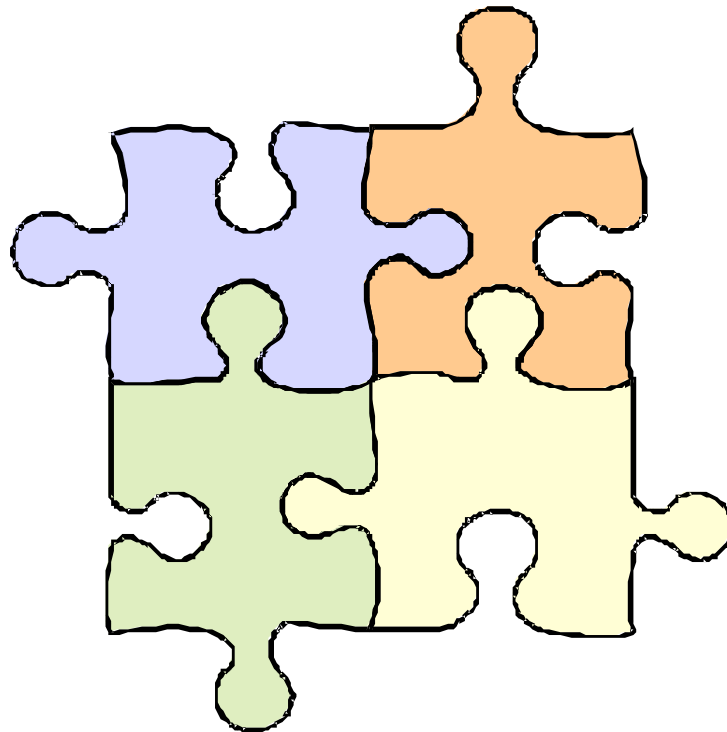


VOCATIONAL SERVICES RESOURCE GUIDE



***PREPARED BY
THE VOCATIONAL SERVICES COMMITTEE
OF ULSTER COUNTY***

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**OFFICE OF VOCATIONAL AND EDUCATIONAL
SERVICES FOR INDIVIDUALS WITH DISABILITIES
(VESID)**

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Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **CHEMICAL ABUSE REHABILITATION AND
EMPLOYMENT SERVICES (CARES)**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: **cares@gatewayindustries.org**

Contact Person: **Bill Miller, Program Coordinator**

Eligibility Criteria

- Attendance in a substance abuse treatment program in Ulster County
- Referral from substance abuse treatment provider
- Desire to obtain employment and/or achieve a vocational goal

Services:

- Vocational Decision Making/Goal Setting Groups
- Employment Readiness Training Classes
- Basic Computer Skills Training
- Vocational Internships
- Individual Job Search Counseling and Support
- Post Employment Support Services

Outcomes:

- Increase vocational decision making skills
- Increase job search skills
- Obtain a vocational internship
- Obtain employment
- Obtain skills and supports to maintain employment
- Complete training/post secondary education in preparation for employment

Additional Information:

- To obtain a CARES referral form or to receive information on vocational groups, please call Bill Miller at 339-0155 extension 322

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **INTENSIVE PSYCHIATRIC REHABILITATION
TREATMENT (IPRT)**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**
Fax: **845-331-4920**
E-Mail: **bdumas@gatewayindustries.org**
Contact Person: **Bonnie Dumas, CRC
Assistant Director, The Vocational Transition Center**

Eligibility Criteria:

- Referral from a licensed practitioner
- Readiness to make a change in the areas of employment, education, housing or socialization
- Desire to develop skills and/or supports to achieve success and satisfaction in work, school, living or social setting

Services:

- **Skills training classes and individualized support services** designed to assist individuals in choosing, obtaining and maintaining roles in vocational, educational, social and/or residential environments
- **Workshops on "Making Change"**
- **Recovery Workshops**
- **Skills Training Classes including:**
 - Goal Setting
 - Stress Management
 - Time Management
 - Relationship Skills
 - Assertiveness Training
 - Rational Problem Solving

Outcomes:

- Set a vocational, educational, residential and/or social goal
- Obtain chosen role and environment
- Develop the skills and supports needed to be successful and satisfied in chosen role and environment

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **JOB PLACEMENT**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: jobshop@gatewayindustries.org

Contact Person: **Linda Hallas, Manager**

Eligibility Criteria:

- Referral from a VESID counselor

Services:

- Job Search Planning
- Job Search Skills
- Resume/Cover Letter Development
- Job Development
- Job Accommodation Counseling
- Benefits Counseling
- Short Term Job Coaching
- Job Retention Services

Outcomes:

