



## Office of Community Services (OCS)

The DHS Office of Community Services (OCS) provides services, programs and opportunities that enable low-income and vulnerable individuals and families in Allegheny County to become more self-sufficient.

With a combination of federal, state and private funds, services are delivered directly or through contracts with a host of agencies and organizations.

OCS is comprised of four bureaus:

- **Hunger and Housing**
- **Family & Community Services**
- **Employment & Training**
- **Outreach and Prevention**

# Employment & Training Services

## DHS VISION

TO CREATE AN ACCESSIBLE, CULTURALLY COMPETENT, INTEGRATED, AND COMPREHENSIVE HUMAN SERVICES SYSTEM THAT ENSURES INDIVIDUALLY TAILORED, SEAMLESS, AND HOLISTIC SERVICES TO ALLEGHENY COUNTY RESIDENTS, IN PARTICULAR, THE COUNTY'S VULNERABLE POPULATIONS.

## DHS PRINCIPLES

ALL SERVICES WILL BE: HIGH QUALITY—REFLECTING BEST PRACTICES IN CASE MANAGEMENT, COUNSELING, AND TREATMENT. READILY ACCESSIBLE—IN NATURAL, LEAST-RESTRICTIVE SETTINGS, OFTEN COMMUNITY-BASED. STRENGTHS-BASED—FOCUSING ON THE CAPABILITIES OF INDIVIDUALS AND FAMILIES, NOT THEIR DEFICITS. CULTURALLY COMPETENT—DEMONSTRATING RESPECT FOR INDIVIDUALS, THEIR GOALS, AND PREFERENCES. INDIVIDUALLY TAILORED AND EMPOWERING—BY BUILDING CONFIDENCE AND SHARED DECISION-MAKING AS ROUTES TO INDEPENDENCE RATHER THAN DEPENDENCY. HOLISTIC—SERVING THE COMPREHENSIVE NEEDS OF FAMILIES AS WELL AS INDIVIDUALS THROUGH TANGIBLE AID AND A FULL CONTINUUM OF SERVICES—INFORMATION EXCHANGE; PREVENTION; EARLY INTERVENTION; CASE MANAGEMENT; CRISIS INTERVENTION; AND AFTER CARE.

### OFFICE OF COMMUNITY SERVICES, BUREAU OF EMPLOYMENT AND TRAINING ADMINISTRATION

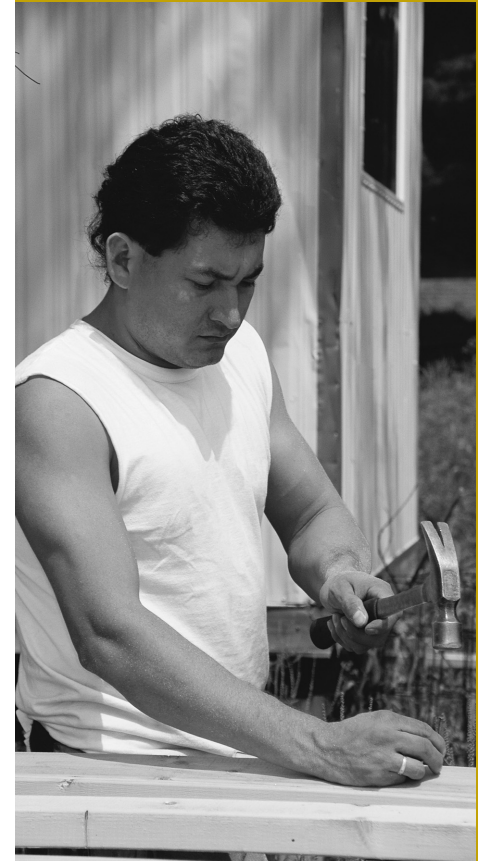
Dan Onorato, *Allegheny County Executive*  
James M. Flynn, Jr., *Allegheny County Manager*  
Marc Cherna, *DHS Director*  
Reginald Young, *DHS Deputy Director,*  
*Office of Community Services*



Telephone: 412-350-6611  
Fax: 412-350-2785  
Web site: [www.alleghenycounty.us/dhs](http://www.alleghenycounty.us/dhs)  
Address: One Smithfield Street, Suite 200  
Pittsburgh, PA 15222-2225

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## Office of Community Services (OCS) Bureau of Employment and Training Services



*Enabling low-income  
and vulnerable individuals  
and families in Allegheny  
County to become more  
self-sufficient.*

# Employment & Training Services



### PA CareerLink Centers

Pennsylvania CareerLink provides universal access to employment and training services. Allegheny County partners with a variety of government agencies and community organizations to deliver services to both employers and job seekers.

