



# Commonwealth Workforce Coalition

A Network of Massachusetts Community-Based Workforce Development Practitioners

## Training Dates

Oct. 12, 19, 26  
at FutureWorks  
Career Center,  
Springfield

## Training Times

9:00am-4:00pm

Participants in the three day training will receive a **Certificate of Completion** from the National Institute of Corrections, a department the U.S. Department of Justice.



## Offender Employment Specialist Training And Certification

The Commonwealth Workforce Coalition is offering an Offender Employment Specialist Training (OEST) and Certification in partnership with Bunker Hill Community College, MA Executive Office of Labor and Workforce Development, New England Center for Homeless Veterans, and the Middlesex and Hampden County Sherriff 's Departments. This is an intensive three-day training .

The goal of the training is to provide certification to work-force development staff in assisting ex-offenders securing and retaining employment.

Through this three-day training, you will gain skills and tools in the following areas:

### *Day One:*

Understanding  
the OES Model

### *Day Two:*

Practical Tools  
and Strategies

### *Day Three:*

Connecting with  
Employers for Job  
Development and  
Making Good  
Matches

For detailed information on each training day, trainer biographies and registration instructions, see the next pages.

**Note: Registration begins one month prior to the first training date**



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Certification**

**3 Days**  
(9:00am-4:00pm)

**All training  
materials,  
including a  
training manual,  
will be provided  
to participants.**

**Continental  
breakfast and  
lunch will be  
provided on all  
three days.**



## ***Day One:***

### **Understanding the OES Model**

Here we look at the roles of OES professionals, identify generational poverty issues that affect offenders' motivation, and define relationships between offenders, OES practitioners, and employers in the OES model. We identify re-entry and employment challenges in the first 90 days after release. In addition, we identify barriers from the perspective of offenders and practitioners and define offenders' roles in OES model. We wrap-up Day One by identifying strategies for collaboration and approaches for evaluating success.

## ***Day Two:***

### **Practical Tools and Strategies**

We provide the practical tools and strategies for effective job readiness and placement. These include:

1. Addressing pre-employment and job readiness, and identifying strategies for overcoming challenges with applications and resumes, and formulating effective responses to questions about offenders.
2. Conducting an effective job search.
3. Utilizing assessment tools.

## ***Day Three:***

### **Connecting with Employers for Job Development and Making Good Matches**

In this section we define the roles and responsibilities of a job developer, define employers' customer service expectations, and identify elements of an effective job developer's pitch.

We also look at the elements of a good match, identify four key considerations for a successful job match, and describe reasons for placing offenders in new fields of work.

**REGISTRATION FEE : \$180.00**



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## Trainer Biographies

**All trainers successfully completed a three week Offender Workforce Development Specialist training through the National Institute of Corrections.**

### *Richard Devine*

Richard is the Director of Employment and Community Outreach for the Hampden County Sheriff's Department. He began his Criminal Justice career as a Correctional Officer, and for the last 22 years has worked with employment and reintegration of ex-offenders. His experience includes employment readiness and job placement; transitional employment and community partnerships.

### *Shawn Hemingway*

Shawn is an Employment Supervisor with the Hampden County Sheriff's Department. Employed by the Sheriff's Department for 14 years, the last 10 years have been dedicated to helping the ex-offender secure employment back into the community. He holds a Master of Science in Criminal Justice/Administration, and is a Global Career Development Facilitator.





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**Registration for  
training begins:**

**8/17/2012**

**And ends on:**

**10/05/2012**

**For more information  
about other CWC  
activities contact:**

Ann Donner,  
CWC Manager  
617-727-5944  
[adonner@cedac.org](mailto:adonner@cedac.org)

Or go to our website at:  
<http://cwc.cedac.org>



## Registration

Go to the **CWC Member's Portal** at:  
<https://cwc.cedac.org/member.aspx>

- Sign in to your member account with your **username (e-mail address)** and password.  
*If you don't know or have forgotten your password, click on "**Retrieve Account Information**". You will then have the ability to retrieve your password via e-mail or by First Name/Last Name if we do not have your e-mail address on file. Click "**New Member Registration**" if you're new to CWC.*
- Once logged in, you will be directed to your "**Members Profile**". Please review & update your contact information.
- Click on "**Events**". Choose "**Offender Employment Specialist Training – Springfield**" and click "**Register Now**". You will then be asked to click on "**Finalize**" to complete your registration.
- Once registration is finalized an automatic confirmation email will be emailed to you. **Each person attending must register with their own email address.**

**If you have any questions about online registration, please contact Dilia L. Ramirez at [dramirez@cedac.org](mailto:dramirez@cedac.org) or 617-727-5944.**