



# RENEW

Bismarck-Mandan Employment  
Re-entry Toolkit

“We have  
ALL made  
mistakes...”

...What if YOU  
were identified by  
your worst  
mistake?”

-Sister Kathleen Atkinson

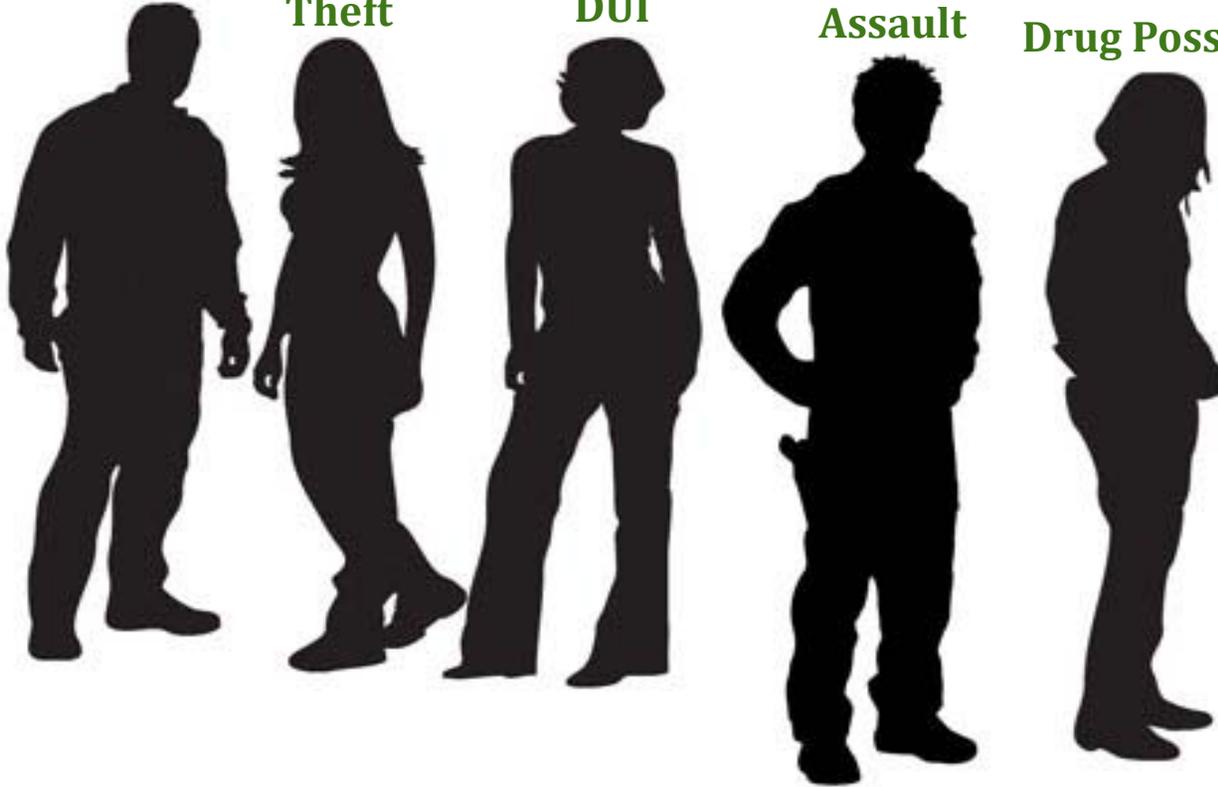
**Domestic Violence**

**Theft**

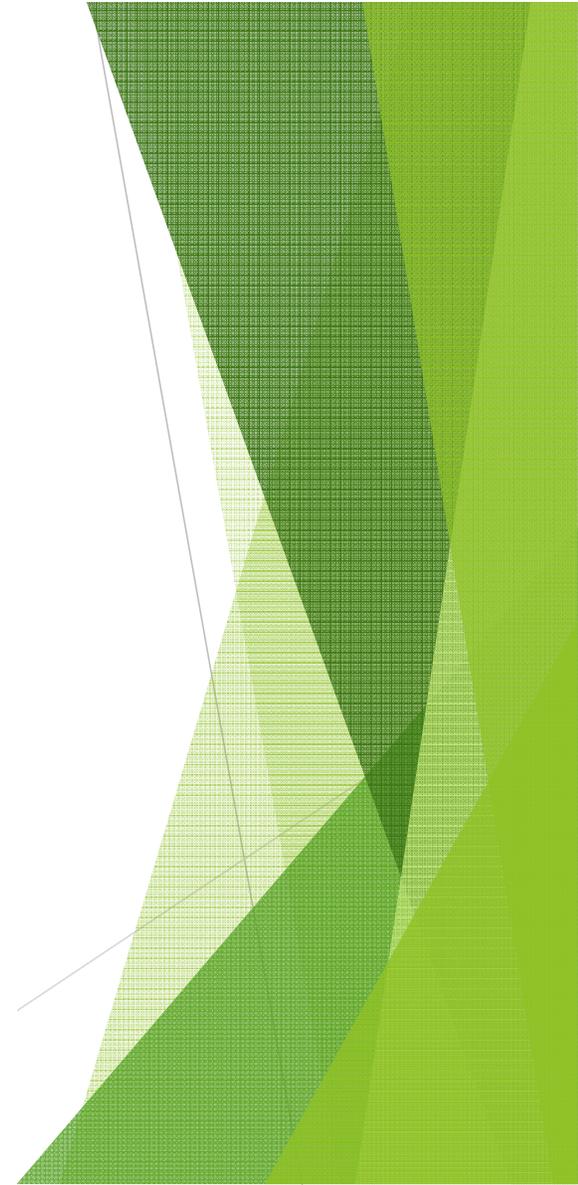
**DUI**

**Assault**

**Drug Possession**



**Consider Giving Me That 2<sup>nd</sup> Chance**



# Let's Talk Stats

## ▶ **Annually**

- ▶ ND 1,389 inmates released
- ▶ Nationally 630,000 released
- ▶ ND cost to house a prisoner = \$11.5 million



THE OPPORTUNITY

# Ministry On The Margins

- ▶ **History**
- ▶ **What does MOTM do?**
- ▶ **Choosing to Partner with MOTM**
- ▶ **MOTM Statistics**
- ▶ **Barriers To Finding/Keeping Employment**
  - ▶ Willing Employers
  - ▶ Transportation
  - ▶ Application Process
  - ▶ Interview and Social Interaction Skills



THE OPPORTUNITY

## Local Services

- ▶ **Warm Meals Every Week**
- ▶ **Food Pantries**
- ▶ **Other Assistance**

There are many great organizations doing great things in our community.



THE OPPORTUNITY

# Re-Entry Barriers

- ▶ **Housing**
- ▶ **Transportation**
- ▶ **Support System**
- ▶ **Training**
- ▶ **Information Scattered or Hard to Find**



THE OPPORTUNITY

## Local and State Job Outlook

- ▶ **Bismarck-Mandan Has Job Openings**
- ▶ **RENEW Individual Are Ready to Work**
- ▶ **ND Has More Than 15,000 Job Openings**
- ▶ **Fewer Applicants for Some Counties**



SO WHY CARE?

# Employer Opportunity

- ▶ **Employer Perspective is Huge**
- ▶ **WOTC**
- ▶ **Federal Fidelity Bonding**



SO WHY CARE?

# RENEW

**RENEW is a Bismarck and Mandan focused employment re-entry toolkit aimed at helping previously incarcerated individuals find fulfilling, lasting and supportive employment, as well as camaraderie and life guidance.**



MISSION STATEMENT

# RENEW's Focus And Working With Ministry on the Margins

- ▶ Convicted Felons and Previously Incarcerated
- ▶ To create a workforce re-entry resource manual compiling needed information into one booklet
- ▶ Help secure and retain employment therefore reducing recidivism
- ▶ Provide database of willing employers
- ▶ Address the employment gap in our community through successful re-entry into the workforce



