

Brooke Belair

REFERENCES

Available upon request.

ADDRESS

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EXPERIENCE

NOVEMBER 2024- CURRENT

EMPLOYMENT SERVICES SUPERVISOR // COMMUNITY ACTION PROGRAMS

- Oversee the implementation of CAP Employment Services programs.
- Deliver Employment Services and case management to CAP clients and implement an Employment Plan that includes goals and strategies to obtain and sustain employment in Cayuga and Seneca Counties.
- Supervises and evaluates Employment Services staff to ensure that job responsibilities are carried out and program objectives are being met.
- Conducts formal and informal observation of staff regularly, as well as supervision meetings.
- Monitor time and attendance, approve/decline time off requests, and prepare/approve payroll on a bi-weekly basis.
- Provide job development services to program participants, including job search assistance, completing employment applications, resume development, job interview preparation, etc.
- Implement Work Readiness training to individuals referred by ACCES-VR.
- Implement Cognitive Based Intervention-Employment Focused to individuals enrolled in the Alternatives to Incarceration program.
- Develop quality employees to support local economic development efforts among companies within regional growth industries.
- Provide ongoing case management to help participants overcome barriers to their employment goals, and coordinate with program partners and other community resources as needed.
- Prepare and submit required reports as assigned.
- Oversee financial subsidies available to eligible participants enrolled in the Alternatives to Incarceration program.
- Establish and manage relationships with local employers, social services agencies and non-profits.

-Conduct outreach to the community and organizations to market workforce services and promote interagency collaboration.

JUNE 2022- CURRENT

DOMESTIC VIOLENCE 24 HOUR HOTLINE // COMMUNITY ACTION PROGRAMS

-Provide direct emergency services to callers of the 24-hour domestic violence hotline. (Including but not limited to providing temporary emergency shelter, advice related to a domestic violence incident, and referrals to other agencies that may help caller.)

FEBRUARY 2022-NOVEMBER 2024

DOMESTIC VIOLENCE EDUCATOR // COMMUNITY ACTION PROGRAMS

- Provide direct services to victims of domestic violence and their children.
- Provide communication between victims of domestic violence and courts, law enforcement and county service providers.
- Keep daily records of communications and services provided to clients.
- Provide Education and Trainings to community partners about Domestic Violence and its effects on the community and people involved. Assist community partners in understanding the resources our program can provide victims, and how to recognize when a victim needs services.
- Provide classroom education to students in Cayuga County middle and high schools regarding the effects of domestic violence. I am able to encourage participation from students by making the presentations relatable based off the grade level and students' age.

FEBRUARY 2021- FEBRUARY 2022

THAP HOUSING ADVOCATE // COMMUNITY ACTION PROGRAMS

- Provide direct services to victims of domestic violence and their children.
- Provide communication between victims of domestic violence and courts, law enforcement and county service providers.
- Keep daily records of communications and services provided to clients.
- Assist clients who have experienced trauma and diagnosed or suspected mental health with assistance to help them gain or maintain stability. This assistance included job searches, resume assistance, interview coaching. It also included mock conversations the client may experience between potential employers and potential landlords.
- Assist domestic violence victims in housing searches. This included assistance in filling out rental applications, scheduling apartment showings, and assistance when communicating with landlords.
- Assist clients in keeping track of submitted employment and rental applications and assisting them in making follow up contact with potential employers and landlords after submitting applications.
- Communicate with county landlords regarding client needs.

NOVEMBER 2018 – FEBRUARY 2022

**TEACHER ASSISTANT; SPECIAL EDUCATION // CAYUGA ONONDAGA
BOCES**

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EDUCATION

Spring 2025

SUNY EMPIRE STATE COLLEGE

Criminal Justice A.S - degree in progress.

Potential completion Fall 2025

18 Credit hours needed

JUNE 2021

NYS LEVEL 1 TEACHING CERTIFICATION, NEW YORK STATE

Level 1 Teaching Assistant Certification.

2011-2013

Criminal Justice A.S - IN PROGRESS

Completed 48 credit hours towards degree at Cayuga Community College

And Onondaga Community College

JUNE 2009

NYS HS DIPLOMA, PHOENIX, N.Y.

NYS Highschool Diploma
