

BRIDGES

A Guide to Your Community

2016

A resource guide to the City of Philadelphia's
services for returning citizens



freelibrary.org



**Bridges: A Guide to Your Community
2016**

**Compiled and Edited by Prison Services staff
Free Library of Philadelphia**

About the Re-entry Guide

The Free Library of Philadelphia Re-entry Guide offers returning citizens from jails and prisons information on resources available in Philadelphia. The guide has information on various agencies and their respective services to give you relevant information during re-entry.

We have personally contacted the agencies to verify that the given information is correct. We also want to emphasize that because information changes quickly, we request that you confirm with each agency that their services have not changed. It is our hope that by reading this guide your re-entry will be successful, and you will be encouraged to use these resources.

This guide is not a complete list of all the agencies that offer services in Philadelphia. We have specifically included agencies that are easy to contact. If you feel we missed any important agency, please let us know. If you are representing an organization that would like to be included in the Re-entry Guide, please contact us:

Prison Services
Parkway Central Library
The Free Library of Philadelphia
1901 Vine Street, Philadelphia, PA 19103
Email: prisonservices@freelibrary.org
Phone: 215-686-5392

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Contents

Free Library of Philadelphia	4
• Adult Education Classes	
• Business Resources	
• Career Services	
• Computer Classes	
• Culinary Literacy Center	
• Family and Cultural Programming	
• Library for the Blind and Physically Handicapped	
• Literacy Enrichment Afterschool Program (LEAP)	
• New Americans Services	
• Prison Services	
• Senior Services	
Addiction	7
Consumer Affairs	8
Counseling and Family Services	9
Healthcare Resources	11
Housing and Shelter	13
• Emergency Shelter	
• Supportive Housing	
Job Search	15
• Employment Placement Agencies	
• Union Offices for Apprenticeships	
• Networking with Friends and Family	
• Job-Search Websites	
• Job Bulletin Boards	
• Email	
• Cover Letter	
• Résumé	
• Finding a Job on the Internet	
• Before an Interview	
• Getting to an Interview	
• During the Interview	
• Job Posting and Résumé Sites	
• Ban-the-Box	
• Computer Access	
• Job Search and Résumé Assistance	
• Job Training	
• Apprenticeship Programs	
• Companies That Have Hired Ex-offenders	
• Staffing and Temporary Job Agencies	
Legal Services	33
Meals	34
People with Disabilities	35
Social and Cultural Resources	36
Transportation	37
Women’s Services	38

Free Library of Philadelphia

The Free Library has been a haven and a launching pad for the people of Philadelphia—from school-age children to senior citizens—for more than 100 years. With 61 locations citywide, your neighborhood library is only a short walk or drive away. Free programs are offered in all areas of Philadelphia, serving everyone from toddlers to teens to seniors.

The Free Library's adult education and literacy programs range from computer and English classes to workshops on how to find a job or start a business. The Free Library exists to serve the entire population of the region. This brief overview will introduce you to its programs and services.

ADULT EDUCATION CLASSES

GED classes, which can prepare you to earn a high school degree, are offered at several neighborhood libraries. To get the most recent information on GED prep classes, browse the information at freelibrary.org/libserv/ged.htm

The Mayor's Commission on Literacy "works to equip all equip all adults in Philadelphia with the education they need for work, family, and civic engagement." Previously located at the Parkway Central Library, they are now a separate entity. You can also contact the Mayor's Commission on Literacy at 215-686-5250 for adult education programs in the city, or find them online at philaliteracy.org.

BUSINESS RESOURCES

The Free Library of Philadelphia has helped countless entrepreneurs and small business owners. You will find information, research assistance, and networking opportunities, as well as programs, lectures, and special events at many of our neighborhood libraries. The Business, Science and Industry Department at the Parkway Central Library has an extensive collection of industry trade magazines, specialized directories, and subscription databases. You will find assistance whether you are running a successful company, thinking of growing your business, or just planning your first venture. For further information, contact erefsi@freelibrary.org or call 215-686-5394.

CAREER SERVICES

The Workplace is the Free Library's job and career information center. It provides library users with current information on changing careers, job search techniques, and emerging employment fields. Over the years, the collection of print and electronic materials has provided thousands of career changers and job seekers with resources to help them achieve their goals. The Workplace also offers assistance for patrons seeking employment. The Workplace regularly organizes special programs taught by human resources specialists. For further questions, contact erefepr@freelibrary.org or call 215-686-5436.

COMPUTER CLASSES

The Free Library offers computer classes at many neighborhood libraries. By taking these classes, you can learn computer fundamentals like setting up an email account, using Microsoft Word and Excel, searching and applying for jobs online, and much more. Computer classes are available for all skill levels. Some of the classes are also offered in Chinese and Hindi languages.

The Free Library also has Hot Spots and Neighborhood Library Computer Labs to bring computer access, classes, and the internet to neighborhoods throughout Philadelphia. Hot Spots and Neighborhood Library Computer Labs provide you with guided instruction as well as open-access computer time.

The public computers at all 61 library locations provide internet access, word processing, and printing for Free Library card holders. Free Wi-Fi is also available at all locations. For more information, contact your local neighborhood library or call 215-686-5322.

CULINARY LITERACY CENTER

The Parkway Central library has a demonstration kitchen that teaches culinary literacy skills through cooking and nutrition education. Contact the Culinary Literacy Center at 215-686-5323 or kitchen@freelibrary.org

FAMILY AND CULTURAL PROGRAMMING

The Free Library offers programs and services for children and teens that advance literacy, guide learning, and inspire curiosity. These programs are available in most locations and include story hours for infants and toddlers, science and art workshops for school children, college prep classes for teens, and homework help and tutoring for students in grades K through 12. A range of programs for adults are also available, including author events, exhibitions, and cultural programs by artists and entertainers. Visit freelibrary.org/libserv to learn about programs near you.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

The Free Library of Philadelphia's Library for the Blind and Physically Handicapped (LBPH) serves Pennsylvania residents who have difficulty reading due to a physical impairment, a reading disability, or a vision challenge.

LBPH offers a wide variety of services for customers throughout the state. Materials are available free through the mail via our partnership with Carnegie Library for the Blind and Physically Handicapped in Pittsburgh. Contact LBPH at 215-683-3213.

