



## Our Mission

To provide **intensive** and **innovative** career preparation and job placement to individuals with major barriers to **employment**, empowering them to overcome their circumstances and forge pathways to **lasting success**.

**25** days to  
find a job

**82%**  
of graduates are  
employed

## WANT TO CHANGE YOUR LIFE?

Consider asking for a referral to the CARITAS Works program!

### What is the CARITAS Works Workforce Development Program?

The CARITAS Works Workforce Development Program consists of three components that will ultimately guide YOU to attain sustainable economic security and become productive, independent, joyful, and service-driven members of YOUR community.

- **Works** is a five-week, eight-hour-a-day, job-readiness and skills-development program. The program encompasses: character building, career development and life skills classes.
- **Job Club** provides access to the computer lab, employment resources, and personal assistance with job applications and resources to support employment opportunities. Stipend temporary employment through CARITAS is available while you are an active member of Works Job Club.
- **AfterWorks** offers two years of job placement support and follow-up, which includes access to the computer lab, a career development specialist, job resources and classes to support your current employment, and opportunities to help you develop your career.

CARITAS Works 1125 Commerce Rd Richmond, Virginia 23224  
Marilyn Milio, Works Program Manager 804-612-1752 [mmilio@caritasva.org](mailto:mmilio@caritasva.org)

## What are the criteria for admission to the program?

Potential referrals should be adults who want to turn their lives around – not just get a job. Our curriculum is challenging and participants will be asked to look hard at their past lives and the choices they have made. Our goal is to empower our clients to overcome their circumstances and forge pathways to lasting success.

### In addition, participants must:

- Be able to commit to 5 weeks of classroom instruction and up to 12 weeks of internship.
- Be able to work well in learning groups, and willing to participate in all activities.
- Be willing to wear a shirt and tie to class (provided by the program) and have a neat, groomed appearance.
- Be willing to behave in a professional manner and adhere to the policies and guidelines of the program.
- Have daily transportation to 1125 Commerce Road, Richmond, VA.
- Have stable housing during the duration of the program.
- Be able to read at a 4<sup>th</sup> grade level.
- Have a minimum of 60 days of sobriety if in a program prior to beginning of class – all students are subject to drug testing during the program and will be discharged for testing positive.

To be admitted, you will need a referral from your Case Manager, fill out an application, and have an interview with a CARITAS Works staff member.

## What do our graduates have to say about Works?

*“CARITAS Works was the cloth that put the shine back on this rock.”*

**Todd W.**  
CARITAS Works Class 31

*“The CARITAS Works program gave me the tools and confidence to go after a position I would never have thought possible... **And I got it!**”*

**Scott H.**  
CARITAS Work Class 17

*“CARITAS Works affirmed that I had personal assets and added value in this world. I now use those assets in both my professional and college life .”*

**Mike H.**  
CARITAS Works Class 26

*“There is an obvious difference in attitude and willingness to take instructions from the employees we hire from the CARITAS Works program. The positions these men are hired for are not taken for granted by these men; they show they are grateful on a daily basis. They are on time, prepared to work later, and as a whole, work harder than their counterparts. We have never regretted the relationship that has developed between ourselves and CARITAS graduates.”*

Thomas Rodwell , Keany Produce Warehouse Manager, Works Employer