PROJECT PURPOSE

# Connecting Them to Employers



EMPLOYER DATABASE

# Project/Booklet Overview

- ▶ **Snackable Content**
- ▶ **Easy to Navigate**
- ▶ **Sense of Ownership**
- ▶ **Appropriate Reading Level**
- ▶ **Everything in ONE Booklet**



RENEWAL OVERVIEW



## Tips for Re-entering the Workforce

- A job is better than no job.
- Be willing to work your way up
- It feels good to get a job, even if it's not the job you really want.
- Apply for jobs you are qualified for.
- Having a job, helps you get the next job. Take the offers you get.
- Don't overshare personal information.
- Talk to people. New connections and conversations can lead to a job.
- Consider volunteering. It helps you build skills, meet people and looks good
- Make connections with people, new or old that could serve as a reference now or in the future. Other people that can say nice things about you helps.
- Learn technology that may not have been around last time you were working
- Plan your day – even when you are in the job searching stage

### EMPLOYMENT SERVICES

#### Day Labor

17	Command Center	250-9675
18	Labor Finders	258-6007
19	Labor Max Staffing	751-7014
20	Labor Ready	258-9800
16	Experience Works *only for 55+ age	258-8879
	Job Service ND	328-5000

RENEW: A LOOK INSIDE





## Attire: Business Casual



### Men

- Dress or khaki pants
- Buttoned-up dress shirt, polo shirt, sweater
- Belt matching shoe color
- Dark socks, professional shoes
- Conservative tie (optional)
- Very limited jewelry
- Neat, professional hairstyle and well-groomed facial hair
- Neatly trimmed nails



### Avoid

- Winked Clothes
- Flip-flops
- Clothes with holes
- Cleavage
- White gym socks
- Hats
- Stiletto/platform heels
- Short shorts/skirts
- Gum
- Fishnet stockings
- Tennis shoes
- Sweatpants
- Leggings
- Clothes that do not fit
- Shirts with messaging
- Excessive accessories
- Loud patterns



### Women

- Dress or khaki pants
- Nice top (nothing sleeveless):  
Button up, dressy, sweater or blazer
- Modest shoes
- Limited jewelry
- Conservative make-up
- Neat, professional hairstyle
- Neatly trimmed nails

REMEMBER: A LOOK INSIDE



## Budget Worksheet

\$

1. Write the amount you expect to earn in the Budget \$ column
2. Write the amount of your paycheck in the Actual \$ column
3. Write the amount left over or the amount you are short in the Difference (+/-) column. This will help you adjust for overspending in other areas.

The most important expenses are marked with a \*. The most important items are listed at the top of the worksheet. These expenses should be paid before spending money on other items.

	Budget \$	Actual \$	Difference (+/-)
<b>INCOME – Money Earned</b>			
*Paycheck/Money Earned			
*Other Income			
<b>TOTAL INCOME</b>			
<b>EXPENSES – Money Spent</b>			
<b>HOME</b>			
*Rent			
*Utilities (Electricity, Water, Heat)			
*Telephone			
<b>GROCERIES</b>			
*Groceries (Food & Household Items)			
*Grooming (Hair, Make-up)			
*Clothes			
<b>TRANSPORTATION</b>			
*Transportation			
<b>HEALTH &amp; MEDICAL</b>			
Insurance (Medical, Dental, Vision)			
<b>OTHER EXPENSES</b>			
<b>INVESTMENTS &amp; SAVINGS</b>			
Savings			
Emergency Fund			
<b>TOTAL INVESTMENTS &amp; EXPENSES</b>			
<b>SPENDING MONEY</b>			
Spending Money =			
Total Income – Total Investments & Expenses			

RENEW: A LOOK INSIDE





## Bus Transportation

Buy a CAT bus pass through the bus driver using exact change. Bus route maps and bus stop times are available on any bus or through many local businesses or organizations (see page 16)

- You can transport your bike with you on the CAT buses for free
- You may need to transfer buses to get to your final destination. Let the driver know this when you first get on. Transfers are free.
- If you have problems reading the bus map or schedule you can ask any driver for help

