

# Referral Form

**NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**REFERRED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**REFERRAL DATE:** \_\_\_\_\_

## Registration

New referrals are required to schedule a meeting with SUNY Erie staff prior to meeting to assess service needs and develop a vocational goal plan.

## Contact Information

### Office Location

SUNY Erie Community College  
City Campus, room 205  
121 Ellicott Street  
Buffalo, New York 14203

### Employment Services

One-on-one assistance with resume writing and job searching.

### Paid Internship Program

Information on employment locations and program guidelines.

Terry Kirby, Project Director  
716-851-1030 | kirbyt@ecc.edu

### College Prep

One-on-one assistance with Admissions, Financial Aid, Registration and information on the Education Training Voucher.

Snejana Brooks, Mentor  
716-270-2667 | brookss@ecc.edu



## Independence Bound/Youth Engagement Services Program

Preparing foster care youth for a successful educational career path beyond high school, offering exceptional academic, social, personal and career readiness programs.





## Program Summary

SUNY Erie Community College's Independence Bound/Youth Engagement Services supplements the resources provided to New York State's foster care youth who are interested in pursuing academic and career goals beyond high school.

## Eligible Youth

Youth between the ages of 16 to 23 years, currently in the custody of Erie County, or have lived in foster care 12 of the recent 36 months. Must be eligible to receive independent living services.

## Services

The Independence Bound/Youth Engagement Services staff is committed to providing participants with services that address their career readiness and social needs through its Professional Academy. Participants have the option to utilize one or more of the services listed below to assist with meeting goals outlined within their personalized plan.

## Professional Academy

Meet with program staff to assess service needs and develop a career goal plan:

- ACADEMY I  
**Employment Assistance** (Job Readiness Training and Paid Internship Program)
- ACADEMY II  
**Career Assessment** (FOCUS2)
- ACADEMY III  
**College Preparation**
- ACADEMY IV  
**Interpersonal and Soft-Skills Development**

## Programs

### Job Readiness Training

Eight-day training that provides instruction on how to seek and maintain employment. Workshop

topics include: Myers Briggs Personality Assessment, Job Search 101, Completing the Job Application, Tips for Improving Interviewing Skills and Workplace Etiquette.

Participants must complete the Job Readiness Training program to qualify for the Paid Internship Program.

### Paid Internship Program

Short term work experience within one of the program's partnering organizations throughout Western New York, providing participants who have little job history the opportunity to improve skills and connect with employers. Interns receive a specialized employment experience and professional references, in addition to a bi-weekly stipend provided by the program.

### Career Assessment

Computerized assessment tools used to assist participants interested in attending college with career planning and academic major selection.

### College Preparation

High School/High School Equivalency graduates interested in continuing their education receive assistance with the admissions and financial aid application process.

### “Look, Listen and Learn”

A series of workshops offered throughout the year by SUNY Erie staff to assist participants with basic skills development including verbal, non-verbal skills (body language), listening comprehension and following directions.