

# JVS Partnership Guide



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# JVS PATHWAYS TO SUCCESS

CJP Anti-Poverty Initiative

Refugee Resettlement Agencies

CareerSolution

Community-Based Organization Referrals

Outreach

## JVS Welcome Center

Education Pathway

Skills Pathway

Career Services Pathway

Adult Diploma Pathway  
English for Academic Success  
Bridges to College  
College

Beginner English Classes for Refugees and Immigrants  
Skills Training and Certification  
Pharmacy Technician Training Program  
Nurse's Aide Training Program  
Bank Career Training Program  
Food Service Training Program  
Hospitality Training Program  
Transitions to Work

Financial Coaching  
Networking  
LinkedIn  
Salary Negotiation  
Interview Skills  
Resume Writing Assistance

# EMPLOYMENT

## About JVS

Jewish Vocational Service (JVS) was founded in 1938 during the Great Depression to assist Jewish immigrants and refugees struggling to enter the American workforce and support their families. Today, JVS is among the oldest and largest providers of adult education and workforce development services in Greater Boston, serving a diverse clientele representing over 90 nations, and speaking 50 languages, and helping people secure financial independence through educational and employment services. With over 80 years of demonstrated excellence in workforce development, JVS has a reputation for continuous innovation, building person-centered and performance-based models to improve outcomes and increase programmatic effectiveness.

## Our Mission

Empowering individuals from diverse communities to find employment and build careers, while partnering with employers to hire, develop, and retain productive workforces.

## Customized Trainings

JVS provides tailored trainings for community based organizations. Some examples of our customized trainings include workshops covering job readiness, resume development, cover letter writing, personal pitches, and interview skills. Our Business Services department also offers ESOL, Hi-SET, pre-college, and various other classes at partner sites. If you are interested in learning more, please contact Shakunthala Devi Shiwnath at [sshiwnath@jvs-boston.org](mailto:sshiwnath@jvs-boston.org) or 617-399-3122.

## Questions

For general questions about JVS, or to learn about potential partnership opportunities, please contact [marketing@jvs-boston.org](mailto:marketing@jvs-boston.org).

## Education Pathway

There is a strong relationship between educational achievement and job quality. Core educational skills – from basic English skills to advanced language and mathematical skills – and the credentials that go with them are increasingly important for the job market. We offer a continuum of educational programming that allows clients to gain the credentials and skills necessary for success.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<p><b>Adult Diploma Pathway (ADP)</b> Students build skills, earn a Boston Central Adult High School diploma, and transition into a job, college, or a career.</p>	Ages 20+	18 months to 3 years, contingent on students' academic levels; year round, daytime classes	Barbara Garner VP of Academic Services (617) 399-3330 <a href="mailto:bgarner@jvs-boston.org">bgarner@jvs-boston.org</a> <a href="http://www.jvs-boston.org/ADP">www.jvs-boston.org/ADP</a>	Tuesdays 11:30 AM  Semesters start February, June, and September  Enrollment is ongoing
<p><b>Bridges to College &amp; Career (BTC)</b> Provides academic instruction, tutoring, and financial and career coaching that prepares students to enter college and start a career. Three program tracks are available: General Studies, Information Technology for Healthcare, and Biotechnology.</p>	Ages 18+ HS diploma, GED, or HiSET Intermediate to high English skills U.S. citizen, green card holder, refugee status, or asylee/parolee status	23 weeks  Offered twice a year – January and July	Barbara Garner VP of Academic Services (617) 399-3330 <a href="mailto:bgarner@jvs-boston.org">bgarner@jvs-boston.org</a> <a href="http://www.jvs-boston.org/bridges">www.jvs-boston.org/bridges</a>	<p><b>Information Technology for Healthcare and General Studies:</b> Fridays 10 AM - 1 PM</p> <p><b>Biotechnology:</b> Mondays 4:00 - 7:00 PM</p> <p><i>Sessions offered: April-June October-December</i></p>
<p><b>English for Speakers of Other Languages (ESOL)</b> Helps students prepare for their next steps in employment or education through English language instruction</p> <p><i>Program located in Hyde Park</i></p>	Ages 18+ English is not their first language	9 months 9 hours/week  Offered once a year – begins in September	Barbara Garner VP of Academic Services (617) 399-3330 <a href="mailto:bgarner@jvs-boston.org">bgarner@jvs-boston.org</a> <a href="http://www.jvs-boston.org/hyde-park-ESOL">www.jvs-boston.org/hyde-park-ESOL</a>	Information sessions offered prior to starting classes in September and by appointment  Enrollment is ongoing on an as-needed basis