- Obtain and maintain employment

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **JOB SHOP**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: jobshop@gatewayindustries.org

Contact Person: **Linda Hallas, Job Shop Manager**

Eligibility Criteria:

- Referral from Ulster County Department of Social Services or Ulster County Office of Employment and Training

Services:

- Vocational/Academic Assessments
- Career Exploration
- Employment Readiness Training
- Job Search Counseling
- Job Development/Job Placement
- Post Employment Services and Supports
- Basis Computer Skills Training

Outcomes:

- Identify vocational skills and aptitudes
- Explore career opportunities
- Increase vocational decision making skills
- Increase job search skills
- Increase basic computer literacy
- Obtain and maintain employment

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **SUPPORTED EMPLOYMENT**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: bperlman@gatewayindustries.org

Contact Person: **Beverly Perlman, Manager of Employment Services**

Eligibility Criteria:

- **Referral from a VESID counselor or mental health practitioner**

Services:

- *Job Search Planning*
- *Job Search Skills Training*
- *Job Development*
- *Benefits Counseling*
- *Transportation Planning*
- *Job Accommodation Counseling*
- *Employer Advocacy*
- *Job Coaching*

Outcomes:

- *Increase job search skills*
- *Obtain employment*
- *Develop the skills and access the supports needed to achieve vocational success and satisfaction*

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **VERIZON TECHNOLOGY CENTER
BASIC COMPUTER SKILLS TRAINING**

Address: **P.O. Box 5002, One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: billm@gatewayindustries.org

Contact Person: **Bill Miller**

Eligibility Criteria:

- *Referral from a VESID counselor, substance abuse counselor, mental health practitioner or by completing an application at the department of Labor's OneStop Center.*

Services:

- *Small group instruction on the parts of the Windows operating system; use of the mouse and keyboard; working with texts and files; Microsoft Word including creating, editing, saving and printing documents; Microsoft Excel; web navigation including and e-mailing.*

Outcomes:

- *Develop basic computer skills to increase knowledge of computer operations*

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **VOCATIONAL CASE MANAGEMENT**

Address: **P.O. Box 5002
One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: rdonofrio@gatewayindustries.org

Contact Person: **Richard Donofrio, Manager of Support Services**

Eligibility Criteria:

- Currently employed
- Received VESID services

Services:

- On-going support for individuals who are maintaining competitive employment
- On-site/Off-site Skills Training
- Benefits Counseling
- Employer Advocacy
- Job Accommodation Counseling

Outcomes:

- Increase skills necessary to achieve vocational success and satisfaction
- Maintain employment

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **VOCATIONAL EVALUATION**

Address: **P.O. Box 5002
One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: snebeck@gatewayindustries.org

Contact Person: **Sharon Neubeck
Assessment Coordinator**

Eligibility Criteria:

- **Referral from a VESID counselor**

Services:

- *Vocational Assessments*
- *Academic Assessments*
- *Learning Style Assessments*
- *Career Exploration*
- *Job Accommodation Counseling*
- *Goal Planning*

Outcomes:

- *Increase self knowledge...learn more about your aptitudes, abilities and interests*
- *Increase work knowledge...learn more about jobs in the economy, the skills you will need for those jobs and the outlook for employment*
- *Match your strengths and needs with the demands of specific jobs*
- *Set a vocational goal and develop a plan to achieve it*

Agency: **Gateway Community Industries, Inc.
Vocational Transition Center**

Program: **VOCATIONAL INTERNSHIP PROGRAM**

Address: **P.O. Box 5002
One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-339-0155**

Fax: **845-331-4920**

E-Mail: bperlman@gatewayindustries.org

Contact Person: **Beverly Perlman, Manager of Employment Services**

Eligibility Criteria:

- Referral from a mental health practitioner or VESID counselor

Services:

- Job Shadowing/Job Site Visits
- Internship Development
- On Site/Off Site Skills Training/Coaching
- Next Step Planning

Outcomes:

- Explore career interests
- Experience the demands of specific work roles and environments
- Evaluate work-related skills
- Establish a vocational goal

Additional Information:

Internships are typically six hours per week. Interns receive a stipend of \$20.00 per week for internship-related expenses.

