




Southwest Partnership

Workforce Development and Job Training
Resource Guide

Workforce Development Programs

The programs below offer **job readiness**, **search**, and **placement** programs as well as **counseling** once someone has been placed in a job.

Programs in **red** and with the Southwest Partnership logo  are in the **Southwest Partnership area** (the neighborhoods of Barre Circle, Franklin Square, Hollins Roundhouse, Mount Clare, Pigtown, Poppleton, and Union Square).

Mayor's Office of Employment Development (MOED) - Northwest One-Stop Career Center and Re-Entry Center

Mondawmin Mall, Suite 302

2401 Liberty Heights Ave, Baltimore, MD 21215

Telephone: **410-523-1060**

Mon., Wed., Thurs., Fri. 8:30 am – 4:30 pm Tues. 8:30 am – 7 pm

The Northwest One-Stop Career Center is **open to all job-seekers**. On-site services include computer training, resume preparation, pre-GED and GED classes, assessment of skills, interests, and abilities, access to skills training opportunities, and free use of computer, fax machine, copier, telephone, and printer.

The **Re-Entry Center Program** for men and women with a criminal record includes assistance with obtaining a Maryland state identification card and a birth certificate, expungement assistance, traffic ticket assistance, federal bonding for employer protection, and special re-entry services.

On-site partners include the **Office of Child Support**, the **Veterans Administration**, **Earn Benefits screeners**, and the **Maryland Educational Opportunity Center**.

Mayor's Office of Employment Development – Youth Opportunity System: YO! Westside

1510 W. Lafayette Ave. (Gilmor Street entrance) Baltimore, MD 21217

Telephone: **410-545-6953**

Mon. – Fri. 8:30 am – 4:30 pm

For teens and young adults between the ages of 16 – 24 who are not in school or working, Westside YO Center offers: pre-GED and GED classes, online tutorials and courses, life skills workshops, job readiness training sessions, career exploration opportunities, employment placement assistance, referrals and linkages to occupational skills training classes, substance abuse and mental health counseling, and a recording studio and a fitness center.



Mayor's Office of Employment Development: Employment Connections Center

1410 Bush St, Baltimore MD 21230

Telephone **410-396-1052**

Mon.-Fri. **8:30 am - 4:30 pm (Center Hours)**

Mon. - Fri. **8:30 am- 11:30 am (Registration)**

The Employment Connections Center provides **South Baltimore residents** with easy access to vital resources and services to get a job and build a career. The center offers a full range of workforce development services: assistance with resume building, cover letters, and online applications, job seeker workshops, occupational trainings, digital learning lab to build computer skills the Maryland Workforce Exchange, a digital job bank, employment opportunities, job placement assistance, and referrals to supportive services

Center for Urban Families (CFUF) – Workforce Development Program

2201 N. Monroe Street Baltimore, MD 21217

Telephone: 410-367-5691

Mon. - Fri. 9 am – 5 pm

CFUF specializes in serving men and women who are unemployed or under-employed, including individuals who have a criminal record. The Workforce Development Program includes job placement, with job retention and post-placement support, referrals to skills training and certificate programs, career and family comprehensive support and benefits, including transportation subsidies and clothing assistance.

STRIVE is a 4-week full-time workshop for men and women ages 18 – 62. STRIVE focuses on workplace behavior, attitude, and appearance. Application must be in person Monday through Friday, 9 am to 5 pm. Interviews are held Monday through Thursday 9:30 am to 3 pm, and assessments are held Tuesday and Thursday at 11 am. Applicants must complete the application, the first interview, and the assessment before beginning the workshop, and must attend STRIVE Orientation on the Friday before the workshop starts.



Paul's Place

1118 Ward Street Baltimore MD 21230

Telephone: 410-625-0775, extension 126

Mon. – Fri. 8 am – 4:30 pm

Services at Paul's Place include job search, job placement, counseling for job readiness and post-placement retention issues, employment seminars, one-on-one job coaching, and referrals to job readiness programs.



Bon Secours Community Works

26 N. Fulton Ave, Baltimore MD 21223

Telephone: 410-362-3629 or 410-362-3801

Mon. – Fri. 9 am – 3 pm

Career Development Program

For men and women ages 18 – 55 with a criminal record or who are unemployed or underemployed. The Career Development Program offers pre-GED and GED classes, life skills workshops, job readiness training sessions, career exploration, employment search and placement, referrals to skills training, expungement and bonding assistance.