LITERACY ENRICHMENT AFTERSCHOOL PROGRAM (LEAP)

LEAP provides homework assistance, computer literacy, and educational programs for students in grades K through 12 and daily literacy enrichment activities for elementary-school students. LEAP operates after school Monday through Thursday from September to June at all Free Library neighborhood libraries and Parkway Central, and Tuesday through Friday in the three regional libraries. For more information, contact your local library or The Office of Public Service Support at 215-686-5372.

NEW AMERICANS SERVICES

The Free Library offers a range of services for new Americans, including English classes, conversation groups, citizenship courses, and books and programs in international languages. Classes are free and may require registration. For more information, contact your nearest neighborhood library or visit freelibrary.org/newamericans.

PRISON SERVICES

The Prison Services program offers library services in the Philadelphia Prison System. To learn more about the program, call 215-686-5392 or visit freelibrary.org/prisonservices.

SENIOR SERVICES

Central Senior Services at the Parkway Central Library offers a variety of programs to help seniors thrive at any age. You can find reliable resources for maintaining a healthy, active lifestyle and information about estate planning or filing for Medicare. The department offers regular workshops to learn new skills or reinvigorate interest in old hobbies. Get additional computer assistance so that you can email your grandchildren or use the internet to keep updated on the latest news and events. Contact Central Senior Services at 215-686-5331.

We look forward to welcoming you to the Free Library!

To find a Free Library location in your neighborhood or to learn more, call 215-686-5322 or visit freelibrary.org/branches.

Addiction

The Council of Southeastern Pennsylvania

The Council provides resources and recovery through prevention, consultation, education, advocacy, assessment, intervention, and recovery support services. Walk-ins are accepted.

1701 West Lehigh Avenue, Philadelphia, PA 19132-2123

215-223-7700

800-221-6333

councilsepa.org

Dr. Warren E. Smith Health Centers

Dr. Warren E. Smith Health Centers is a treatment center in Philadelphia that primarily focuses on mental health and substance abuse services.

1315 Windrim Avenue, Philadelphia, PA 19141

215-455-3900

moreinfo@drwes.org

drwes.org

JEVS Human Services

JEVS offers Achievement through Counseling and Treatment, a program that offers personal solutions and support to adults seeking medication-assisted treatment for opiate abuse.

ACT I: 5820 Old York Road, Philadelphia, PA 19141

ACT II: 1745 North 4th Street, Philadelphia, PA 19122

Monday–Friday: 6:00 a.m.–4:00 p.m.

Saturday–Sunday: 8:00 a.m.–12:00 p.m.

In-take: 215-609-6040

ACT I: 215-276-8400

ACT II: 215-236-0100

act@jevs.org

jevshumanservices.org

New Start II at Jackson Street

This long-term residential treatment facility provides intensive drug and alcohol treatment and mental health support services to chronically homeless males. Referrals only.

5000 Jackson Street, Philadelphia, PA 19124

Monday–Friday: 9:00 a.m.–5:00 p.m.

215-537-0119

Tajuana.evans@rhd.org

rhd.org

Sobriety Through OutPatient, Inc. (STOP)

STOP is a recovery-oriented, person-centered, culturally competent, state-of-the-art outpatient organization that has provided intensive outpatient services for those struggling with substance abuse, co-occurring disorders, mental health and DUIs.

2532-38 North Broad Street, Suite 200, Philadelphia, PA 19132-4013

Monday – Thursday: 8:00 a.m. – 9:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: By Appointment

215-227-7867 or 800-660-STOP

stop-phila.org

Consumer Affairs

CLARIFI

CLARIFI offers financial services such as education, counseling, and debt management.

1608 Walnut Street, 10th Floor, Philadelphia, PA 19103

215-563-5665

clarifi.org

Operation HOPE

Operation HOPE provides banking and financial services.

c/o PNC, 401 West Tabor Road, Philadelphia, PA 19120

215-276-7119

operationhope.org

Counseling and Family Services

A Better Way: Conflict Management

A Better Way is an anger and conflict management program that utilizes cooperative and group-learning principles to teach management strategies to female and male youth 12 to 18 years of age.

227 North 18th Street, Philadelphia, PA 19102

215-665-8777

BKENNEDY@CHS-ADPHILA.ORG

st-gabes.org/community-based/a-better-way-conflict-management

Council for Relationships

Council for Relationships offers counselling services, professional education, and mental and behavioral health support. Counseling services are offered on a sliding-fee basis.

1880 John F. Kennedy Boulevard, Suite 1810, Philadelphia, PA 19103

215-575-9140

councilforrelationships.org

Children's Crisis Treatment Center

Children's Crisis Treatment Center provides outpatient services, trauma and sexual trauma assistance, and parent/caregiver resources. A referral is needed from a medical professional to access these services.

1080 North Delaware Avenue, Suite 600, Philadelphia, PA 19125

215-496-0707

information@cctckids.org

cctckids.org

The Center for Returning Citizens

The Center for Returning Citizens offers employment, health and wellness, a kids' drop-in center, and health insurance information services.

The Friends Center, 1501 Cherry Street, Suite 129, Philadelphia, PA 19102

267-519-5334

tcrcphilly.org

DelStar

DelStar is an outpatient program for male and female adolescents (10–20 years old), who are adjudicated (or deferred) on a sexual offense. Clients receive weekly individual therapy as well as, when appropriate, group therapy.

227 North 18th Street, Philadelphia, PA 19102

215-665-8777

st-gabes.org/community-based/delstar

Fatherhood Enrichment Program (FEP)

FEP offers an array of support services from parenting and anger-management education to personal-responsibility training.

215-685-0770

rise.phila.gov/fatherhood-enrichment-program-fep

John F. Kennedy Behavioral Health Center

The Health Center provides inpatient and outpatient services such as residential housing, addiction help, and emergency services.

112 North Broad Street, Philadelphia, PA 19102

215-568-0860 ext. 3342

jfkbbc.org

Little Children, Big Challenges: Incarceration

Little Children, Big Challenges: Incarceration provides tools for parents who seek to educate and prepare their children for a family member's impending incarceration or release.

sesamestreet.org/parents/topicsandactivities/toolkits/incarceration

The Village

The Village is an outpatient resource center that provides mental health and wellness services.

Preheim Center, 6517 Chester Avenue, Philadelphia, PA 19142

215-730-2240

village1877.org

X-Offenders for Community Empowerment

The goal of X-Offenders is to empower formerly convicted people by offering voter registration resources, gun-safety training, and life skills.

