



Legal & Employment Services

Resource Directory

Agency Name: Casa Central Family Services

Address: 1401 N. California, Chicago, IL. 60622

Phone: (312) 645-2438

Fax: --

Website or Email address: --

Program Director: Rita Rodriguez

Intake Coordinator: Nelida Figueroa

Description of Services:

Casa Central offers several services to help foster stability for families in the community. Early Intervention Program provides training for women on public aid to prepare them with job skills. This program provides basic women on public aid to prepare them with job skills. This program provides basic educational preparation, counseling, job referral, and placement and follow-up. Information and Referral Services provides persons with resources, emergency foods and clothing, assistance in filling out forms for training, public assistance, food stamps, unemployment compensation, legal advice, or referrals to other needed services in the community. Nuevos Caminos Program provides pre-employment training and job placement for TANF recipients in a bilingual environment. The program provides vocational training in the field of: Hospitality and housekeeping; Office technology; Culinary arts; and Health care aide. While in the program, participants also receive training in job readiness, computer skills, English as a Second Language and Life Skills. Staff provide job coaching and counseling, job search, placement assistance and follow-up support to ensure that participants retain their jobs and attain self-sufficient lifestyles. Participants have access to an array of supportive services.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Varies according to program

Geographical Area Served: West Town, Logan Square, and Humboldt Park

Duration of Services: Program Specific

Specific Intake Times: Varies according to program

Fee Structure: Free

Eligibility Criteria: None

Exclusion: N/A

Additional comments: --

County: Cook

Last Update: Summer 2003

Resource Directory

Agency Name: Catholic Charities Immigration & Naturalization Services

Address: 126 N. Des Plaines, Chicago, IL. 60601

Phone: (312) 427-7078

Fax: --

Website or Email address: --

Program Director: J. Zeferino Ochoa

Intake Coordinator: Administrative Assistant

Description of Services:

The Immigration / Naturalization Program assist US Citizens and Lawful Permanent Residents in the immigration process involving family reunification applications, petition for extensions, replacement of permanent residents cards, naturalization certificates, inquiries for status of case. Complete all INS forms, as well as, refer to other service providers. File applications for extensions temporary work permits, permanent residency and /or U. S. citizenship on behalf of religious personnel (priests, women religious, brothers of religious communities, seminarians, and novices). Identify, assess, and provide assistance with the U.S. citizenship application process. The citizenship outreach staff will assist with the application process in the neighborhoods, in our office, or in the place of residence for people who are physically unable to move. Refugee Resettlement provides comprehensive resettlement services to refugees from various regions in the world. Emphasis is placed on early employment for those who are eligible and secure employment for at least 60% of the group. Radio Program provides newly arrived Hispanics information on the various services Catholic Charities and other providers offer in the Chicago land area, through a two-hour weekly radio program in Spanish.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday through Friday; 2:00 am – 4:30 pm

Geographical Area Served: Metropolitan Chicago land area

Duration of Services: Varies on program

Specific Intake Times: Same as above

Fee Structure: Free

Eligibility Criteria: N/A

Exclusion: N/A

Additional comments: Refugee Resettlement (312) 655-7860 Radio Program WCBS 1240 AM Saturday 6:00 am - 8:00 pm

County: Cook

Last Update: Summer 2003

Resource Directory

Agency Name: Central States SER Job Placements

Address: 3948 W. 26th Suite 213, Chicago, IL. 60623

Phone: (773) 542-9030

Fax: --

Website or Email address: --

Program Director: Ignacio Salazar

Intake Coordinator: Israel Selciano

Description of Services:

Employment, vocational training, language – Spanish, business & technical institute.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday through Friday; 8:30 am – 5:00 pm

Geographical Area Served: Chicagoland

Duration of Services: None

Specific Intake Times: Call between 8:30 am – 5:00 pm

Fee Structure: None

Eligibility Criteria: Program specific

Exclusion: None

Additional comments: --

County: Cook

Last Update: March 2004

Resource Directory

Agency Name: Chicago Commons Employment and Training Centers

Address: 3645 W. Chicago Avenue, Chicago, IL. 60651

Phone: (772) 772-0900

Fax: --

Website or Email address: --

Program Director: Peter Tremmel

Intake Coordinator: Jennifer Bell

Description of Services:

Chicago Commons offer employment training at several sites. The Chicago Manufacturing Institute/Job Training offers industrial skills, job training, vocation/technical schools, job readiness placement, and employment referrals. The Chicago site also offers GED/ABE, ESL, TANF clients, literacy, as well as domestic violence. Day care services also available at site 1633 N. Hamlin. Contact person to call Maria Cruz (773) 227-8551

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday – Friday; 9:00 am – 5:00 pm

Geographical Area Served: Westside and surrounding communities

Duration of Services: Varies

Specific Intake Times: Call between 9:00 am – 5:00 pm

Fee Structure: Free or Sliding scale

Eligibility Criteria: Must be 21 years of age

Exclusion: None

Additional comments:

County: Cook

Last Update: January 2004

Resource Directory

Agency Name: Chicago Volunteer Legal Services

Address: 100 N. LaSalle Street, Suite 900, Chicago IL. 6060-2

Phone: (312) 332-1624

Fax: --

Website or Email address: --

Program Director: M. Lee Witte

Intake Coordinator: --

Description of Services:

