



# San Francisco Homeless Employment Collaborative (HEC)

## SERVICES AVAILABLE

- CAREER DEVELOPMENT ASSESSMENT
- JOB READINESS AND PREPARATION, COMPUTER CLASSES
- ADDRESSING BARRIERS TO EMPLOYMENT
- RESUME AND COVER LETTER DEVELOPMENT
- INTERVIEWING, NETWORKING & JOB SEARCH STRATEGIES
- GED PREPARATION, VOCATIONAL & ON-THE-JOB TRAINING
- JOB PLACEMENT & RETENTION SERVICES

## COMPREHENSIVE JOB TRAINING, WORK READINESS, PLACEMENT, AND JOB RETENTION SERVICES

### WHO ARE WE

The San Francisco Homeless Employment Collaborative HEC is a citywide collaboration of 10 community based agencies that has deep community reach and cultural competency. HEC is extremely successful at engaging hard to reach individuals with multiple barriers to employment. Intake is low threshold, and coordinated across the partnership to ensure that the vocational training best fits the individual needs and abilities.

### INTAKE PROCESS

HEC members use a coordinated intake and assessment process – “any door method” -- as all partners refer to other partners for complimentary services after intake and assessment, or upon completion of vocational training.

### BREAKING THE CYCLE OF HOMELESSNESS

San Francisco Homeless Employment Collaborative (HEC) partner agencies commit to supporting all people who experience homelessness in meeting their goals of getting and keeping a job, and moving to/retaining permanent housing.



HEC Partner Agency	Program Description	Entry Requirements
<b>Arriba Juntos</b> 1850 Mission Street San Francisco, CA 94103 Contact: Patricia Melgar (415) 551-1963 <a href="http://www.arribajuntos.org">www.arribajuntos.org</a>	Classroom training for automated office skills. Work readiness, job search and direct placement.	Applicants must be 18 years of age or older, and meet the definition of homeless or chronically homeless.
<b>St. Joseph's Family Center, Catholic Charities CVO</b> 899 Guerrero Street San Francisco, CA 94110 Contact: Rayana Egea 415-550-4478#226 <a href="http://www.cccvo.org">www.cccvo.org</a>	Employment case management, career development support, and job placement assistance. Cover letter & resume writing, interview preparation, networking, linked-in, cyber-job seeking support, job retention skills.	Applicants must be 18 years of age or older, and meet the definition of homeless or chronically homeless.
<b>Hospitality House</b> 146 Leavenworth Street San Francisco, CA 94102 Contact: Elvis Byrd 415-749-2119 <a href="mailto:ebyrd@hospitalityhouse.org">ebyrd@hospitalityhouse.org</a> <a href="http://www.hospitalityhouse.org">www.hospitalityhouse.org</a>	Through on-site employment resource centers, case managers provide support for job seekers to open email accounts, send faxes, search for jobs, write resumes, obtain work clothing and tools, and build job retention skills that support maintaining employment and furthering their career goals.	Applicants must be 18 years of age and meet the definition of homeless or chronically homeless.
<b>Community Housing Partnership</b> 20 Jones St., Suite 200 San Francisco, CA 94102 Contact: Ayesha Cope <a href="mailto:acope@chp-sf.org">acope@chp-sf.org</a> (415) 852-5358 <a href="http://www.chp-sf.org">www.chp-sf.org</a>	Job search/job preparation services and direct placement program. Employment training, community organizing, environmental awareness internship, substance use management/cessation referrals.	Applicants must be 18 years or older and meet the definition of homeless or chronically homeless and be living in supportive housing.
<b>Episcopal Community Services Adult Education Center</b> 165 Eighth Street San Francisco, CA 94103 Kathryn Benton, Manager 415- 487-3330 X1102 <a href="http://www.ecs-sf.org">www.ecs-sf.org</a>	Adult Basic Education program and General Educational Development (GED) test preparation.	Applicants must be 18 years of age or older and meet the definition of homeless or chronically homeless.
<b>Goodwill Industries, Inc.</b> 1500 Mission Street San Francisco, CA 94103 Contact: Emily Shay 415-575-2100 <a href="http://www.sfgoodwill.org">www.sfgoodwill.org</a>	Classroom training for Office Technology and transitional employment. Intensive job readiness training, resume writing, mock interviews, and computer classes.	Applicants must be 18 years of age or older and meet the definition of homeless or chronically homeless.
<b>Mission Hiring Hall/SOME C</b> 288 Seventh Street San Francisco, CA 94103 Contact: Robert Lopez 415-865-2105 ext. 108 and Elias Martinez 415-865-2105ext. 109 <a href="http://www.missionhiringhall.org">www.missionhiringhall.org</a>	Job search/job preparation services and direct placement program. Trainings offered, Construction Trades and Office plus STEPS (Security Guard Card)	Applicants must be 18 years of age or older, and meet the definition of homeless or chronically homeless.
<b>Center on Juvenile and Criminal Justice</b> 40 Boardman Place San Francisco, CA 94103 Contact: Raquel Wills <a href="mailto:raquel@cjci.org">raquel@cjci.org</a> 415-621-5661 x 122 <a href="http://www.cjci.org">www.cjci.org</a>	Job search/job preparation services and direct placement program.	Applicants must be 18 years of age or older, ex-offenders and meet the definition of homeless or chronically homeless.
<b>Swords to Plowshares</b> 1060 Howard Street San Francisco, CA 94103 Contact: Erica Trejo <a href="mailto:etrejo@stp-sf.org">etrejo@stp-sf.org</a> 415-252-4787x374 <a href="http://www.stp-sf.org">www.stp-sf.org</a>	Job search/job preparation services and direct placement program.	Applicants must be 18 years of age or older, veterans and meet the definition of homeless or chronically homeless.
<b>Toolworks, Inc.</b> 25 Kearny Street, Suite 400 San Francisco, CA 94108 Contact: Rob Arbo 415-733-0990 ext 652 Attend informational workshop: Every Friday at 1PM 25 Kearny Street, Suite 400. <a href="http://www.toolworks.org">www.toolworks.org</a>	On-the-Job Training (OJT). Paid training in skilled trades: custodial; building maintenance; recycling. Intensive case management/resource management; placement and retention support.	Applicants must be 18 years of age or older, disabled and meet the definition of homeless or chronically homeless.

