

## Make a Referral

At Pioneer, we believe employment is fundamental for helping people with criminal histories realize they have a chance for change. That's why we offer a basic job readiness skills training program to help our clients find and keep jobs, and maintain healthy and productive lives.

Pioneer's job readiness training program, **Roadmap to Success**, is a course that is given over a three week period, with case management support that extends up to 12 months after completion of the course. Individuals who are overcoming the challenges of incarceration, and experiencing their criminal histories to be a barrier to employment, can be referred to the program through social service agencies, case managers, community corrections officers and federal probation officers.

### Roadmap Overview

- *New Directions*—acquire positive thinking skills to shift your focus from your past to your potential.
- *Soft Skill Development*—Understand collaboration, conflict resolution, effective communication, and interactive skill building.
- *Resume Development*—learn to design an impactful resume, highlighting your transferrable skills and qualifications.
- *Interviewing*—prepare for common interview questions, learn about self-presentation and participate in mock interviews.
- *Explaining your Background*—truthfully & confidently describe your past while still highlighting your added value to an employer.
- *Job Searching and cover letter development*—learn how to tailor your resume and cover letter to meet the requirements of a specific job
- *Employment Readiness and Skills Assessment*—work to complete employment readiness and vocational assessments to best prepare for in demand careers.
- *Active Case Management*- supports will be provided for up to one year after course completion.
- *Financial Support*- financial resources available in a case by case situation during program involvement

### Who is eligible?

Applicants for **Roadmap to Success** training program can be referred by a community corrections officer or case manager, or self-referral. To be eligible for the training program, applicants **must**:

- Pass a Urinalysis
- Be age 25 or older
- Actively managing sobriety and mental health (if applicable)
- Was previously incarcerated and released from prison or jail within two years of enrollment and/or on supervision or probation.
- Be eligible to work in the U.S.
- Available for employment
- Proficient in reading/writing/speaking English (no grade level/GED required)
- Competent in basic computer skills
- Able to commit to full 2 week program

### How to Apply

**Online** Visit the PHS Website at <https://pioneerhumanservices.org/roadmap-success-application> for Roadmap to Success application.

**Phone** 509-902-0813

**Mail** Mail your completed application to:  
Pioneer Human Services  
130 S. Arthur St, 2<sup>nd</sup> Floor  
Spokane, WA 99202

**Email** If using paper application please scan and email to  
Attn: PHS Roadmap to Success Intake  
[pioneertraining@p-h-s.com](mailto:pioneertraining@p-h-s.com)

**In Person** Bring your referral information to the Pioneer Human Services office at 130 S. Arthur St., 2<sup>nd</sup> Floor.

<b>Cohort</b>	<b>Orientation/Start Date</b>	<b>Graduation</b>
<b>21-3</b>	3/8/2021 (Monday)	3/26/2021 (Friday)
<b>21-3b</b>	3/22/2021 (Monday)	4/9/2021 (Friday)
<b>21-4</b>	4/5/2021 (Monday)	4/23/2021 (Friday)
<b>21-4b</b>	4/19/2021 (Monday)	5/7/2021 (Friday)
<b>21-5</b>	5/3/2021 (Monday)	5/21/2021 (Friday)
<b>21-5b</b>	5/17/2021 (Monday)	6/4/2021 (Friday)
<b>21-6</b>	6/7/2021 (Monday)	6/25/2021 (Friday)
<b>21-6b</b>	6/21/2021 (Monday)	7/9/2021 (Friday)
<b>21-7</b>	7/12/2021 (Monday)	7/30/2021 (Friday)
<b>21-7b</b>	7/26/2021 (Monday)	8/13/2021 (Friday)
<b>21-8</b>	8/9/2021 (Monday)	8/27/2021 (Friday)
<b>21-8b</b>	8/23/2021 (Monday)	9/10/2021 (Friday)
<b>21-9</b>	9/13/2021 (Monday)	10/1/2021 (Friday)
<b>21-9b</b>	9/27/2021 (Monday)	10/15/2021 (Friday)
<b>21-10</b>	10/11/2021 (Monday)	10/29/2021 (Friday)
<b>21-10b</b>	10/25/2021 (Monday)	11/12/2021 (Friday)
<b>21-11</b>	11/8/2021 (Monday)	11/24/2021 (Wednesday)
<b>21-12</b>	12/6/2021 (Monday)	12/22/2021 (Wednesday)