Free legal services to clients of all ages, disability, ethnicity, through 28 neighborhood clinics, and a referral program.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday-Thursday; 9:30 am – 4:30 pm- Fri; 9:30 am – 3:30 pm

Geographical Area Served: Cook County

Duration of Services: None

Specific Intake Times: Call between 9:30 am – 2:30 pm

Fee Structure: None

Eligibility Criteria: None

Exclusion: None

Additional comments: --

County: Cook

Last Update: Summer 2000

Resource Directory

Agency Name: Illinois Employment and Training Center/West Side

Address: 3500 W. Grand Avenue, Chicago, IL. 60651

Phone: (773) 227-7117

Fax: --

Website or Email address: --

Program Director: David Schmitt

Intake Coordinator: --

Description of Services:

Employment – customized training, job readiness, placement, and post-placement services.

Employment skill training.

Bilingual services if offered in Spanish: Availability of bilingual interpreters

Hours of Operation: Monday through Friday; 8:30 am – 5:00 pm

Geographical Area Served: Citywide, West area

Duration of Services: Varies

Specific Intake Times: Call between 8:30 am – 5:00 pm

Fee Structure: None

Eligibility Criteria: Low-income or displaced employees

Exclusion: None

Additional comments: --

County: Cook

Last Update: Summer 2003

Resource Directory

Agency Name: Latino Youth Victim Assistance Program

Address: 2701 W. Cermak Rd., Chicago, IL. 60623

Phone: (773) 277-0400

Fax: --

Website or Email address: --

Program Director: Carmen Aviles

Intake Coordinator: -

Description of Services:

**The victim assistance program works with agencies to identify victims. Workshops offered
Provide court advocacy, street-work counseling, and supports block clubs efforts. The
program also provides specialized counseling or victims, referrals services, and support
services. Latino Youth also offers extensive public educating on gangs and works with the
community to put an end to gang violence.**

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday – Friday; 8:00 am – 7:00 pm

Geographical Area Served: Citywide but priority to Pilsen, Little Village

Duration of Services: Varies

Specific Intake Times: Call between 8:00 am – 7:00 pm

Fee Structure: Free

Eligibility Criteria: None

Exclusion: None

Additional comments: --

County: Cook

Last Update: January 2004

Resource Directory

Agency Name: Spanish Coalition for Jobs, Inc.

Address: 2011 W. Pershing Road, Chicago, IL 60609

Phone: (773) 247-0707

Fax: (773) 247-4975

Website or Email address: SCJ@SCJ-USA.ORG

Program Director: Elva Aranda

Intake Coordinator: Cynthia Cole, Jacqueline Porter, Juanita Duran

Description of Services

Advocacy, education-ESL, education vocational/technical schools,

Employment –job readiness, employment placement, referrals, ethic

Organizations, language-interpreters, language-Spanish, testing

Educational employment, youth-drop out prevention.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Mon- Fri. 8:30 – 4:30

Geographical Area Served: Chicago Metropolitan

Duration of Services: Varies

Specific Intake Times: For education: Tuesdays and Thursdays at noon

Fee Structure: All programs except vocational have fees

Eligibility Criteria: Varies

Exclusion: N/A

Additional comments: All interested parties need to attend information session given every Tues. and Thurs. at 12 noon.

County: Cook

Last Update: Summer 2003

Resource Directory

Agency Name: Victim Witness Assistance State Attorney

**Address: 2650 S. California
Chicago, IL 60608**

Phone: (773) 890-7200

Fax: --

Website or Email address: --

Program Director: Jacqueline T. Buckley

Intake Coordinator: Karen Mckenna, Sandra Simonton

Description of Services:

**Crime-victim assistance, advocacy, counseling-grief death, courts, domestic violence,
language-Spanish, legal referrals, public awareness education, self-help/support groups,
senior citizens-other, speakers/tours/exhibits, victim assistance.**

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday – Friday; 8:30 am – 4:30 pm

Geographical Area Served: Citywide area

Duration of Services: Varies

Specific Intake Times: Call between 8:30 am – 4:30 pm

Fee Structure: Free

Eligibility Criteria: None

Exclusion: None

Additional comments: --

County: Cook

Last Update: Summer 2003

Resource Directory

Agency Name: Youth Service Project INC./Economic Development for Youth (E.D.Y.)

Address: 3942 W. North Avenue, Chicago, IL. 60647

Phone: (773) 772-6270

Fax: --

Website or Email address: --

Program Director: Carmen Curet

Intake Coordinator: --

Description of Services:

Young people looking for work receive job readiness training. Young people acquire such skills as, defining career goals, learning to find a job and preparing for employment responsibilities.

Bilingual services if offered in Spanish: Yes

Hours of Operation: Monday – Friday; 8:30 am – 8:00 pm

Geographical Area Served: Greater Humboldt Park area

Duration of Services: 3 weeks of class (ongoing)

Specific Intake Times: Call between 8:30 am – 8:00 pm

Fee Structure: Free

Eligibility Criteria: Youth 16-21 years old. Graduate status and dropout status students are welcome. Youth must reside in the greater Humboldt Park area.

Exclusion: None

Additional comments: --

County: Cook

Last Update: Summer 2003