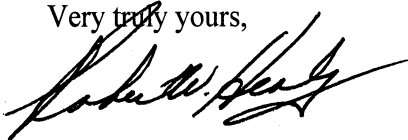


In addition to information available through the Cambridge Employment Program, the Office of Workforce Development annually produces a directory of employment, training and education programs for youth and adult residents. The directory, *Cambridge Works and Learns*, is distributed through local social service providers, the libraries, the Family Resource Center, Headstart and other venues.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", written in a cursive style.

Robert W. Healy
City Manager

RWH/mec



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CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager Richard C. Rossi, Deputy City Manager

795 Massachusetts Avenue, Cambridge, Massachusetts 02139

Voice: 617.349.4300 Fax: 617.349.4307 TTY: 617.349.4242 Web: www.cambridgcma.gov

November 17, 2003

To the Honorable, the City Council:

In response to Awaiting Report Item Number 03-127, regarding a report on assisting jobseekers, Assistant City Manager for Human Services Jill Herold reports the following:

Information regarding employment, job training and education programs is available to residents through the Cambridge Employment Program located on the first floor at 51 Inman Street. Managed by the Office of Workforce Development, the Cambridge Employment Program provides much needed services to Cambridge residents looking for job search assistance and training information. Last year, the program served over four hundred Cambridge residents; in the first quarter of this fiscal year, the program has served 287 residents. Currently, there are two career counselors, a services coordinator who assists more job-ready clients with resume development and job search, and a half-time job developer. One of the counselor positions and the job developer are funded through a grant from the Housing Authority.

The Cambridge Employment Program staff are very knowledgeable about programs that exist within Cambridge and Boston. Staff actively recruit for the Just A Start Biomedical Careers Program, Year-Up, YouthBuild and frequently refer clients to classes at the Community Learning Center and the Cambridge Campus of Bunker Hill Community College. They regularly refer clients to Career Source, the one-stop career center located at 185 Alewife Brook Parkway, which is the local resource for state and federal training funds for low-income jobseekers and dislocated workers. Knowing that training funds are in short supply, staff keep in close contact with Career Source case managers, so they are aware when funds are available and when they have been depleted.

The demand for Cambridge Employment Program services has increased significantly in the last two years, despite the fact that the program has not done significant outreach. In an effort to keep caseloads manageable, only limited outreach was undertaken. Many of the residents served have one or more barriers to employment and the individualized attention that the Cambridge Employment Program offers has set the program apart from other employment service providers in the system. However, with caseload numbers increasing and a current waiting list of four to six weeks, we have decided to reallocate existing staff in the Office of Workforce Development to add another full-time career counselor to Cambridge Employment Program. The Housing Authority has also agreed to fund another half-time counselor in an effort to ease caseload pressure. It is our hope that the addition of staff resources might make it possible for us to do more outreach for the program, particularly to residents who may be new to the job market and unfamiliar with how to conduct a job search.

Consent Agenda #8

Transmitting communication from
Robert W. Healy, City Manager,
relative to **Awaiting Report Item**
Number 03-127, regarding a report
on assisting jobseekers.

In City Council November 17, 2003

**REFERRED TO ECONOMIC
DEVELOPMENT, TRAINING
AND EMPLOYMENT ON
MOTION OF COUNCILLOR
SIMMONS**