Bon Secours Community Works also includes a Baltimore City **Community Job Hub** that provides neighborhood residents with computer training and information about job opportunities. Job Hub services include help with online job applications, online job search, skills training opportunities, and job openings. Job Hub hours are Mon. – Thurs. 9 – 11:45 am and 1 - 3 pm

For all services at the Bon Secours Career Development Program, call first for the schedule.

Youth Employment and Entrepreneurship Program (YEEP)

The Youth Employment and Entrepreneurship Program (YEEP) is a summer-only program that engages youth ages 13 – 21 in college planning, entrepreneurship, and financial literacy. YEEP services include: pre-GED and GED classes, life skills workshops, job readiness training sessions, career exploration, employment and internship search and placement, referrals to skills training, expungement and bonding assistance, college tours, mentors.



Clay Pots Baltimore

1635 W. Pratt Street, Baltimore MD 21223

Telephone: 410-233-1133

Founded as a safe space for the community and a center that fosters spiritual and personal growth, Clay Pots' programs include an Education Center that offers a variety of classes, including a GED program.

GED Program: Monday and Wednesday 9:30 am - 12:30 pm, Monday and Wednesday afternoon 1 pm- 4 pm, Tuesday and Thursday evening 6 pm - 8 pm.

One-on-one tutoring and practice testing: **by appointment only**

Computer Lab: Thursday 7 pm- 9pm.

Job Readiness Workshop (in partnership with Goodwill Industries of the Chesapeake): **Thursday 12:30 pm - 2 pm**

Caroline Center

900 Somerset St, Baltimore MD 21202

Telephone: 410-563-1303

Caroline Center educates unemployed and underemployed women in Baltimore for careers with potential for advancement. Caroline Center's holistic approach to learning includes strong technical skills classes as well as essential skills classes. Classes include CNA/GNA and Pharmacy Technician skills, managing finance, customer service and professionalism, communication and conflict resolution, and employment readiness.

My Brother's Keeper (MBK)

J.P. Blase Cooke Center

4207 Frederick Ave. Baltimore MD 21229

Telephone: 410-644-3194

Tues. – Fri. 10 am – 12:30 pm, Sat. 11 am - noon

My Brother's Keeper is a grassroots ministry that provides social services for residents of the greater Irvington community.

In cooperation with the Baltimore Mayor's Office of Employment Development, MBK hosts a [Community Job Hub](#) that offers computer training and information about job opportunities and assistance with securing employment. Services include help with online job applications, online job search, and skills training referrals. Job Hub hours: Tues – Fri. 10 am – 2 pm.

Goodwill Industries of the Chesapeake, Inc.

222 E. Redwood Street Baltimore, MD 21202

Telephone: 410-837-1800

Mon. – Fri. 8 am - 5 pm

For men and women ages 18 to 60 who are unemployed or underemployed and who may have a criminal record, Goodwill offers job readiness programs, clerical and computer training: basic, intermediate, and advanced, GED preparation, custodial and building maintenance skills training (referral required from the Maryland Division of Rehabilitative Services), career counseling, bilingual (Spanish) case management, and employment stability counseling and

intervention to address personal barriers such as mental and physical health, substance abuse, housing, finances, legal situations, etc.

SEETTS is transitional employment-related support services for ex-inmates in the community and also for inmates in the Baltimore City Pre-Release Unit and in the Maryland Correctional Institute for Women. Goodwill staff provide services in those institutions.

STEP is supported training and employment for people with psychiatric disabilities who are also low income.

Registration in person is required for Goodwill's programs. Registration at 222 E. Redwood Street is every Friday (except holidays and the Friday after Thanksgiving) between 8 – 11 am. Bring the following: a valid state or federal ID card, driver's license or passport, social security card or birth certificate.

Goodwill classes are generally held Mon. – Thurs. 9 – 11:30 am and 1 – 3:30 pm.

Skills Training for Specific Occupations

Many organizations in the Baltimore area, both nonprofit and for profit, offer job skills training for specific occupations. Most of these programs, including some offered by nonprofit organizations, charge a fee, and students often need to borrow money to pay for tuition.

Before you begin a program, talk to a current student or a graduate to learn about their experience. Get information about how many students actually complete the program, and what kind of help the organization provides to help the students find a job. Find out about tuition loans and grants and the requirements for paying them back. Many, if not most loans, will have to be paid back even if you do not complete the program or get a job.