Agency: **Gateway Community Industries, Inc.**

Program: **WORK CENTER/TRAINING AND EMPLOYMENT**

Address: **P.O. Box 5002
One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-331-1261**

Fax: **845-331-2112**

E-Mail: mmatrone@gatewayindustries.org

Contact Person: **Mary Matrone, Manager of Vocational Counseling and Training**

Eligibility Criteria:

- *Diagnosis of Mental Retardation, Mental Health or Physical Disability:
Physical and PPD within the past year; Psychological or Psycho Social Evaluation*

Services:

- *Situational Assessments*
- *Work Adjustment Training*
- *Vocational Training and Employment in Food Services, Janitorial Services, Maintenance/Buildings and Grounds*
- *Long Term Sheltered Employment*
- *Vocational Counseling*
- *Remediation*
- *Speech Therapy*
- *Occupational Health Care*
- *Transportation*

Outcomes:

- *Long Term Sheltered Employment*
- *Internship Opportunities*
- *Supported Employment*
- *Direct Competitive Employment*

Agency: **Gateway Community Industries, Inc.**

Program: **VOLUNTEER to VOLUNTEER PROGRAM**

Address: **P.O. Box 5002
One Amy Kay Parkway
Kingston, NY 12402**

Phone: **845-331-1261**

Fax: **845-331-2112**

E-Mail: abarnes@gatewayindustries.org

Contact Person: **Allysa Barnes, Transition Coordinator**

Eligibility Criteria:

- *Diagnosis of Mental Health and interested must self refer*

Services:

- *Individualized exploration of opportunities*
- *Vocational Goal Counseling*
- *Placement coaching*
- *Self determined scheduling*

Outcomes:

- *Overcome barriers to employment*
- *Strengthen work readiness skills*
- *Develop sense of empowerment*
- *Make contribution to the community*

Agency: *Mental Health Association in Ulster Co., Inc.*

Program: *CLERICAL UNIT*

Address: *PO Box 2304
300 Aaron Court
Kingston, NY 12402*

Phone: *845-339-9090*

Fax: *845-339-9306*

E-Mail: [*pmayes@mhainulster.com*](mailto:pmayes@mhainulster.com)

Contact Person: *Patrice Mayer*

Services:

- *Computer Education: Windows, Word, Excel, Power Point, Access, Publisher and Internet*

Eligibility Criteria:

Community Support Services (CSS eligible)

Outcomes:

- *Participants will acquire computer skills that will enable them to gain employment*
- *Participants will be informed of educational opportunities available at UCCC, BOCES, Gateway, VESID and Computer Tutors*

Agency: *Mental Health Association in Ulster Co., Inc.*

Program: *SUPPORTED EDUCATION*

Address: *PO Box 2304
300 Aaron Court
Kingston, NY 12402*

Phone: *845-6875073*

E-Mail: potler1@sunyulster.edu

Contact Person: *Lee Potter Passchaus*

Eligibility Criteria:

- *Mental Health Diagnosis*
- *Age 18 or older*
- *Enrolled in or enrolling in SUNY Ulster*

Services:

- *Pre-Admission assistance*
- *Pre-Semester Orientation*
- *Campus- based support*
- *Peer Support*

Outcomes:

- *Be able to navigate college systems*
- *Attain a two year degree*

Agency: **New York State Department of Labor**

Address: **601 Development Court
Kingston, NY 12401**

Phone: **845-338-4696**

Fax: **845-339-0607**

Eligibility Criteria:

- **Job seekers and employers**

Services:

- *Employment Services*
- *Job Search Assistance*
- *Resource Room (Telephones, Fax, Computers and Internet Access for use in seeking employment)*
- *Employment Counseling*
- *Job Listings/Matching*
- *Job Fairs and Recruitments*
- *Human Resource Assistance*
- *Resume and Job Search Workshops*

Outcomes:

- *Connect people to jobs*
- *Assist the unemployed*
- *Provide services to employers*

Additional Information: *No cost to job seekers and employers.*

Agency: **New York State Education Department
Office of Vocational and Educational Services for
Individuals with Disabilities (VESID)**

Address: **65 Albany Avenue
Kingston, NY 12401**

Phone: **845-339-4270**

Fax: **845-339-4620**

TTY Number: **339-4254**

E-Mail: **elawrenc@mail.nysed.gov**

Contact Person: **Ms. Elaine Lawrence, Ulster-Sullivan Unit Supervisor**

Eligibility Criteria:

- *Must have a permanent disability which creates a significant barrier to gaining and maintaining suitable employment*
- *Permanent disabilities*
- *May include psychiatric, developmental, physical, learning disability or alcohol/substance abuse*
- *Applicants must demonstrate that symptoms are managed, that they are available to participate and committed to achieving employment*
- *Applicants must require VR services and benefit from VR services*

Services:

- *Vocational rehabilitation counseling*
- *Assessment and evaluation*
- *Employment plan development with required education, training and support services leading to competitive employment*

Outcomes:

- *Individualized employment plan detailing services, providers, milestones and vocational objectives leading to employment goal. Employment goal reflects interests and abilities of consumer, aligned with local labor market.*
- **Outcomes include:**
 - *Successful rehabilitation*
 - *Limited post-employment services*
 - *Supported Employment (Intensive and Follow Along)*
 - *Federal requirement of 90 days in employment for successful rehabilitation outcome.*

Additional Information:

- *Some services are economic- need based*

Agency: **Resource Center for Accessible Living (RCAL)**

Address: **592 Ulster Avenue
Kingston, NY 12401**

Phone: **845-331-0541**

Fax: **845-331-2076**

Contact Person: **Paul Mountan**

Eligibility Criteria:

- *Person with a disability receiving SSD, SSI, Medicare, Medicaid*

Services:

- *Benefits Counseling: RCAL offers free benefits counseling and planning to individuals receiving SSD, SSI, Medicare and Medicaid regarding the relationship between their benefits and working.*

Outcomes:

- *Increased understanding of Social Security's Work Incentives*

Agency: *Samaritan Village, Inc.*

Address: *751 Briggs Highway
Ellenville, NY 12428*

Phone: *845-647-8006 X 120*

Fax: *845-647-2063*

E-Mail: pschw@samvill.org

Contact Person: *Pat Schwartz, Sr. Vocational Counselor*

Eligibility Criteria:

- *Substance Abuse History*

Services:

- *Career Exploration*
- *Work Readiness*
- *Assistance with VESID applications*

Outcomes:

- *Sustaining abstinence*
- *Securing employment*

Agency: **SUNY Ulster's PACE Program**

Address: **1 Development Court, Room 401,
Kingston, NY 12401**

Phone: **845-339-4399**

Contact Person: **Sylvia Ricci**

Eligibility Criteria:

- *Receiving Temporary Assistance and interested in a career-oriented college education*

Services:

- *College Orientation*
 - *Academic Advisement*
 - *Personal Counseling*
 - *College seminar Class*
 - *Employment Readiness*
 - *Peer Counseling*
 - *Internships*
 - *Job Placement*
-
- *Students must be enrolled part or full time in a course of study approved by the Ulster County Department of Social Services*

Outcomes:

- *To complete college program and acquire full time employment*

Additional Information:

Approved programs, but not limited to:

Degree Programs *in Business Accounting; Business Administration; Chemical dependency Counseling; Criminal Justice; Human Services; Nursing; Veterinary Technology*

Diploma Programs *in Business Office Skills; Business Studies*

Certificate Programs *in Animal Science Office Assistant; Direct Care Practice; Emergency Medical Technician; Paramedic*

Agency: **Ulster County BOCES**
Ulster Adult Career Education Center

Address: **P.O. Box 601**
Port Ewen, NY 12466

Phone: **845-331-5050**

Fax: **845-339-8797**

E-Mail: ehayter@mhrhc.org

Contact Person: **Elizabeth Hayter, Assistant Director for Adult Education**

Eligibility Criteria:

- *Literacy programs require individuals to not have a high school diploma*
- *Some career classes have educational prerequisites – please call for details*
- *Continuing Education classes are pay as you go*

Services:

- *Free literacy classes for GED preparation and English as a Second Language (ESL) at locations throughout Ulster County*
- *Long term career training for adults*
- *Short term continuing education programs for adults*

Outcomes:

- *We are focused on improving individual's academic ability and providing training that will lead to employment*

Additional Information:

- *Check us out on the website www.ulsterboces.org or call our office at 331-0902 and ask for adult education*

Agency: **Ulster County Department of Social Services**

Address: **1021 Development Court
Kingston, NY 12401**

Phone: **845-334-5000**

Fax: **845-334-5301**

E-Mail: **CHIL@CO.ULSTER.NY.US**

Contact Person: **Christina J. Hillje**

Eligibility Criteria:

- **Active on Temporary Assistance**

Services:

- *Support services for active participants of temporary assistance: transportation assistance/reimbursement, clothing allowance, day care, some licensing and fees*

Outcomes:

- *To receive training and assistance that may lead to self sufficiency*

Agency: **Ulster County Office of Employment and Training**

Address: **651 Development Court, Kingston, NY 12401**

Phone: **845-340-3170**

Fax: **845-340-3168**

E-Mail: **oet@co.ulster.ny.us**

Website: **www.co.ulster.ny.us/oet**

Office Hours: **8:30 a.m. to 5:00 p.m. Monday to Friday**

Contact Person: **Marcia Lima**

Eligibility Criteria:

- *Ulster County resident*
- *Additional eligibility varies by program but includes persons who can be described as dislocated workers, displaced homemakers, youth, low income workers, and underemployed workers*

Services:

- *The Ulster County Office of Employment and Training (UCOET) provides a variety of services to employers to maximize the potential of employees and establishes training programs for eligible workers, including dislocated workers, youth, low income workers and under employed workers. The UCOET is funded by 100% Federal tax dollars*

Outcomes:

- **Employment**

Additional information:

- *UCOET is an operating partner with the Ulster County Department of Social Services and the New York State Department of Labor at the Ulster County OneStop Job Center located in the Business Resource Center on Ulster Avenue. See the listing for the Ulster County OneStop Job Center for more details*

Agency: **Ulster County OneStop Job Center**

Address: **601 Development Court
Kingston, NY 12401**

Phone: **845-338-4696 and 845-340-3170**

Fax: **845-339-0607 and 845-340-3165**

Website: **www.workforcenewyork.org/ulster**

Office Hours: **8:30 a.m. to 5:00 p.m. Monday through Friday**

Eligibility Criteria:

- **Job Seekers**

Services:

- *The Ulster County OneStop Job Center is where businesses find people and people find jobs. It is a partnership created by the Workforce Investment Act and includes agencies that provide services to job seekers and employers.*

Job seeker services:

- *Access to the latest print and online listings*
- *Job search and placement assistance*
- *Career counseling and planning*
- *Use of computers with Internet access, faxes, telephones, copiers and career library*
- *Workshops on job search, interviewing skills, resume writing, Veterans services and benefits*
- *Information on filling unemployment insurance claims, careers, labor laws and the labor market*
- *Information and referrals to local programs, resources and support services including childcare, housing, healthcare and transportation*
- *Training opportunities for those who qualify*

Employer services:

- *Easy posting of job openings*
- *Information on employer incentive programs and tax credits*
- *Access to worker profiles and resumes in the Talent Bank*
- *Recruitment, pre-screening and referral of qualified applicants*
- *On site recruitment assistance and job fairs*
- *On-the-job training, skill upgrading and retraining, apprenticeships and customized training*
- *Information and assistance on financing small business start-ups*
- *Information on unemployment insurance, the labor market, labor laws, workplace safety, prevailing wages, training program availability and grants*
- *Human resources consulting services including skill assessment for employees, assistance in preparing employee handbooks and job descriptions*
- *Rapid Response services and dislocation avoidance*

Outcomes:

- **Employment**

Additional information:

One Stop Partners include:

- *Ulster County BOCES*
- *Ulster Community Action Committee, Inc.*
- *Ulster County Department of Social Services*
- *New York State Department of Labor*
- *Ulster County Office of Employment and Training*
- *Ulster County Office for the Aging*
- *Rural Opportunities, Inc.*
- *SUNY Ulster*
- *School to Work*
- *Vocational and Educational Services for Individuals with Disabilities (VESID) and more*

Agency: **Ulster-Greene ARC**

Address: **471 Albany Avenue
Kingston, NY 12401**

Phone: **845-339-1234 X 367**

Fax: **845-331-2330**

E-Mail: salg@uarc.org

Contact Person: **Sal Garozzo**

Eligibility Criteria:

- OMRDD eligibility required
- VESID eligibility for community-based supported employment

Services:

- Facility-based Work Center
- Community-based Enclaves
- Supported employment (competitive)
- School to Work Services.

Outcomes:

- Competitive employment in a field of a person's choosing
- Less than competitive employment with intensive supports including transportation

Agency: **Ulster-Greene ARC
Pilot Industries**

Program: **FACILITY-BASED MANUFACTURING AND TRAINING**

Address: **139 Cornell Street, Kingston, NY 12401
48 Canal Street, Ellenville, New York
311 Bridge Street, Catskill, New York**

Phone: **845-338-1234 X 707**

Fax: **845-331-2330**

Contact Person: **Nan Priest**

Eligibility Criteria:

- *Must have a developmental disability as determined by the Office of Mental Retardation and Developmental Disabilities.*

Services:

- *Individual Vocational Counseling*
- *Vocational Evaluations*
- *Individual Skills Training*
- *Basic Reading Classes (Catskill)*
- *Community Employment Training*

Job Opportunities:

- *Light Assembly*
- *Package Machine Operator*
- *Packager*
- *Material Handler*
- *Housekeeper/Cleaner*
- *Medical Packager (Ellenville)*

Outcomes:

- *Sheltered employment*
- *Increased awareness of community-based placement*
- *Referral to supported employment services*

For additional information contact Nan Priest, Director for Services and Agency Development at 845-338-1234 x707