2227 North Broad Street, Philadelphia, PA 19132

215-668-8477

x-offenders.org

Healthcare Resources

ActionAIDS

ActionAIDS provides care and re-entry services for returning citizens who are living with HIV/AIDS.

1216 Arch Street, 6th Floor, Philadelphia, PA 19107

215-981-0088

actionaids.org

Back on My Feet

Back on My Feet uses running to help those experiencing homelessness change the way they see themselves, so they can make real change that results in employment and independent living.

Land Title Building, 100 South Broad Street, Suite 1400, Philadelphia, PA 19110

215-772-1080

backonmyfeet.org

Comhar

Comhar offers support for mental and behavioral health, home health care, autism, employment services, and residential housing.

100 West Lehigh Avenue, Philadelphia, PA 19133

215-203-3000

comhar.org

Covenant House

Covenant House is a crisis center that provides food and health, educational, and vocational services, as well as a pastoral ministry.

31 East Armat Street, Philadelphia PA 19144

215-951-5411

covenanthouse.org

FaSST/Connections

FaSST offers services for behavioral health, family health and counseling, homelessness, and women and children.

5201 Old York Road, Suite 103, Philadelphia, PA 19141

267-331-8153

ann.ryan@rhd.org

rhd.org

Horizon House

Horizon House helps with psychiatric care, medical and behavioral health care, housing, and rehabilitation services.

215-386-3838

horizon.house@hhinc.org

hhinc.org

Philadelphia Consultation Center

Philadelphia Consultation Center provides psychotherapy and psychoanalysis.
313 South 16th Street, Philadelphia, PA 19102
215-732-8244 ext. 611
info@pcctherapy.com
pcctherapy.com

Philadelphia FIGHT Community Health Centers

Their mission is to create a stigma-free space with innovative, prevention-focused programs that empower, educate, and support people affected by the parallel crises of HIV and mass imprisonment; to protect community health; and to raise consciousness around issues of social justice.
21 South Street, 7th floor, Philadelphia, PA 19147
215-525-0460
fight.org

Philadelphia Freedom Valley YMCA

The YMCA offers a fitness center, daycare, arts and humanities programs, and youth and adult sports programs.
Centers located all across Philadelphia.
philaymca.org

Prevention Point Philadelphia

The goal of Prevention Point Philadelphia is to provide health services and education to individuals who suffer from substance abuse and diseases that result from HIV/AIDS and bloodborne pathogens.
2913 Kensington Avenue, Philadelphia, PA 19134
215-634-5272
ppponline.org

Public Health Management Corporation (PHMC)

PMHC serves youth, welfare recipients, people seeking housing assistance, the homeless, children with special needs, the African American community, the Asian community, people with HIV/AIDS, and children and adults with intellectual disabilities.
1500 Market Street Suite 1500, Philadelphia, PA 19102
215-985-2500
phmc.org

Housing and Shelter

EMERGENCY SHELTER

Apple Tree Family Intake Center

Apple Tree offers emergency shelter, housing placement, mental health assessments, and children and youth services for women and families.

Intake: Monday–Friday, 7:00 a.m.–3:00 p.m.

1430 Cherry Street, Philadelphia, PA 19102

215-686-7150

Office of Supportive Housing

Office of Supportive Housing offers a network of shelters and boarding homes and refers families, couples, and individuals to available housing resources.

1401 John F. Kennedy Boulevard, 10th Floor, Philadelphia, PA 19102

215-686-7150

phila.gov/osh

Red Shield Family Residence

Red Shield Family Residence is an emergency-housing program offering services that empower residents to strive toward self-sufficiency. For single women and families only.

Intake: Monday–Friday 9:00 a.m.–5:00 p.m., holidays and weekends after 3:00 p.m.

Salvation Army, 715 North Broad Street, Philadelphia, PA 19123

215-787-2887

Sunday Breakfast Rescue Mission

The Rescue Mission is a housing shelter for men.

302 North 13th Street, Philadelphia, PA 19107

215-922-6400

sundaybreakfast.org

SUPPORTIVE HOUSING

Bethesda Project

The Bethesda Project provides emergency shelter, permanent supportive housing, and independent housing. Referrals only.

1630 South Street, Philadelphia, PA 19146

215-985-1600

info@bethesdaproject.org

bethesdaproject.org

Calcutta House

Calcutta House provides housing and other highly supportive services for people living with HIV/AIDS.

1601 West Girard Avenue, Philadelphia, PA 19130

215-684-0480

calcuttthouse.org

Dignity Housing

Dignity provides decent, affordable subsidized housing to homeless individuals and families.

5227-R Germantown Avenue, Philadelphia, PA 19144

215-713-0960

dignityhousing.org

Habitat for Humanity

Habitat for Humanity's services include a homeownership program, weatherization assistance, senior housing, utilities, and emergency housing.

1829 North 19th Street, Philadelphia, PA 19121

215-765-6000

habitat.org

Philadelphia Interfaith Hospitality Network (PIHN)

PIHN provides emergency housing, rental subsidies, financial-literacy training, parenting education, and career education.

7047 Germantown Avenue, Philadelphia, PA 19119

215-247-HOME (4663)

philashelter.org

Project HOME

Project HOME offers permanent, subsidized housing and financial information and education.

1515 Fairmount Avenue, Philadelphia, PA 19130

215-232-7272

projecthome.org

Job Search

EMPLOYMENT PLACEMENT AGENCIES

Employment Placement Agencies offer job seekers a wide array of services to find jobs that match individual qualifications and skills. Most placement agencies will not charge a fee for the services; however it is wise to check each company first to be sure. Some employment agencies you can find in Philadelphia:

- PhillyTemps – phillytemps.com
- Jobspring Partners – jobspringpartners.com
- Bettinger Co. Inc. – bettingerco.com

UNION OFFICES FOR APPRENTICESHIPS

Apprenticeships offer job training and classwork for occupations in the manufacturing, construction, health care, and transportation industries. Unions—groups of skilled professionals within a specialized field—provide these apprenticeships to anyone who would like to pursue a career in these fields. The Pennsylvania Apprentice Coordinators Association (apprentice.org) offers a comprehensive overview of all of the unions that offer apprenticeships in Philadelphia and includes a guide to starting on a path toward these fields.