### How to Ride the CAT Bus

1. Read the Route Map to find your pick up location and time
2. Identify the right bus by the numbers and words located on the front of the bus
3. When your stop is coming up pull the cord above you about 1/2 block beforehand
4. If you need to transfer to another bus let your driver know when you get off. They will stamp your ticket for the free transfer

	Adult under 60	Adult over 60	Students K-12 <sup>th</sup> grade or Individuals with disabilities or Medicare card holders
One Way	\$1.25	\$.50	\$.50
One Day	\$5	\$2.50	\$2.50
One Month	\$30	\$20	\$20

### GAURENTEED RIDE VOUCHER

**Monday-Friday**  
6:30 am to 6:30 pm

**Saturday**  
Before 7:30 am and  
after 6:30 pm

**Sunday**  
All Day

### Guaranteed Ride Home Program

Available for those who have a 30-day Bus Pass. Catch the bus one way, and no matter what time of the day, they guarantee your return trip.

1. Get on the bus tell your driver you are riding for the Guaranteed Ride Home program. You must ride one way
2. The driver will give you a \$5 taxi voucher
3. Within 4 days use the voucher by calling Taxi 900 at 223-9000 to schedule your ride (average taxi ride in the area is \$10)

Vouchers may be redeemed during the schedule listed to the left.

RENEW: A LOOK INSIDE





### Served Meals

2	Ruth Meier's Men's Emergency Shelter	11:30 am - 1:00 PM
1	Ministry on the Margins	9:30 am-11:30 am
2	Ruth Meier's Men's Emergency Shelter	11:30 am-1:00 pm
28	Riverside School	5:45 pm-7:00 pm
1	Ministry on the Margins	9:30 am-11:30 am
2	Ruth Meier's Men's Emergency Shelter	11:30 am-1:00 pm
2	Ruth Meier's Men's Emergency Shelter	11:30 am-1:00 pm
29	Trinity Lutheran Church	5:30 pm-7:00 pm
2	Ruth Meier's Men's Emergency Shelter	11:30 am-1:00 pm
29	Trinity Lutheran Church	*11:30 am-12:30 pm 3rd Sat of each month
2	Ruth Meier's Men's Emergency Shelter	11:30 am-1:00 pm