## Skills Pathway

Credentials are increasingly important for the job market and for securing a quality job, and employers are looking for candidates with the occupation-specific skills needed to be successful in their fields. We offer a range of job training programs designed in partnership with employers that provide participants with classroom training, work experience, and preparation for national certifications when applicable. These trainings are highly specialized, focusing on specific skills employers are looking for in specific industries, and include help with securing a job upon completion.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<b>Bank Career Training</b> Prepares students to work as tellers in banks through classroom instruction and workshops	<ul style="list-style-type: none"> <li>- Eligible to work in U.S.</li> <li>- 6 months of cash handling &amp; customer service experience in U.S. preferred</li> <li>- Computer proficient</li> <li>- Clean background and credit score</li> <li>- High school diploma</li> </ul>	7 week program, offered twice a year	Jessica Cirone Senior Director of Refugee Services (617) 399-3271 <a href="mailto:jcirone@jvs-boston.org">jcirone@jvs-boston.org</a>  <a href="http://www.jvs-boston.org/bank-career">www.jvs-boston.org/bank-career</a>	Held one month prior to program start date
<b>Caring for our Seniors Nurse's Aide (CNA) Training</b> Provides specialized training in long term care through classroom instruction and hands-on clinical experience	<ul style="list-style-type: none"> <li>- Non-native, intermediate level English speakers</li> <li>- Clean background check</li> <li>- At least 3 months of work experience</li> <li>- Able to lift without restrictions</li> </ul>	14 weeks (full time program, 30 hours/week)  Offered four times a year	Sher Omerovic VP of Career Path Programming (617) 399-3261 <a href="mailto:somerovic@jvs-boston.org">somerovic@jvs-boston.org</a>  <a href="http://www.jvs-boston.org/nurse-aide">www.jvs-boston.org/nurse-aide</a>	Wednesdays 12:00 PM
<b>Food Service Training</b> Prepares participants to work in entry level kitchen positions through real-world experience in a professional kitchen and classroom instruction	<ul style="list-style-type: none"> <li>- Eligible to work in U.S.</li> <li>- Current or former clients of the JVS Refugee Services Department</li> <li>- Basic English skills</li> <li>- Interest in working in a kitchen</li> </ul>	8 weeks  Offered twice a year	Jessica Cirone Senior Director of Refugee Services (617) 399-3271 <a href="mailto:jcirone@jvs-boston.org">jcirone@jvs-boston.org</a>	N/A
<b>Hospitality Training</b> Prepares participants for hotel jobs through job shadowing and career coaching	<ul style="list-style-type: none"> <li>- Eligible to work in U.S.</li> <li>- Basic English (fluency not required)</li> <li>- Flexible and weekend work availability</li> </ul>	4 weeks, offered twice a year	Jessica Cirone Senior Director of Refugee Services (617) 399-3271  <a href="mailto:jcirone@jvs-boston.org">jcirone@jvs-boston.org</a> <a href="http://www.jvs-boston.org/hospitality-training">www.jvs-boston.org/hospitality-training</a>	Held one month prior to program start date
<b>Pharmacy Technician Training</b> Prepares students to pass the national pharmacy technician certification exam and start a career in the pharmaceutical industry	<ul style="list-style-type: none"> <li>- High school diploma or equivalent</li> <li>- Excellent English communication skills</li> <li>- Clean background check and ability to pass drug screening</li> </ul>	12 weeks (full time program, 30 hours/week)  Offered four times a year	Sher Omerovic VP of Career Path Programming (617) 399-3261 <a href="mailto:somerovic@jvs-boston.org">somerovic@jvs-boston.org</a>  <a href="https://www.jvs-boston.org/our-services/build-your-skills/pharmacy-technician-training-2019/">https://www.jvs-boston.org/our-services/build-your-skills/pharmacy-technician-training-2019/</a>	Tuesdays 10:00 AM

