

WHY WE DO IT?



In keeping with BETC's mission to help with job searching needs for jobseekers. **Steps To Succeed = Steps to Achieve** Academy of Empowerment

Societal reentry customers are often left with uncertainty and a host of employment related questions

exists to aid societal reentry customers who are now finding it difficult to secure

gainful employment. **"Steps To Succeed=Steps to Achieve"** Academy of Empowerment provides a host of preparatory "steps" taken by jobseekers generally during their quest to reenter the world of employment.

Working with the premise that **"failure cannot cope with persistence"** the Academy provides a guided route to those serious about obtaining vocational workshops beneficial to securing reentry into the employment process.

Participating employers also benefit from this federally funded program as they may be able to receive **\$25,000** bonding insurance, **\$2,400** work opportunity tax credit, **\$2,300** individual training account (ITA), on-the-job training funding and assistance in offering free drug testing upon customer hiring.

At the completion of the **"Steps to Succeed=Steps to Achieve"** Academy of Empowerment, customers leave with an updated resume, letters of achievement provided to parole and probation officers, certificates of completion of various workshops, direct access to a dedicated job referral bank and job club, and will participate in the Academy graduation. In addition, participants gain self-esteem as they progress further towards success and the ultimate achievement of gainful employment.



Buffalo Employment & Training Center (BETC)
77 Goodell Street, Buffalo, NY 14203
716-856-JOBS (5627)
Website: www.workforcebuffalo.org



at BETC

Buffalo Employment and
Training Center

Byron W. Brown, Mayor, City of Buffalo, NY
Mark C. Poloncarz, Erie County Executive
Antoine M. Thompson, Executive Director,
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CONTACT

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BETC's **"Steps to Succeed=Steps to Achieve"** Academy of Empowerment helps societal reentry customers for job preparation, search, career growth and success.



Steps to Succeed
=
Steps to Achieve
Academy of Empowerment
(Preparation=Jobs/Career)



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WHAT WE DO?

- Help you identify what jobs are best for you and how to find them
- Develop interviewing skills that can help get you a job, even with a record
- Help access and cleanup information and records that employers may review, including the role of Social Media in the hiring process
- Provide access to employers through our many Breakfast Clubs and Employment Agency recruitments
- Provide a Job Club that can provide you with information direction and support
- Offer job Readiness workshops to help you look for work, update a resume and explore careers
- Computers, career research and labor market information to help in your job search.
- Training opportunities to update and upgrade occupational skills are available to customers who qualify.
- Free use of telephones, fax machines, copiers and mail service for job search efforts.
- Career Counselors and Job Placement Counselors to help develop career and job search plans.
- Job listings from multiple sources are available for you at one location.
- 3 computer labs offering a variety of classes to help you get the computer skills you need.
- Self-paced Microsoft Office Suite 2010 Tutorials to upgrade your current computer skills in Word, Access, PowerPoint, Publisher and Access.
- 33 Computers with internet access for your job search.
- GED classes on-site from the Buffalo Public Schools – Adult Education Center
- Finishing Touches –our clothes closet for individuals needing job interview attire.
- And much more.

In addition, we can assist you and employers with accessing incentive programs to encourage the hiring of societal reentry customers. These include:

- ▶ **Federal Bonding Program**
- ▶ **Work Opportunity Tax Credit**
- ▶ **On The Job Training**

HOW WE DO IT?

Step One: Fundamentals

The orientation process provides a customer assessment checklist including the following:

- Department of Justice referrals
- Identification of skill-sets for targeted job search
- Create a resume that will get you a job interview
- Educational background and needs assessment to determine further training possibilities
- Transportation assessment

Step Two: Empowerment Workshops

- Weekly job club
- On-going job search skills development
- Interviewing skills that will give you what you need to get the job
- Basic computer instruction, a must in today's job market

Step Three: Partnership

- One-on-one meetings with a BETC job placement Counselor
- Mentoring provided by various employers and business-owners
- Legal Aid Services
- Partner Support Services
- Weekly Re-entry Job Club
- Drug Screening Referrals
- Free Job Referrals
- Q/A Speakers Forums
- Monthly/Quarterly Job Fair & Events



Step Four: Academy Completion

- Academy Graduation & Diploma
 - ▶ Signed by BETC Officers
 - ▶ Signed by City of Buffalo
 - ▶ County of Erie
- Certificate attesting to job readiness and training
- Certificate of good conduct
- Letters of achievement provided to parole and probation officers
- Employer benefits portfolio of value

Stop in for an orientation to our services

No Appointment Necessary

Orientation Times:
Monday through Thursday
10:00 A.M. and 2:00 P.M.

We are open – Mon., Wed., & Thurs.
From 8:30 a.m. to 6:00 p.m.
Tues. from 8:30 a.m. to 8:00 p.m.
and Friday from 8:30 a.m. to 4:30 p.m.



“Steps to Succeed =Steps to Achieve” Academy of Empowerment creates partnerships between societal reentry customers and employers.