All CareerLink sites offer computerized job matching for all job seekers, whether they are employed and looking for a better job, dislocated from their previous industry or are long-term unemployed.

CareerLink also offers classes in computer literacy.

#### Downtown Pittsburgh

Regional Enterprise Tower  
425 Sixth Avenue, Suite 2200  
Pittsburgh, PA 15219  
412-552-7100

#### Allegheny East

2040 Ardmore Boulevard  
Pittsburgh, PA 15221  
412-271-4190

#### Allegheny West

Route 60 and Park Manor Drive  
Robinson Plaza Two, Suite 410  
Robinson Township, PA 15205  
412-809-3500

#### Alle-Kiski Regional

3 Kensington Square  
New Kensington, PA 15068  
724-339-4834

#### Mon Valley Regional

570 Galiffa Drive  
Donora, PA 15033  
724-379-4750

### Career Development Centers (CDC)

Career Development Centers work in partnership with a host organization and other agencies in the community to assist Temporary Assistance to Needy families (TANF) and food stamp recipients in their job seeking efforts.

These centers provide assessment, job readiness, ABE/GED prep, vocational training, entry level work experience and ongoing support and resources to help individuals obtain and retain employment with an emphasis on career advancement. These centers also provide intensive case management and support services for participants.

### EARN

The Employment, Advancement and Retention Network (EARN) provides training and job search assistance to TANF clients with barriers to employment.

#### Wilkinsburg CDC

Hosanna House  
807 Wallace Avenue  
Wilkinsburg, PA 15221  
412-324-1314

#### McKeesport CDC

Goodwill of SWPA  
345 Fifth Avenue  
McKeesport, PA 15132  
412-673-5300 x261

#### Pittsburgh CDC

Regional Enterprise Tower  
425 6th Avenue, 20th Fl  
Pittsburgh, PA 15219  
412-325-0950

#### Intake Center

Regional Enterprise Tower  
425 6th Avenue, 19th Fl  
Pittsburgh, PA 15219  
412-224-4063

#### Supported Work/Work Ready

Life's Work  
1323 Forbes Avenue  
Pittsburgh, PA 15219  
412-471-2600

### Braddock Training and Employment Center

To assist low-income adults in obtaining and retaining employment, the DHS Office of Community Service (OCS) operates this center in partnership with Community College of Allegheny County (vocational training and computer literacy), Forbes Road East (adult literacy and GED preparation), and Hill House Association (out-of-school youth job preparation).

The Braddock Training and Employment Center is located at:

849 Braddock Avenue  
Braddock, PA 15104  
412-273-6450

### Special Target Groups

The Office of Community Services also participates in the funding of several programs that provide employment and training opportunities for the following target groups:

- Allegheny County Jail Inmates and Ex-offenders;
- Homeless Individuals; and
- Mature Workers

### Youth Services

OCS contracts with a number of organizations to provide employment and training programs to youths ages 14 through 21 at sites located throughout Allegheny County. These programs serve low-income youths with barriers to employment—either those youths still in high school or those who have completed or dropped out of school.

Programs for in-school youth operate after school and offer a variety of activities and supports designed to aid the student in remaining and improving in school and achieving a high school diploma. Programs for high school dropouts focus on the development of employability skills and the achievement of a diploma or GED.

The overriding goal of all these youth programs is to assist participants in either going on to and completing post-secondary education or finding and retaining employment.

### Work Center/Non-Custodial Parent Program

Work Center is a partnership arrangement between the local welfare office and the Allegheny County and City of Pittsburgh WIA Contractors to provide job readiness and job-placement services to unemployed individuals who are qualified for but not receiving TANF benefits. The Non-Custodial Parent Program (NCPP) represents a cooperative partnership between the court system and the Department of Public Welfare to assist non-custodial parents to become employed and compliant with support orders. The NCPP also assists in the facilitation of child visitation arrangements with the custodial parent.

#### EDSI/RTC Educational Data Systems Incorporated/Re-employment Transition Center

Warner Center, 332 5th Avenue  
Pittsburgh, PA 15222  
412-765-0688