NETWORKING WITH FRIENDS AND FAMILY

Networking with friends and family offers one of the most straightforward methods of finding a job. People who know you may have information about an opportunity that can improve your résumé and give you much needed experience to enter the job market.

JOB-SEARCH WEBSITES

Job-search websites help job seekers connect to prospective employers, by allowing employers to post job openings and future job fairs. We have listed some websites in the Job Posting and Résumé Sites section on page 22 of this guide. Some of the websites give you an idea of what past employees and customers have said about the company, including reviews of customer service and workplace environment.

JOB BULLETIN BOARDS

You can often find these bulletin boards at the company you wish to apply to, local community centers, and in your local library.

EMAIL

Most employers require that you email a copy of your résumé, and some employer websites may require you upload your résumé to their websites. You can sign up for a free email account using different servers:

- Yahoo email – mail.yahoo.com
- Hotmail – hotmail.com
- Google’s Gmail – gmail.com

If you don't know how to sign up, you can find help at any Free Library location. One of the most comprehensive listings of free email providers can be found at the Free E-Mail Address Directory (emailaddresses.com). This site lists and evaluates hundreds of free email services.

COVER LETTER

The cover letter, a brief note that describes your qualifications, sent along with your résumé, will set you apart from other applicants when applying for a job. The cover letter offers you the chance to further sell yourself. It should be typed and precise. Typically, it is divided into three parts. In the first paragraph, you mention the title of the job you are applying for and how you came to know about it. In the second paragraph, you highlight the aspects of your background that relate to the job and why you are qualified and a good fit for the position. In the third section, you state your interest in scheduling an interview and include your contact number and email address. Be sure the tone of this letter is formal and that there are no typos or spelling mistakes.

RÉSUMÉ

Your résumé is a document showing your contact information, work history, educational background, and other qualifications for a job. Résumés highlight your employment history in chronological order—with the most recent job listed first and then the job before that and so on. You may also include volunteer experience or training programs on a résumé.

If you took advantage of trainings and work opportunities in prison, you can include these experiences on your résumé. Write the name of the facility and your job title. (*Example: House of Corrections, Clerk*). You should also mention the skills you used and developed and the contributions you made to the department. If you completed any education while in prison, write the name of the institution and details of the training in the education section.

Employers may not be interested in your early careers or prison-related jobs from more than 10 years ago. Résumés are not the place to mention your criminal background or your weaknesses, but neither should you lie about your past. Résumés should communicate what you can do for the employer. Criminal history can always be dealt with during the interview.

Carry copies of your résumés to interviews, meetings, and job fairs. Leave copies of your résumé with placement agencies. It is also advisable that you create two or more résumés, each with a different focus, if you are applying for a wide range of jobs. If you have different types of jobs in your work history, you may emphasize some experiences in applying for one job and others for another job, according to the job requirements.

Remember, once you've completed your résumé, save it on a disc, flash drive, or computer!

The Free Library of Philadelphia has résumé-building software on almost all its public computers. Please contact your neighborhood library for assistance or visit the Workplace department at Parkway Central Library to get help with your résumé.

The following pages list sample résumés and cover letters to help you develop your own.

Functional Résumé Sample –

lists job skills first, with a smaller section for past jobs

James Smith

1356 North 33rd Street, Philadelphia, PA 19142
215.351.7310 jamessmith@gmail.com

AREAS OF EXPERTISE

Construction and Electrical Work

- Reading and interpreting complex construction drawings
- Demonstrated ability to read and interpret drawings and blueprints
- Strong familiarity with building codes and concrete and structural principles
- Skilled in steel assembly and concrete work procedures
- Proficient in identifying required materials for each project
- Skilled in operating heavy construction machinery and hand and power tools
- Exceptional manual dexterity aimed at performing difficult construction tasks
- Excellent ability to handle sheet metal work and steam fitting procedures

Management and Organization

- Exceptional time management skills aimed at ensuring that each level of construction project is finished on time
- Adept at evaluating required materials to lower expenses
- Solid knowledge of shift scheduling, tracking, site leading and project supervision activities
- Demonstrated commitment to inspecting completed work to ensure excellence

Customer Service

- Clear communication skills aimed at understanding customers' needs and providing corresponding services
- Strong time management skills with deep understanding of limiting "customer time", by ensuring efficient service.
- Excellent follow-up and after-sales service skills

EMPLOYMENT EXPERIENCE

County of Philadelphia, Philadelphia, PA

Jan 2010–Dec 2015

Electrician

- Installed and repaired wiring, fuses, and appliances
- Managed a staff of four people to ensure efficient and thorough repairs

McDonalds Restaurant, Philadelphia, PA

Mar 2008–Nov 2009

Customer Service Representative

- Coordinate and organize customers' orders
- Utilize math skills to manage cash register

EDUCATION

Benjamin Franklin High School, Philadelphia, PA

Graduated June 2008

- Member of the boys' basketball team

Chronological Résumé Sample –

lists work experience in reverse time order (most recent job first)

James Smith

1356 North 33rd Street, Philadelphia, PA 19142
215.351.7310 jamessmith@gmail.com

EXPERIENCE

County of Philadelphia, Philadelphia, PA Jan 2010–Dec 2015

Electrician

- Installed and repaired wiring, fuses, and appliances
- Managed a staff of four people to ensure efficient and thorough repairs

McDonalds Restaurant, Philadelphia, PA Mar 2008–Nov 2009

Customer Service Representative

- Coordinated and organized customers' orders in an efficient and friendly manner
- Utilized math skills to manage cash register

Construction Work, Philadelphia, PA June 2007–Nov 2009

- Assisted in residential and commercial construction projects with various companies
- Collaborated with a team to ensure efficient and high-quality completion of projects

COMMUNITY WORK

Old Zion Lutheran Church Sep 2008–Present

- Packaged items for food and clothing drives

Basketball Coach Winter 2012–Present

- Led a neighborhood basketball team that taught local boys sportsmanship and discipline
- Organized practices and games
- Mentored team participants

EDUCATION

Benjamin Franklin High School, Philadelphia, PA Graduated June 2008

- Member of the boys' basketball team

Relevant Skills

- Proficient in Microsoft Word
- Fluent in Spanish
- Skilled in electrical repairs and construction work

Cover Letter Template – Use this format to set up your own cover letter. Fill in each section and paragraph with information about you.

