least 18 years old, speak and read English, pass DOT physical and drug screen and have a valid drivers license for 1 year. **Fees:** Varies

**Intake Process:** call 259-6053

## **Delaware Workforce Investment Board**

The Delaware Workforce Investment Board ensures the citizens of Delaware are provided with occupational training and employment service opportunities to help them achieve employment sustaining them and their families. They seek to communicate with business industry partners to provide them with qualified workers to meet their employment needs. The board also has a very active Youth Council that has oversight for programs designed specifically to help Delaware's at-risk and neediest youth prepare for the workforce. **Phone:** (302) 761-8160

**Address:** 4425 North Market Street, 4th floor Wilmington, DE19802 **Email:** [dwib@delaware.gov](mailto:dwib@delaware.gov)

**Coverage:** Kent, New Castle, Sussex **Eligibility:** Comprehensive Youth: ages 14-21 years; Comprehensive Adult: 18 years and older **Fees:** Free **Intake Process:** Call or visit a One Stop center

## **DEL-MAR-VA FLAGGING SERVICES**

ATSSA Certified Flagger Training

DE-\$60./MD-\$99 (both \$149) Job Referrals Provided

**Contact:** Nelson Lewis **Phone:** 670-0569

**First State Community Action, Incorporated** A community and statewide agency with services related to housing, financial assistance, prison re-entry, family resources programs, healthy homes and energy conservancy programs, senior services, employment and training, and community development. **Phone Number:** (302) 856-7761 (302) 674-1355 (302) 498-0454 (800) 372-2240 **Address:** 308 North Railroad Avenue Georgetown, DE19947 **Eligibility:** Up to 200% of Federal Poverty Income Guidelines. **Fees:** None **Intake Process:** Walk-ins and appointments

## **Goodwill Industries, Employment Services - New Castle County**

Training Programs: Shoprite Cashier Training Program, Retail Skills, Computerized Office Skills, Industrial Cleaning, Data Entry, Customer Service, job Resource Center, Employment Development, Job Placement and additional related services. Job placement includes traditional and long-term temporary assignments. Individuals who complete training are members for life and may receive follow-up placement training for life. Our mission is to improve the quality of life for people with barriers to employment through vocational services and work opportunities.

**Phone:** (302) 761-4640 **Address:** 300 East Lea Boulevard Wilmington, DE19802

**Eligibility:** Unemployed, underemployed and individuals with barriers to employment

**Fees:** None **Intake Process:** Call for an appointment

## **WGM Outreach Ministries, Inc.**

Flagger Certification Maryland, Delaware and/or Virginia Del. - \$60 Del. & Maryland \$150

LHO Enterprises & Innovative Success Ent. *Lillian Harrison*

**Address:** 20127 Office Circle, Georgetown, DE 19947 **Phone:** Office: 302-232-2234 Fax: 877-988-7723 WGM Outreach Ministries, Inc. 21173 Coverdale Road, Bridgeville, DE 19933

## **Employment Agencies and Day Labor Services**

**Access Labor Services** 333 S, Governors Ave Dover 741-2575

**Best Temps** 385 W. North St. Dover 674-4357

**CNS Services LLC** 330 Milford Neck Road Milford 751-1553

**Express Employment Professionals** 665 S. Carter Road Smyrna 659-2121

**Hardy Enterprises** 604 Forest Street Dover 674-5501

**People Ready** 650 Bay Road Dover 674-2288

**Service General Corp.** 340 NE Front Street Milford 424-3500

**Staffmark** 242 S. Rehoboth Blvd. Milford 422-0606