Lasting Self-Sufficiency Through Employment

A stable income is the cornerstone of someone achieving lasting self-sufficiency. From finding a first job to ongoing assistance with higher education and vocational training, Caritas of Austin’s Employment Program provides a turning point toward self-reliance. Our Employment Program not only benefits the individual client, but it also strengthens our community and economy as a whole.

**WORKING WITH EMPLOYMENT SPECIALIST**
Clients begin working one-on-one with an Employment Specialist in addition to their case manager at Caritas of Austin. Meetings are weekly until employment is obtained.

**EMPLOYMENT WANTED**
Caritas Employment Specialists take referrals from all internal programs and work with client populations including refugees, veterans, and individuals transitioning out of homelessness.

**RESUME DEVELOPMENT & JOB APPLICATIONS**
Caritas staff and volunteers partner with clients to create professional resumes and begin applying for appropriate jobs.

**JOB READINESS CLASS**
The Caritas Education team teaches monthly Job Readiness classes to educate clients on topics such as professional work culture, proper hygiene, and self-advocacy in the work place.

**JOB CLUB**
At the completion of Job Readiness classes, clients can participate in Job Club where they practice interviewing skills.

**EXPLORING EMPLOYMENT BARRIERS**
Employment Specialists must first identify barriers to employment, which most frequently include: transportation, lack of English proficiency, childcare, and previous criminal offenses.

**INDIVIDUALIZED EMPLOYMENT PLAN**
The Employment team then develops an Individualized Employment Plan for each client based on unique income requirements, skills and experience, career goals, and employment barriers.

**FOOD & HOSPITALITY JOB TRAINING**
Caritas offers two in-house job training programs for the hospitality and food industries. These 40-hour trainings include hands-on learning, and all who complete these trainings obtain a Food Handler’s Certificate.

**BUILDING EMPLOYER RELATIONSHIPS**
Caritas’ Job Developer is responsible for building relationships with local employers to promote the hiring of Caritas clients. Currently, Caritas partners with over 200 companies in various industries including hospitality, manufacturing, health care, and information technology.

**SPECIALIZED VOCATIONAL TRAINING**
For individuals with professional backgrounds, Caritas offers in-house programs like Introduction to Health Professions and can also help pay for vocational programs like HVAC (heating, ventilation, and air conditioning), Commercial Driver’s License, and Certified Nursing Assistant.

**HIRING & ONGOING EMPLOYER SUPPORT**
When clients obtain employment, Employment Specialists help with hiring paperwork and the purchase of uniforms and necessary tools or work supplies. They are also a resource for both employers and clients if any issues arise once employment begins.

**RETENTION AND CAREER ADVANCEMENT**
Employment Specialists check in with clients after 30, 60 and 90 days of employment to ensure job satisfaction. Clients can re-engage in employment services if they leave their job or seek guidance on pursuing higher education, vocational training, or other career advancement.

**EACH YEAR, CARITAS OF AUSTIN PLACES OVER 500 INDIVIDUALS IN JOBS**