Date [written as Month date, year]

[information for the person you are writing to:]

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. _____:

[if you do not know the name, use "To Whom It May Concern:"]

First Paragraph: In the opening paragraph, state your reason for writing—to apply for a job. Name the specific position or type of work for which you are applying. Mention how you learned of the opening (e.g., from an online posting, from someone who works at the company, from an ad posted at the place of business).

Second Paragraph: In this paragraph, explain why you are interested in working for this employer and why you are a great fit for this position. Don't repeat the information on your résumé. Explain more about your work experience and skills and how they match the job requirements. This is also a good place to talk about your work ethic and how you will benefit the company. Remember, the reader will also consider this an example of your writing skills.

Third Paragraph: In the closing paragraph, repeat your desire to work at the company and give your contact information. Mention that your résumé is enclosed and indicate your desire to meet with the employer. Include day and evening contact information (both email and phone number). Finally, thank the employer for his/her time.

Sincerely,

Your typed name

FINDING A JOB ON THE INTERNET

There are three things you need to apply for a job on the internet:

- an electronic copy of your résumé
- an email account
- websites where you can find job postings and apply for them

BEFORE AN INTERVIEW

Learn about the company or organization where you will have your interview. Be prepared to show your knowledge about the company during an interview. Most companies have websites that can help you learn about them. Find out:

- what the company requires for an interview
- what the organization does
- the number of employees and locations in the Philadelphia area
- recent changes and new products or programs

GETTING TO AN INTERVIEW

No matter how you will travel to the interview, plan the trip in advance. Find out the exact interview location, including the correct address, floor, and office or suite number. Figure out how long the trip should take, and add extra time for delays. It is very important to be on time.

DURING THE INTERVIEW

Being truthful about your past can help the employer know that you are dependable and someone to be trusted. Since a past criminal record may be of concern to an employer, it is best to be honest about it.

JOB POSTING AND RÉSUMÉ SITES

America's Job Bank	ajb.dni.us
Best Jobs USA	bestjobsusa.com
Beyond!	beyond.com
CareerBuilder	careerbuilder.com
Employment Guide	employmentguide.com
Indeed	indeed.com
Job.com	job.com
JobBank USA	jobbankusa.com
Jobster	jobster.com
Monster	monster.com
Nonprofit Jobs in the United States	idealist.org
Opportunity NOCs (nonprofit jobs)	opportunityknocks.org
OverseasJobs.com (international jobs)	overseasjobs.com
RetirementJobs.com	retirementjobs.com
Snag a Job	snagajob.com

BAN-THE-BOX

Ban-the-Box, an international civil rights campaign, prohibits employers from asking about or running a criminal background check until the first or second interview or until after an interview offer is made. Ban-the-Box does not prevent employers from rejecting applicants with a criminal background. However, this prevents employers from excluding people just because of their criminal background.

Ban-the-Box applies to most employers in Philadelphia with 10 or more employees. The law generally prohibits potential employers from:

- asking on an application for employment about any criminal conviction.
- asking on an application for employment about any arrest or criminal accusation that is not then pending and that did not result in a conviction.
- asking before and during the first interview about any criminal conviction. (If an employer does not conduct any interviews, they are not permitted to conduct any inquiries regarding criminal records.)
- asking at any time during the application process or during employment about any arrest or criminal accusation that is not then pending and that did not result in a conviction, or making adverse personnel decisions based on such information.

For more information on filing a Ban-the-Box complaint, visit the Philadelphia Commission on Human Relations at phila.gov/humanrelations.

COMPUTER ACCESS

Free Computer access is available at the following locations:

Free Library of Philadelphia

Visit your neighborhood library, call 215-686-5322, or visit freelibrary.org/branches.

AIDS Library

Open to everyone

1233 Locust Street, 2nd Floor, Philadelphia, PA 19107

215-985-4448, ext. 140

Mondays, Wednesdays, Fridays 1:00–5:00 p.m.

Tuesdays and Thursdays 1:00–6:00 p.m.

Institute for Community Justice

21 S. 12th Street, 7th Floor

215-525-0460

Computer Lab Drop-in Hours:

Tuesday–Friday: 1:00–5:00 p.m.

JOB SEARCH AND RÉSUMÉ ASSISTANCE

Reach out to one of these organizations for help finding a job:

Free Library of Philadelphia

Assistance for résumé writing, online applications, job search basics

Workplace Department, 1901 Vine Street, Philadelphia, PA 19103

215-686-5436

freelibrary.org

Urban League of Philadelphia

The Career Center offers services for job seekers, including an orientation, computer lab, résumé workshop, interview workshop, mock interviews (by appointment only for those who have completed orientation), one-on-one job coaching, and information sessions with partnering employers like Walmart, CVS/Caremark, Enterprise Holdings, UPS, and SEPTA.

121 South Broad Street, 9th Floor, Philadelphia, PA 19107

215-985-3220 ext. 210

careercenter@urbanleaguephila.org

urbanleaguephila.org

Homework Help Online

Submit your résumé online and receive feedback within 24 hours. Homework Help Online database can be accessed from the Free Library's databases page.

search.freelibrary.org

JOB TRAINING

There are several organizations around Philadelphia that offer job training and skill building services:

Ready, Willing & Able

Ready, Willing & Able is a nine to 12 month transitional work program that provides graduates with lifelong resources. Graduation means the obtainment of a full-time job and housing and maintaining sobriety.

1221 Bainbridge Street, Philadelphia, PA 19147

Jason Miller, Executive Director

215-795-3257

jmiller@doe.org

rwaphiladelphia.org

Philadelphia Unemployment Project

The Philadelphia Unemployment Project strives to provide unemployment services to disenfranchised and poverty-stricken members of communities in Philadelphia.