### Food Pantries

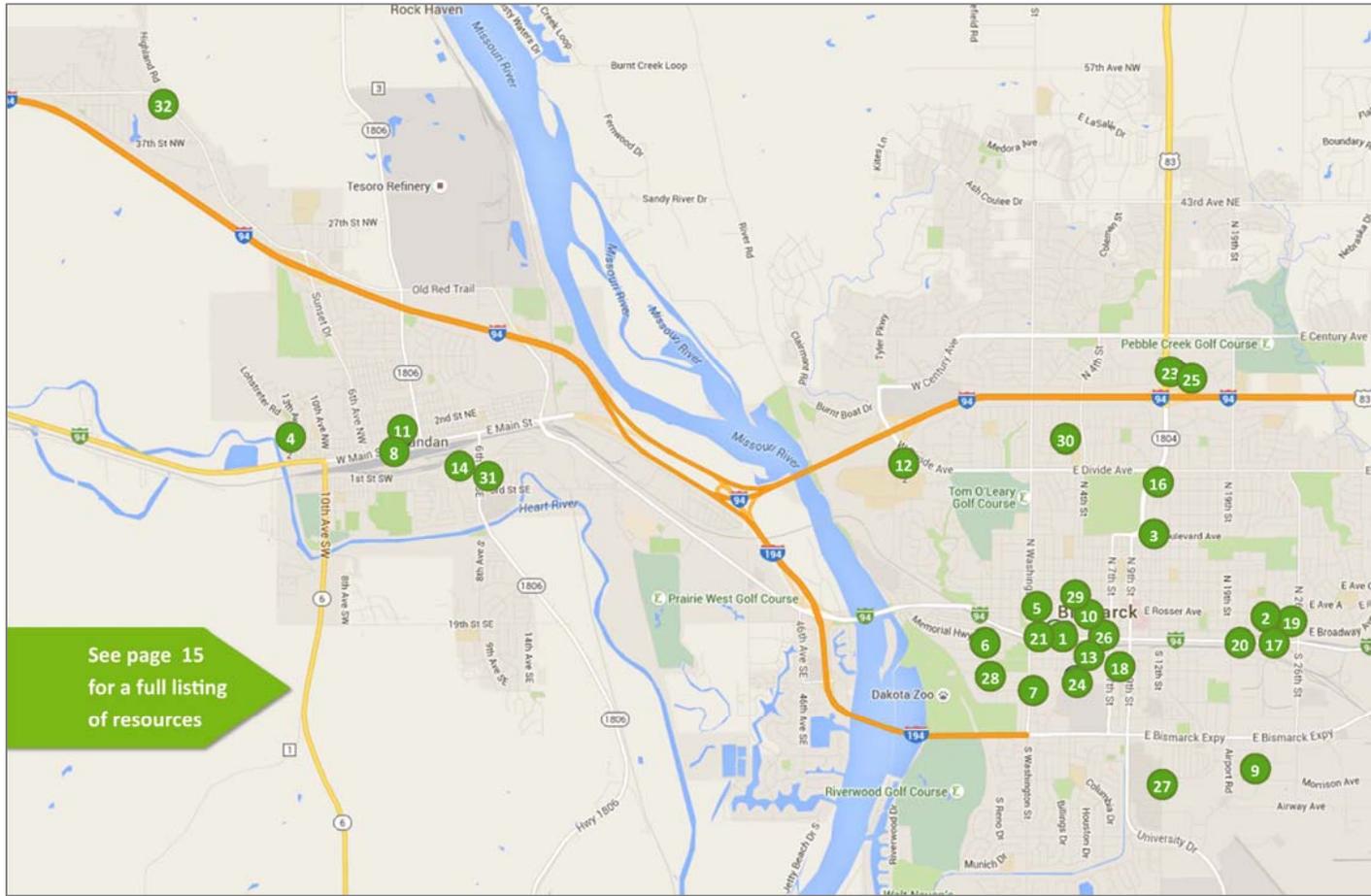
On any day you may call ahead to visit the 7 Salvation Army and 8 AID Inc.

MONDAY	9:00 am - 1:00 PM	Ruth Meier's Men's Emergency Shelter	2
MONDAY	10:00 am - 3:00 pm	Spirit of Life Church	31
MONDAY	1:00 pm - 1:30 pm	Corpus Christi Church	30
MONDAY	1:00 pm - 4:00 pm	Bismarck Emergency Pantry	6
TUESDAY	9:00 am - 1:00 PM	Ruth Meier's Men's Emergency Shelter	2
TUESDAY	10:00 am - 11:15 am	Ministry on the Margins	1
TUESDAY	1:00 pm - 1:30 pm	Corpus Christi Church	30
TUESDAY	1:00 pm - 4:00 pm	Bismarck Emergency Pantry	6
WEDNESDAY	9:00 am - 1:00 PM	Ruth Meier's Men's Emergency Shelter	2
WEDNESDAY	10:00 am - 11:15 am	Ministry on the Margins	1
WEDNESDAY	10:00 am - 3:00 pm	Spirit of Life Church	31
WEDNESDAY	6:20 pm - 7:00 pm	Abundance of Grace	32
THURSDAY	9:00 am - 1:00 PM	Ruth Meier's Men's Emergency Shelter	2
THURSDAY	1:00 pm - 4:00 pm	Bismarck Emergency Pantry	6
THURSDAY	5:00 pm - 7:00 pm	Ministry on the Margins	1
FRIDAY	9:00 am - 1:00 PM	Ruth Meier's Men's Emergency Shelter	2
FRIDAY	10:00 am - 3:00 pm	Spirit of Life Church	31
SATURDAY			
SUNDAY	9:00 am - 8:00 PM	Ruth Meier's Men's Emergency Shelter	2



RENEW: A LOOK INSIDE





See page 15  
for a full listing  
of resources



RENEW: A LOOK INSIDE

Thank You!!



OUR GRATITUDE