

Ex-Offenders & Employment Strategies

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My Pathway

- Some years of “dinking” around....
- Class of 2010: Bachelors of Social Work at Luther College
- 9/2010: Joined AmeriCorps Vista; placed at CTSI
- 12/2012: GCDF
- 2/2011: CTSI closed (orphan AmeriCorps)
- 3/2011: Came to Amicus (adoption!)
- 9/2011: 2nd year with MN Opportunity Corps- Amicus
- 9/2012: Hired fulltime as Re-entry Service Associate
- 5/2013: Amicus merges with VOA
- 9/2013: Promoted to Women’s Program Coordinator

Amicus

- 3041 4th Avenue South, Minneapolis, MN
- 612-877-4250
- Nonprofit assisting in Post/Pre release services
- Referral agency: Voice Mail, Discounted Bus Passes, Employment, Housing, Hygiene, Clothing, Veteran's Support, etc.

Things to check out

- Go to Prison with a “Get out of Jail Free Card” 😊
Transition Coordinators
- DOC Website
- Council of Crime in Justice: Expungment/Rights
- DOC Transition Coalition: kristen.rappa@state.mn.us
- Dress for Success, Ready for Success or Vines and Branches

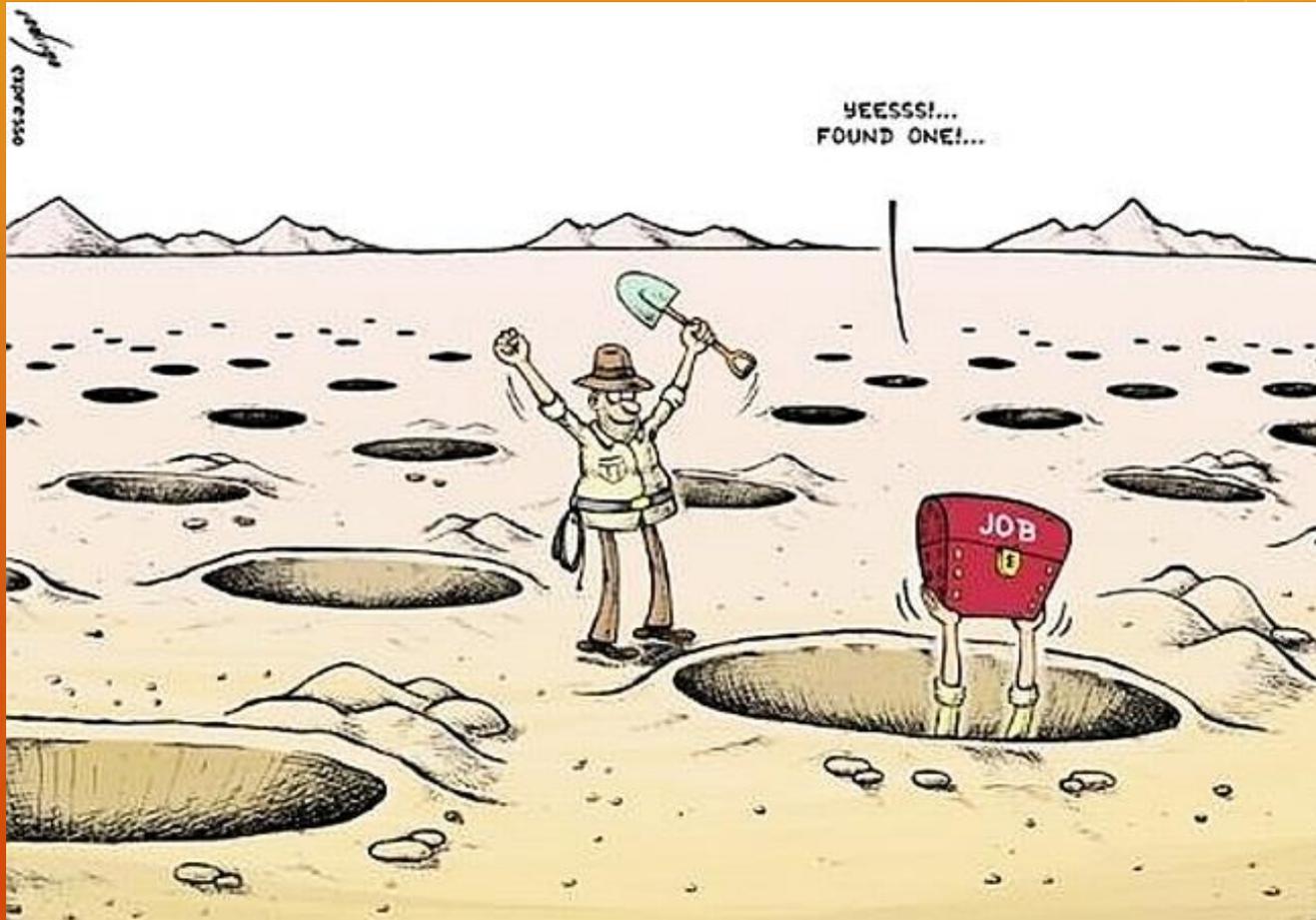
Things to keep in mind....