## Skills Pathway (continued)

Credentials are increasingly important for the job market and for securing a quality job, and employers are looking for candidates with the occupation-specific skills needed to be successful in their fields. We offer a range of job training programs designed in partnership with employers that provide participants with classroom training, work experience, and preparation for national certifications when applicable. These trainings are highly specialized, focusing on specific skills employers are looking for in specific industries, and include help with securing a job upon completion.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<p><b>Transitions to Work</b> Partners with employers to provide participants with employer-based internship opportunities, followed by job placement services and on-going support</p>	<ul style="list-style-type: none"> <li>- Ages 18-35</li> <li>- Documented disability</li> <li>- Motivated to work</li> </ul>	<p>8-10 weeks</p> <p>Offered 7 times a year</p>	<p>Mirjana Kulenovic VP of Refugee &amp; Disability Services (617) 399-3207 <a href="mailto:mkulenovic@jvs-boston.org">mkulenovic@jvs-boston.org</a></p> <p><a href="https://www.jvs-boston.org/our-services/disability-employment-transitions-work/transitions-to-work/">https://www.jvs-boston.org/our-services/disability-employment-transitions-work/transitions-to-work/</a></p>	<p>Individual intake by appointment only</p>
<p><b>Launch</b> Connecting young people aged 18-24 who live in subsidized housing with educational and employment training programs, career and financial coaching, and assistance with job placements</p>	<ul style="list-style-type: none"> <li>- Ages 18-24</li> <li>- Living in state subsidized housing</li> </ul>	<p>Accepts ongoing referrals</p>	<p>Philip Schuchert Director of Career Path Programing (617) 399-3391 <a href="mailto:pschuchert@jvs-boston.org">pschuchert@jvs-boston.org</a></p>	<p>Individual intake by appointment only</p>

## Career Services Pathway – MassHire Downtown Boston Career Center

At each stage in their career journey, people ask themselves – what’s next? Our career services help individuals answer that question by working with clients to plan for what’s next and strategize how to get there. Our continuum of services meets clients where they are and provides them the expertise and support to move toward their goals. Our services begin with the basics and move through advanced strategies to customized one-on-one sessions. These services benefit workers and job seekers at all levels, whether they are launching a career or planning for a promotion. As part of the MassHire system, all services are provided at no cost or low cost.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	LEARN MORE	WELCOME SESSION
<b>Career Center Membership*</b> Provides access to all JVS MassHire programs and services	<ul style="list-style-type: none"> <li>- Open to jobseekers in Massachusetts</li> <li>- Free of charge</li> </ul>	On-going; just fill out the membership form, attend a Welcome Session and receive the benefits!	<a href="https://masshiredowntownboston.org/jobseekers/become-a-member/">https://masshiredowntownboston.org/jobseekers/become-a-member/</a>	Monday, Tuesday, Thursday, Friday at 1:00PM  First Wednesday of the month 5:30-6:30PM
<b>BENEFITS OF MEMBERSHIP</b> <ul style="list-style-type: none"> <li>- Access to an extensive selection of group workshops to build your skills</li> <li>- Weekly networking groups, including a group focused on jobs in healthcare</li> <li>- Daily Welcome Sessions and one-on-one drop-in hours with Career Navigators</li> <li>- Financial coaching services</li> <li>- Notifications of on-site employer recruitment sessions and job fairs</li> <li>- Customized career services – affordable high-quality services and trainings</li> <li>- Access to Resource Center with computers, copiers, printers and adaptive technology</li> </ul>				
<b>Group Workshops &amp; Networking Groups</b> Provides career resources and strategies through instruction in a variety of topics			See the MassHire Downtown Boston Career Center monthly calendar for dates on <a href="http://masshiredowntownboston.org/">http://masshiredowntownboston.org/</a>	See monthly JVS MassHire Downtown Boston Career Center calendar for dates of offerings.  Calendars are available online at <a href="http://masshiredowntownboston.org">masshiredowntownboston.org</a> and in the JVS Welcome Center.
<b>Healthcare Initiative</b> Helps participants begin or grow their healthcare career through specialized workshops and a networking group			Susan Buckley Director of Healthcare & Sector Initiatives (617) 399-3355 <a href="mailto:sbuckey@masshiredowntownboston.org">sbuckey@masshiredowntownboston.org</a>	
<b>1:1 Drop-In Hours</b> Drop In: Ask the Career Coach is offered on: Monday, Tuesday, Thursday, & Friday from 2:00-4:00 PM. Check in at the Welcome Center to learn more.			See the MassHire Downtown Boston Career Center monthly calendar for dates on <a href="http://masshiredowntownboston.org/">http://masshiredowntownboston.org/</a>	
<b>Financial Coaching</b> Helps individuals reach their financial goals through one-on-one coaching and financial education workshops			Doreen Treacy VP of Career Services (617) 399-3344 <a href="mailto:dtreacy@masshiredowntownboston.org">dtreacy@masshiredowntownboston.org</a>	
<b>Recruitment Sessions &amp; Job Fairs</b> Provides access to employers through on-site events, typically focused on particular industries or job types			Susan Buckley Director of Healthcare & Sector Initiatives (617) 399-3355 <a href="mailto:sbuckey@masshiredowntownboston.org">sbuckey@masshiredowntownboston.org</a>	
<b>Professional Career Services in Boston</b> Helps clients attain their career goals with one-on-one job search coaching, resume writing services and career counseling			617-399-3299 <a href="mailto:inquiry@jvs-boston.org">inquiry@jvs-boston.org</a>	
<b>Resource Center</b> Provides members with access to computers and other electronic resources for self-directed job search activities. Limited staff assistance is available.			Charles Hickey Director of Operations (617) 399-3343 <a href="mailto:chickey@masshiredowntownboston.org">chickey@masshiredowntownboston.org</a>	