112 North Broad Street, Philadelphia, PA 19102

215-557-0822

philaup.org

Philadelphia Works

Philadelphia Works offers career guidance, job training, and job placement services.
One Penn Center at Suburban Station, 1617 John F. Kennedy Boulevard, 13th Floor, Philadelphia, PA
19103
215-557-2625
philaworks.org

Mayor's Office of Reintegration Services (RISE)

The Mayor's Office of Reintegration Services (RISE) offers direct services and also partners with agencies to assist the formerly incarcerated in their reintegration back into the community. RISE offers services to improve literacy levels, enhance work related and/or interpersonal skills, and vocational training programs.
990 Spring Garden Street, 7th Floor, Philadelphia, PA 19123
215-683-3370
Monday–Friday: 8:30 a.m.–5:00 p.m.
rise.phila.gov

PA Career Link

PA Career Link offers personalized job search assistance, job seeker workshops, networking groups, career counseling, skills and interest assessments, access to skills and occupational training, and more.
990 Spring Garden Street, Philadelphia, PA 19123
215-560-5465
cwds.pa.gov

Impact Services

Impact Services provides help for every person enrolled in their training programs and connects employers looking for qualified employees. Programs include job-readiness training, placement, and job retention services and are available to community residents who are ex-offenders. The Access to Recovery Program offers job readiness training, life skills training, and GED preparation to individuals in recovery who are uninsured or underinsured.
1952 East Allegheny Avenue, Philadelphia, PA 19134
215-739-1600
info@impactservices.org
impactservices.org

Baker Industries

Baker Industries is a non-profit work rehabilitation program for vulnerable adults. The services offered include work for the physically disabled, people on parole/probation, and the homeless.
Beth Tiewater, 184 Pennsylvania Avenue, Malvern, PA 19355
610-296-9795
beth@bakerindustries.org
bakerindustries.org

Community Training Services (CTS)

Through its Training-to-Work Adult Re-entry Program, CTS provides vocational training in forklift operations, scaffold erection, PENN DOT highway flagger, and OSHA construction safety. CTS also does referrals to other vocational schools, offering state-licensed training in the aforementioned fields with possible tuition vouchers or scholarships.

2243 West Allegheny Avenue, Philadelphia, PA 19132

215-430-0381

ctstraining.org/npri

Project 4 Ever Striving

Project 4 Ever Striving provides a comprehensive range of employment and training services in partnership with companies that will hire participants who complete the program. These companies are local and on the outskirts of Philadelphia.

2418 West York Street, Philadelphia, PA 19132

project4everstriving.com

APPRENTICESHIP PROGRAMS

Apprenticeship programs teach specific skills that prepare you for work in a particular trade.

Asbestos Workers Local 14 JATC

2014 Horning Road, Suite 1800, Philadelphia, PA 19116

215-289-4303

info@local-14.org

local-14.org

Bricklayers Local 1

2706 Black Lake Place, Philadelphia, PA 19154

215-330-0544

bac-1.org

Carpenters Joint Apprenticeship Committee (JAC) of Philadelphia & Vicinity

10401 Decatur Road, Philadelphia, PA 19154

215-824-2300

jactraining@jaccarpenters.org

carpentersofphila.com

Cement Masons & Plasters Local 592 JATF

2501 Snyder Avenue, Philadelphia, PA 19145

215-468-0235

cm592@verizon.net

opcmia592.com

IBEW Local 98 JAT

1701 Spring Garden Street, Philadelphia, PA 19130

215-567-6405

ibew98.org

Iron Workers Local 401 JAC

11620 Norcom Road, Suite 1800, Philadelphia, PA 19154

215-676-3000

local401.com

COMPANIES THAT HAVE HIRED EX-OFFENDERS

AAMCO

Automotive service company

Apply online at aamco.com/career_opportunities_information.asp

Ace Hardware

Hardware store

Apply online at acehardware.com

Acme

Food and drug retailer

Apply online at acmemarkets.com/employment-positions

Apple, Inc.

Technology company

Apply online at apple.com/jobs/us

Applebee's

Restaurant

Apply online at applebees.com/about-us/work-with-us

ARAMARK

Food service, facilities and uniforms

Apply online at aramark.com/careers

AT&T

Telecommunications company

Apply online at att.jobs

Buffalo Wild Wings

Restaurant

Apply online at buffalowildwings.com/en/careers

Chick-fil-A

Fast food restaurant

Apply online at chick-fil-a.com/Company/Careers-Team-Opportunities

Chili's

Family restaurant

Apply online at chilisjobs.com

Chipotle

Mexican restaurant

Apply online at careers.chipotle.com

Cintas

Designs and supplies corporate identity uniform programs, entrance mats, restroom supplies, promotional products, and safety products.

Apply online at cintas.com/careers

Comcast Corporation

Comcast Center, 1701 John F. Kennedy Boulevard, Philadelphia, PA 19103

Apply online at corporate.comcast.com/careers

Community Education Centers

Arts organization

Apply online at cecintl.com/employment.html

Dairy Queen

Ice cream store

Apply online at dairyqueen.com/us-en/Company/Careers

Dunkin Donuts

Coffee shop

Apply online at dunkindonuts.com/dunkindonuts/en/ddcareers.html

Dole

Food products supplier

Apply online at dole.com/Company-Info/Careers

Dollar Tree

Retail store

Apply online at dollartree.com/custserv

Embassy Suites

Hotel

Apply online at jobs.hiltonworldwide.com

Family Dollar

Retail store

Apply online at corporate.familydollar.com

Firestone

Auto care

Apply online at firestonecompleteautocare.com/careers

General Electric

Conglomerate with services ranging from aviation and appliances to wind turbines and health care.

Apply online at ge.com/careers

Goodman Manufacturing

HVAC company

Apply online at careersatgoodman.com

Goodwill Store

Retail stores

Apply online at goodwill.org/find-jobs-and-services

Grainger Industrial Supply

Industrial equipment supplier

Apply online at experiencedone.com

Great Clips

Salon

Apply online at salonjobs.greatclips.com

Greyhound Lines

Bus service

Apply online at selfmgmt.com/clients/greyhound

Hertz

Hotel and car rental service

Apply online at hertz.com

HH Gregg

Electronics and appliances

Apply online at hhgregg-jobs.com

Home Depot

Home improvement and appliances

Apply online at careers.homedepot.com

IBM

Software company

Apply online at ibm.com/employment

IKEA

Furniture and appliance

Apply online at ikea.com/us

Jimmy John's

Fast food restaurant

Apply online at jimmyjohns.com/company/jobs

Jiffy Lube

Car maintenance services

Apply online at jiffylube.com/careers

KFC

Fast food restaurant

Apply online at jobs.kfc.com

Kohl's

Retail store

Apply online at kohls Careers.com

Longhorn Steakhouse

Steakhouse

Apply online at longhornsteakhouse.com/careers

Marriot Hotel

Hotel

Apply online at jobs.marriott.com

McDonald's

Fast-food restaurant

Apply online at mcdonalds.com/us/en/careers.html

Men's Warehouse

Retail store

Apply online at employment.menswearhouse.com

Metals USA

Metal specialties

Apply online at metalsusa.com/contact.asp

Metro Public Adjustment

Public adjustment firm

Apply online at metropacareers.com

Metropolitan Bakery

Bakery and café

For Bakery, Driver, and Packer positions, contact:

Employment Opportunities, 1036 Marlborough Street, Philadelphia, PA 19125

For Retail and Café positions, contact:

Employment Opportunities, 262 South 19th Street, Philadelphia, PA 19103

mail@metropolitanbakery.com

metropolitanbakery.com

Modell's

Shoes, apparel, and sports gear

Apply online at modells.com/category/jobs.do

NFI

Transportation service

Apply online at careers.nfiindustries.com

NHS Human Services

Apply online at nhsonline.org/careers.html

Nordstrom

Retail store

Apply online at about.nordstrom.com/careers

Office Depot

Office supplies

Apply online at jobs.officedepot.com

Old Navy

Clothing and fashion retailer

Apply online at gapinc.com

Oliver Garden

Italian restaurant

Apply online at olivegarden.com/careers

PECO

Energy company

Apply online at peco.com/Pages/Careers.aspx

Pepsi Co.

Vending machine supplier

Apply online at pepsicjobs.com

PetSmart

Pet store

Apply online at careers.petsmart.com

Philadelphia Cricket Club

Philadelphia's oldest cricket club

Apply online at philacricket.atsondemand.com

Philadelphia Fire Department

Fire department

Apply online at phila.gov/fire

Praxair

Glass welding

Apply online at praxair.com/careers

Preferred Freezer Services

Cold storage facility

Apply online at preferredfreezerservices.theresumator.com/apply

PSPCA

Leading advocate for animals in the region since 1867

Apply online at pspca.org/about/career-opportunities

Radisson

Hotel group

Apply online at carlsonrezidor.com/careers

Red Lobster

Seafood restaurant

Apply online at redlobster.com/employment

Republic Services

Garbage collection

Apply online at republicservices.jobs

Ruby Tuesday

Restaurant

Apply online at rubytuesday.com/careers

Salvation Army

Christian Church and charitable organization

Apply online at salvationarmyusa.org/usn/employment-opportunities

Shoprite

Retail store

Apply online at shoprite.com/career-opportunities

Sony

Electronics store

Apply online at sonyjobs.com

Southeastern Pennsylvania Transportation Authority (SEPTA)

Metropolitan and regional transportation agency serving Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

Apply online at autohire.careershop.com/septajobs

Subway

Fast food restaurant

Apply online at subway.com/subwayroot/careers

Sysco

Food service

Apply online at careers.sysco.com

Team Clean

Building maintenance and complete janitorial services

Apply online at teamclean.hirecentric.com/pages/careers

Temple University

Higher educational institution

Apply online at temple.edu/hr

Trader Joe's

Retail store

Apply online at traderjoes.com/careers

Tyson Foods

Whole-sale meat producer

Apply online at tysonfoodscareers.com

US Steel

Steel producer

Apply online at ussteel.com

Villa

Fashion retailer

Apply online at ruvilla.com/careers

Walmart

Retail store

Apply online at careers.walmart.com

Wawa

Convenience store

Apply online at wawa.com/Careers.aspx

Wendy's

Fast-food restaurant

Apply online at wendys.com/en-us/careers

STAFFING AND TEMPORARY JOB AGENCIES

Adecco Philadelphia

1617 John F. Kennedy Boulevard, Suite 1030, Philadelphia, PA 19103

215-568-7795

1746-br@laborready.com

adeccousa.com

CareersUSA

1800 John F. Kennedy Boulevard, Suite 710, Philadelphia, PA 19103

215-561-3800

philadelphia@careersusa.com

careersusa.com

Kelly Services

1635 Market Street, Suite 500, Philadelphia, PA 19103

215-564-3110

kellyservices.com

Manpower

1600 John F. Kennedy Boulevard, Suite 610, Philadelphia, PA 19103

215-240-8999

manpower.us

Net-Temps

800-307-0062

Web only. No local office.

service@net-temps.com

net-temps.com

Randstad

1700 Market Street Suite 1500, Philadelphia, PA 19103

610-265-3844

randstadusa.com

Stivers

1617 John F. Kennedy Boulevard., Suite 825, Philadelphia, PA 19103

215-561-1355

philly@stivers.com

stivers.com

Unique Staffing

3624 Market Street, Suite 1SD, Philadelphia, PA 19104

215-222-2246

uastaffing.com

Legal Services

Community Legal Services

Community Legal Services provides free legal services for family advocacy, homeowners and consumer rights, housing, and employment.

Center City Office: 1424 Chestnut Street, Philadelphia, PA 19102; 215-981-3700

North Philadelphia Law Center: 1410 West Erie Avenue, Philadelphia, PA 19140; 215-227-2400

clsphila.org

Homeless Advocacy Project

Homeless Advocacy Project provides free legal clinics for the homeless.

1429 Walnut Street, 15th Floor, Philadelphia, PA 19102

215-523-9595

homelessadvocacyproject.org

Philadelphia Lawyers for Social Equity

The Criminal Record Expungement Project (C-REP) represents low-income individuals through the expungement process in the Philadelphia Court of Common Pleas. Please note that this is an answering service. They will return your call within two days. They do not accept walk-ins.

1501 Cherry Street, Philadelphia, PA 19102

215-995-1230

info@plsephilly.org

plsephilly.org

Philadelphia Legal Assistance

Philadelphia Legal Assistance provides custody and support assistance, management and administration, and family law. Please note that PLA's intake hours are not necessarily the same as its business hours.

The Cast Iron Building, 718 Arch Street, Suite 300N, Philadelphia, PA 19106

Walk-in hours: Monday and Wednesday, 9:00–11:30 a.m.

Telephone intake hours: Tuesday and Thursdays, 9:30 a.m.–12:00 p.m.

215-981-3800

philalegal.org

Meals

Sunday Breakfast Rescue Mission

302 North 13 Street, Philadelphia, PA 19107
215-922-6400

sundaybreakfast.org

Breakfast: 7:00 a.m. / Lunch: 12:00 p.m. / Dinner: 6:30 p.m.

Arch Street Methodist Church

558 North Broad Street, Philadelphia, PA 19107
Corner of Broad and Arch Street
215-568-6250

Dinner: Sunday, 6:00–7:30 p.m.

