

# Community Employment Services (CES)



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Goodwill works closely with the Connecticut State Bureau of Rehabilitation Services and the Department of Developmental Services to provide employment support and one-on-one assistance. We offer job exploration, vocational assessments, jobs-seeking skills, job development and job coaching with on-the-job support.

**Job Exploration** is an approach to discovering occupations. It may include interest inventories, site visits, participation at the CTWorks One-Stop Center and the use of school catalogs, Department of Labor publications and other resources.

**Vocational Assessments** help people assess their vocational aptitudes, interests and academic skills—giving them information they can use in choosing a career plan. These are conducted through a variety of methods, including interviews, interest inventories, situational assessments and vocational exploration.

**Vocational Evaluations**, which take place at a job site in the community, may lead to ongoing employment in that position. During an evaluation, a Goodwill staff member works side-by-side with the participant, helping him or her to learn the job and determining if it is a good job match. When the evaluation leads to a competitive placement, Goodwill provides follow-up and support services to the individual. At the close of the evaluation, a comprehensive written report outlines specific recommendations to be used as a vocational planning tool.

**Job Seeking and Retention Skills training** provides job-seekers with a comprehensive introduction to finding and keeping employment. The curriculum focuses on employers' requirements. It includes résumé writing, completing job applications, networking, navigating online job searches, researching companies and potential employers and a mock job interview, along with other techniques and tips. These topics are covered in a group or individually designed program, and participants are invited to use the resources of Goodwill's many free career centers. For many people, learning how to take supervision and socialize with co-workers is as important to keeping a job as performing the actual tasks.

**Job Development and Placement Services** provide assistance in securing employment. The job seeker works with an employment specialist to create a job placement plan that includes immediate and long-term career goals. The specialist helps with job applications, résumé preparation and follow-up techniques. Follow-up services are provided to make sure both the employee and employer are satisfied, and that the job is a good fit, for at least 90 days after placement.

**Job Coaching and On-the-Job Support Services** are provided once an individual is placed in a job. The extent of these services depends on individual needs and may include travel training, task analysis and assistance with socialization and integration into the workplace. Job coaches are skilled at identifying a worker's challenges and can identify creative, usually low- or no-cost, solutions.

***To inquire about Goodwill's statewide Individual Supported Employment Services contact our Associate Director at (203) 521-9925.***