\*Veterans and WIOA-eligible clients receive priority of service.

## Career Services Pathway - JVS Programs

Our job readiness services prepare clients to interact with employers and assist with job placement. We offer specialized services for underserved populations to help clients secure and maintain employment.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<b>Access To Recovery (ATR)</b> Provides job readiness and career training classes, including career center services and 1:1 counseling for returning citizens and individuals in recovery.	<ul style="list-style-type: none"> <li>- Referred directly from Massachusetts STR/ATR</li> <li>- Individuals with history of substance abuse and/or returning citizens</li> <li>-Pre-screening and admission at the discretion of program lead</li> </ul>	2 week program  On-going	Doreen Treacy VP of Career Services (617) 399-3344 <a href="mailto:dtreacy@masshiredowntownboston.org">dtreacy@masshiredowntownboston.org</a>	1:1 conversations with all referred clients
<b>Connections</b> Helps clients reach goals through one-on-one employment assistance, volunteer matching and education assistance	<ul style="list-style-type: none"> <li>- Age 18+</li> <li>- Documented disability</li> <li>- Member of Jewish Community</li> </ul>	Variable, accepts clients on a rolling basis	Mirjana Kulenovic VP of Refugee & Disability Services (617) 399-3207 <a href="mailto:mkulenovic@jvs-boston.org">mkulenovic@jvs-boston.org</a>	Individual intake by appointment only
<b>CareerPath Now</b> Provides 1:1 job search coaching, skill development programs, and training support for all DTA recipients (except EAEDC)	<ul style="list-style-type: none"> <li>- DTA Recipients (except EAEDC)</li> </ul>	On-going	Sher Omerovic VP of Career Path Programming (617) 399-3261 <a href="mailto:somerovic@jvs-boston.org">somerovic@jvs-boston.org</a>  <a href="http://www.jvs-boston.org/CPN">www.jvs-boston.org/CPN</a>	Individual intake by appointment only
<b>English for Advancement</b> Provides vocational English classes and 1:1 career coaching	<ul style="list-style-type: none"> <li>- Non-native English speaker</li> <li>- Client looking for new or better job</li> <li>- Legally authorized to work in U.S. (SSN)</li> </ul>	2-10 months  On-going	Jacqueline Chernoble VP of Business Services (617) 399-3284 <a href="mailto:jchernoble@jvs-boston.org">jchernoble@jvs-boston.org</a>  <a href="http://www.jvs-boston.org/EFA">www.jvs-boston.org/EFA</a>	Fridays 10:00am
<b>Refugee Employment Services</b> Assists refugees, asylees and immigrants with finding a job in the U.S. through vocational English instruction and 1:1 coaching for rapid employment	Services offered to: <ul style="list-style-type: none"> <li>- Refugees</li> <li>- Political asylees</li> <li>- Cuban &amp; Haitian entrants</li> <li>- Certified victims of human trafficking</li> <li>- Special Immigrant Visas</li> <li>- Non-native English speakers receiving TAFDC, including individuals relocated from Puerto Rico</li> </ul>	Duration varies, open-enrollment	Jessica Cirone Senior Director of Refugee Services (617) 399-3271 <a href="mailto:jcirone@jvs-boston.org">jcirone@jvs-boston.org</a>  <a href="http://www.jvs-boston.org/refugee-services">www.jvs-boston.org/refugee-services</a>	Fridays at 9:30am  -Advance referrals strongly encouraged  -Walk-ins with TAFDC are welcome