Train Baltimore_ (www.TrainBaltimore.org) is a good place to start learning about career options and the wide range of training opportunities in Baltimore.

It is an inventory of free and low-cost job skills training programs and certificate-granting programs, and provides detailed information about eligibility requirements, cost, how to enroll, class schedules, effect of a criminal record, and job placement assistance.

Financial Aid

- **The CollegeBound Foundation** is a public high school-based program in Baltimore City that offers counseling and financial aid for students at community colleges and four-year colleges. See www.collegeboundfoundation.org
- **Central Scholarship** (www.central-scholarship.org) offers scholarships and interest-free loans for non-degree certificate programs for career and technology training at a community college or an approved private career school, and also for undergraduate and graduate and professional degree programs.

Baltimore City Community College (BCCC)

2901 Liberty Heights Ave., Baltimore MD 21215

Telephone: 410-462-8300

Mon, Thurs, Fri: 8:30 am – 5 pm

Tues, Wed: 8:30 am – 7 pm

Sat: 9 am – 1 pm

www.bccc.edu

BCCC is a state-sponsored, comprehensive community college, with one main campus and satellite locations throughout the city. It grants industry certificates and degrees in a wide range of occupational areas that include: child care, healthcare and nursing, biotechnology, pre-dental, pre-medical, pre-pharmacy, hospitality and tourism, court reporting, and customized training that responds to employers' needs.

BCCC also offers GED courses, ESL (English as a Second Language) for students wanting to strengthen their language skills, and ABE (Adult Basic Education).



Baltimore City Community College Life Sciences Institute

801 W Baltimore St, Baltimore, MD 21201

(UMB BioPark) 2nd Floor

The BCCC Life Sciences Institute offers **two year associate degrees, one-year certificates**, and **healthcare and industry specific training programs** in biotechnology, pre-medicine, pre-nursing, pre-dentistry, and pre-pharmacy

Students at the Life Sciences Institute have access to schools, programs, and businesses at the University of Maryland Baltimore and the UMB BioPark. Scholarships are available for students studying biotechnology and the life sciences.

BioTechnical Institute of Maryland, Inc.

2001 Aliceanna St, Baltimore MD 21231

Telephone: 410-725-4224

<http://www.biotechmd.org/>

The BTI Laboratory Associates Program provides tuition-free training in basic laboratory skills to **Baltimore City residents**. The program is a combination of classroom instruction, hands-on instruction, and on-the-job work experience and has two parts: a 12 week bridge program, BioSTART, which advances participants' skills in basic math, communication, and professional development and a second part which provides academics and practice in critical skills. The total program is 6+ months and includes a required 100-hour paid internships.

Participants need a high school diploma or GED, no recent criminal record, and to be drug free.

Project Jumpstart

Application Sessions: Our Daily Bread Employment Center

725 Fallsway Baltimore, MD 21202

Fri: 9 am

Telephone: 410-234-8931 (Matt Stubbs, program manager), 443-986-9046 (Donna Carolina, case manager)

JumpStart is a 14 week construction training program for [Baltimore residents 18 years and over with a high school diploma or GED](#). Experienced teachers help students learn plumbing, carpentry, and electrical skills. Students also receive essential safety training, financial coaching, a stipend, and driver's education.

IT Works Learning Center

1217 W. Fayette Street, Baltimore, 21223

Telephone: 410-626-0200

IT Works offers Geriatric Nursing Assistant (GNA) and Certified Nursing Assistant (CNA) certificates. Classes are part-time and full-time, and consist of 140 hours over 6 to 13 weeks. IT Works is licensed by the Maryland Higher Education Commission and the Maryland Board of Nursing.

Tuition is \$1800 + \$54.50 background check + \$52 drug testing + \$20 Maryland Board of Nursing CNA application fee/\$95 GNA testing fee.



CUPs Coffeehouse and Kitchen

31 S Arlington St. Baltimore MD 21223

Telephone: 410-685-2878

cupscoffeehouse.org

CUPs Coffeehouse and Kitchen offers a food service training course for **Baltimore City residents**. Program participants receive training in food preparation and safety, ServSafe tutoring and a pre-paid exam fee, job placement assistance, a resume writing workshop, and a financial planning course.