- Boundaries... Be clear but be real 😊
- Personal Information Shared: Personal versus Professional
- 100 % of time: Listen, Empathize and Show Consideration
- Follow Gut
- Be Prepared to hear the hard stuff

The Job Search Kit

- Resume Tips
 - Chronological or Combination (Begin with most recent which may be PRISON) Jobs in Prison Count (MCF)
 - “Hiding” the gaps
 - Creative in Job Skills and Experience
 - Helping versus Doing (MY SURPRISE ANSWER)
- Personal Data Sheet
- Debatable: Basic Cover Letter and Letter of Explanation
- Portfolio and the Handy-Dandy Notebook
- Employer Appropriate VM and email
- Interview Attire
- Tracking Sheet

HIDE AND SEEK



Job Search Tactics

- In Person: Society has an image of what it means to be a criminal which can be challenged
- Temp Agencies: The Love/Hate Relationship
- Workforce Centers
- Internet: The Good, The Bad and the Downright Awful...
- NETWORK, NETWORK AND THEN NETWORK SOME MORE
 - Elevator Speech and selling themselves
 - Empowerment: coming from another world
 - Any place you go has an opportunity to open a door

Where can you find
exactly what the
employer is looking
for?

The Job Description Cheat Sheet

- Quick Scan to ensure “Felony Friendly”
- Words: Background Check, Elderly, Children, Bank, etc.
- Gives you exactly what you need to put in your resume and Cover Letter
- Shows exactly what they are looking for and what they need to portray

Cook (North Oaks)

We are looking for an experienced cook with excellent communication skills to enhance the lives of our elderly residents. The Cook performs multi-functional culinary duties related to food preparation including set-up, service and clean up and should be skilled in the preparation of vegetables, starches, meats, and fish. Should have knowledge of basic line cooking, sauteing, soups, and sauces.

Key responsibilities include:

- * Preparing food daily as outlined on the Food Production Worksheet
- * Assisting with set-up, service and clean-up of food production
- * Ensuring proper sanitation and storage of kitchen equipment
- * Ensuring compliance with state, local, and regulatory agencies as they relate to Food Service
- * Other duties as assigned by supervisors

We seek the following qualifications:

- * Must have a high school diploma or GED
- * Must have a minimum of 1 year of professional Cooking experience
- * Must have a positive attitude and be a team player
- * Must possess effective listening skills and the ability to communicate in a clear and concise manner
- * Must have flexibility with schedule including weekends, days, evenings and holidays
- * Must enjoy working with the senior population
- * Must be able to pass a drug screen and background check

Atikis flight catering a private aviation catering company is looking for a 4am-11am employee.

The ideal candidate would be able to put together orders, prep, deliver and manage time. Qualifications include a detail oriented personality, food background, (safe serv a plus) quickbooks knowledge and a drivers license. You will be in responsible for some of the most beautiful tasty food in the industry, high altitude catering at a level of perfection. You must procure your own airport security badge and have the ability to prove results in an independent environment. Pastry chefs, bakery experts, or hotel auditors would do well here. Atikis is expanding through growth and is looking for long term employees. This is not a job you can get caught up on your reading.

Atikis is a meritocracy with room to advance if desired.

**** Weekday hours are available in addition to the weekend hours listed above

Rock Stars Wanted! Now hiring Sandwich Makers & Delivery Drivers at Jimmy John's in Arden Hills! Must have a strong work ethic, an **upbeat personality**, and be willing to learn! If you've got what it takes to work for the **hottest and fastest** growing restaurant in the nation come apply in store! **WE HAVE IMMEDIATE OPENINGS FOR LUNCH!** **If you kick ass,** we'll hire you on the spot! We are located at 3775 Lexington Ave N, Arden Hills, MN.

The Dreaded Question....

- Ban The Box: These Times They Are A Changing!
- BUT, You better bet money it will be asked in interview...
- Like a First Date 😊 Timing and “Finding your in”
- “Felony Friendly” Employers

My Formula: ARM

- A: Acknowledge:
 - Employer has a right to know... Spit it out delicately
 - Avoid harsh words: Victim, Levels, Details, "I caught a case"
 - Responsibility
 - Circumstance
 - More than one crime? Make it known it was a life style and summarize
 - People understand addiction
 - Anything said is now fair game

My Formula: ARM

- R: Remorse

- Arguably the most important part

- Not necessarily regretting the crime but regretting the impact

- Values

- EVERYONE UNDERSTANDS WHAT IT'S LIKE TO FEEL BAD FOR A DECISION

My Formula: ARM

- M: Move Forward
 - Portfolio
 - What's changed? You took anger management class? Who cares? ARE YOU STILL ANGRY!!!!!! (Relevance)
 - Sobriety
 - Bottom Line: Why are you different? Use it as a positive.
 - Take Control

What are employers **really** looking for in an interview?

- Knowledge, Skills and Abilities
- Values
- Motivation
- Reliability

Interview Question/Answer Formula

- Standard Question pertaining to Job Description
 - 1. Give an answer
 - 2. Specific example
 - 3. Example needs to show what 3 things?

WOTC and Bonding

Rule Number 1

**KNOW WHAT THE
HECK YOU ARE
TALKING ABOUT**

WOTC

- Work Opportunity Tax Credit
- Federal Tax Credit that goes to THE EMPLOYER
- Amount Varies depending on which targeted group
- Groups include plus more: MFIP, Disabled Veteran, Food stamps, Empowerment Zone, SSI, etc.
- People with Felony: Eligible for one year after either convicted or one year after they are released from a correctional institution (\$2,400)
- Only use as sprinkles on the icing

Federal Bonding

- Be careful how you communicate this
- Anyone is eligible but created for some targeted groups
- “NO COST employee dishonesty insurance that protects employers against employee theft of money or property by means of larceny, forgery or embezzlement”
- No paperwork: just a phone call
- Usually issued for \$5,000 for 6 months