Bright Hope Baptist Church

1601 North 12 Street, Philadelphia PA
215-232-6004

brighthopebaptist.org

Dinner: Monday–Thursday, 6:00 pm

Broad Street Ministry

315 South Broad Street, Philadelphia, PA 19107
215-735-4847

broadstreetministry.org

Monday: Breakfast

Doors open at 7:45am

Meal served 8:00–8:50 a.m.

Tuesday: Dinner

Doors open at 4:00 p.m.

Meal served 4:30–5:30 p.m.

Wednesday: Dinner

Doors open at 4:00 p.m.

Meal served 4:30–5:30 p.m.

Thursday: Lunch

Doors open at 11:30 a.m.

Meal served 12:00–1:15 p.m.

Friday: Lunch

Doors open at 11:30 a.m.

Meal served 12:00–1:00pm

Saturday: Lunch

Doors open at 11:45 a.m.

Meal served 12:00–1:00 p.m.

Chosen 300 Outreach Center

1116 Spring Garden Street, Philadelphia, PA 19123
215-765-9806

chosen300.org

MANNA

MANNA is a meal program that focuses on individuals suffering from life-threatening illnesses.

2323 Ranstead Street, Philadelphia, PA 19103

info@mannapa.org

mannapa.org

People with Disabilities

Disabled in Action

Disabled in Action of Pennsylvania (DIA) is an organization composed of individuals with disabilities who want the freedoms and privileges embodied in their basic civil rights to become a reality.

714 Market Street, Suite 332, Philadelphia, PA 19106

disabledinactionofpa@gmail.com

diapa.org

Legal Clinic for the Disabled

The Clinic offers legal services for persons with disabilities.

Telephone intake: every Wednesday

Intake line: 215-587-3350

legalinfo@lcdphila.org

lcdphila.org

Liberty Resources

Liberty Resources is an independent-living facility for persons with disabilities.

714 Market Street, Suite 100, Philadelphia, PA 19106

215-634-2000

LRinc@libertyresources.org

libertyresources.org

My Place Germantown

My Place Germantown provides community-based permanent housing for disabled men.

209 East Price Street, Germantown, PA 19144

215-848-2892

maryellen839@aol.com

myplacegermantown.org

Office of Vocational Rehabilitation Services

This facility provides rehab services for persons with disabilities.

444 North 3rd Street, 5th Floor, Philadelphia, PA 19123

215-560-1900 or 800-442-6381

dli.state.pa.us

Social and Cultural Resources

Art for Justice

Art for Justice supports and exhibits prisoner art.

Ann Marie Kirk, Director of Art for Justice

215-234-8145

amkirk@artforjustice.org

artforjustice.org

Art-Reach

Art-Reach enriches lives by connecting underserved audiences with cultural experiences, such as live arts events, museums, on-site interactive workshops, and performances.

1501 Cherry Street, Philadelphia, PA 19102

267-515-6720

info@art-reach.org

art-reach.org

Coalition Ingenu

Coalition Ingenu is a nonprofit organization promoting artwork by self-taught creative individuals.

Robert Bullock, 2335 North 52nd Street, Philadelphia, PA 19131

cingenu@earthlink.net

coalitioningenu.com

Free Library of Philadelphia—Sundays on Stage

Sundays on Stage is a series of cultural programs featuring live performances by a variety of artists and entertainers. These family programs celebrate diversity through music, dance, storytelling, and more.

Select Sundays at 2:00 p.m.

Parkway Central Library, Montgomery Auditorium, 1901 Vine Street, Philadelphia, PA 19103

215-686-5322

freelibrary.org/libserv/sunstage.htm

Mural Arts Program

The Mural Arts Program incorporates the concepts of restorative justice through art instruction, mural making, and community-service work within the criminal justice system.

Mural Arts Center, Thomas Eakins House, 1727-29 Mt. Vernon Street, Philadelphia, PA 19130

Robyn Buseman, Restorative Justice Program Director

215-685-0756

robyn.buseman@muralarts.org

muralarts.org

Transportation

Families Forward Philadelphia

An information and assistance center at 30th Street Station, Families Forward Philadelphia provides tokens and resources for those who are lost or stranded.

111 North 49 Street, Philadelphia, PA 19139

215-240-4800

familiesforwardphilly.org

Project 4 Ever Striving

Project 4 Ever Striving helps adults and youth with barriers transition back into society and also provides transportation to and from work on a daily basis.

2418 West York Street, Philadelphia, PA 19132

project4everstriving.com

Women's Services

Ardella's House

Ardella's House is committed to helping women with criminal-justice histories realize new possibilities for themselves and their families.

2428 North 33rd Street, Philadelphia, PA 19132

215-200-6006

ardellashouse@gmail.com

ardellashouse.org

Drueding Center

Drueding Center provides residential services, education and community services, and youth services.

413 West Master Street, Philadelphia, PA 19122

215-769-1830

druedingcenter@holyredeemer.com

druedingcenter.org

I'm FREE (Females Reentering Empowering Each Other)

I'm FREE provides gender-responsive and trauma-informed services including educational access for employment, work-readiness training, therapeutic counseling as well as life and parenting skills for women reentering society and reconnecting with their families. By appointment only.

4700 Wissahickon Avenue, Suite 126, Building A, Philadelphia, PA 19144

215-951-0330 ext. 2147

ImFREEonline@gmail.com

imfreeonline.org

Mercy Hospice

Mercy Hospice provides residential housing and day services for homeless women.

334 South 13th Street, Philadelphia, PA 19107

215-545-5153

mercyhospicephilly.org

Project Dawn Court

Provides counseling, treatment, and services for women.

1301 Filbert Street, B-07, Philadelphia, PA 19107

215-683-1584

Women Against Abuse

The mission of Women Against Abuse is to provide quality, compassionate, and nonjudgmental services in a manner that fosters self-respect and independence in persons experiencing intimate-partner violence and to lead the struggle to end domestic violence through advocacy and community education.

100 South Broad Street, Suite 1341, Philadelphia, PA 19110

215-386-1280

womenagainstabuse.org

Women's Community Revitalization Project

The Women's Community Revitalization Project helps to develop housing projects, provide supportive services, and advocate for policy change.

100 West Oxford Street, E-2300, Philadelphia, PA 19122

215-627-5550

wcrpphila.org



**Prison Services
2016**