## Career Services Pathway – JVS Programs (continued)

Our job readiness services prepare clients to interact with employers and assist with job placement. We offer specialized services for underserved populations to help clients secure and maintain employment.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<p><b>Together We Rise</b> Provides 1:1 career coaching, helping clients obtain long-term economic sustainability by connecting them to jobs, education, and training</p>	<p>Services offered to:</p> <ul style="list-style-type: none"> <li>- Current and former refugees</li> <li>- Political asylees</li> <li>- Asylum participants</li> <li>- Cuban &amp; Haitian entrants</li> <li>- SIVs</li> <li>- VoT</li> <li>- Must be eligible to work in U.S.</li> </ul>	<p>4-12 months On-going</p>	<p>Jessica Cirone Senior Director of Refugee Services (617) 399-3271 <a href="mailto:jcirone@jvs-boston.org">jcirone@jvs-boston.org</a>  <a href="https://www.jvs-boston.org/support-for-refugees/">https://www.jvs-boston.org/support-for-refugees/</a></p>	<p>Thursdays 9:30 AM or 5:30 PM</p>
<p><b>Secure Jobs</b> Helps participants build family stability through employment and training supports</p>	<p>Receiving HomeBase or RAFT benefits through Metro Housing Boston (MHB) OR living in an EA shelter or motel</p>	<p>On-going, accepts clients through closed referrals</p>	<p>Sher Omerovic VP of Career Path Programming (617) 399-3261 <a href="mailto:somerovic@jvs-boston.org">somerovic@jvs-boston.org</a></p>	<p>Referrals through MHB</p>

## Financial Empowerment Services

JVS also offers other services to help our clients thrive and achieve financial independence. Programs offered through our Financial Opportunity Center help clients improve their household finances by working toward simultaneously boosting earnings and reducing expenses.

PROGRAM	ELIGIBILITY	DURATION & FREQUENCY	CONTACT	INFO SESSIONS
<p><b>Financial Coaching</b> Helps clients reach short-term and long-term financial goals through 1:1 coaching and financial education workshops</p>	<ul style="list-style-type: none"> <li>- Desire to actively engage in financial coaching</li> <li>- Ability to attend an in-person initial comprehensive financial assessment</li> </ul>	<p>12 –18 months; starts intensively and then meetings are determined by coach and client</p>	<p>Doreen Treacy VP of Career Services (617) 399-3344 <a href="mailto:dtreacy@masshiredowntownboston.org">dtreacy@masshiredowntownboston.org</a>  <a href="http://www.jvs-boston.org/financial-coaching">www.jvs-boston.org/financial-coaching</a></p>	<p>Rolling admission; clients can self-refer or Career Navigators from across JVS can refer</p>
<p><b>Tax Preparation</b> Assists individuals with filing taxes in order to maximize their use of available tax credits and avoid predatory preparation fees</p>	<ul style="list-style-type: none"> <li>- Client must have worked in calendar year</li> <li>- Household annual income of \$55,000 or less</li> </ul>	<p>January 29 – April 11  By appointment</p>	<p>(617) 399-3235  To make an appointment, please visit:  <a href="https://freetaxhelp.us/">https://freetaxhelp.us/</a></p>	<p>No information sessions, but signing up for an appointment is recommended</p>