

**DISTRICT**

**13**

**COMMUNITY**

**RESOURCE**

**DIRECTORY**

**Revised January 2016**



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Probation & Parole  
121 E. 2<sup>nd</sup> St. 4<sup>th</sup> Floor  
Owensboro, KY 42303  
270/687-7245

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❖ **REPORTING HOURS:**

**8:00 am – 11:30 am or 1:00 pm – 4:00 pm**

These reporting hours are to be followed unless other arrangements have been made. If you are unemployed, you are to report in the morning unless prior arrangements have been made.

❖ **RECEIPTS AND PAY STUBS**

Bring in your most recent pay stub. Bring in receipts for fines, fees, etc. on report day. Also bring in your money order made payable to KY ST TREASURER for your drug testing fee.

❖ **CELL PHONES**

You are not to bring cell phones in the office. They must be taken back to your vehicle. It doesn't mean, "you can text or if it rings, go outside to talk". It means No Phones. If you are caught using a phone in the office, you will be in violation of Probation and Parole Office rules and it will be noted in your file.

❖ **CHILDREN**

Children are **NOT ALLOWED** in the Probation and Parole Office. This is not an environment for children to be in.

❖ **RELATIVES OR FRIENDS**

**Do not bring in relatives or friends** with you to the office. If they need to speak with your officer, they will need to make prior arrangements and schedule a time.

❖ **DRUG TESTING AT ANYTIME**

You will not be permitted to leave until you have given a specimen, if requested.

❖ **DO NOT WEAR TO THIS OFFICE**

Do not wear caps, hats, sunglasses, combs or any other objects sticking out of your hair that may alter your appearance in any way and could be considered dangerous items. You will have to remove them before we see you. Do not wear clothing with offensive sayings or figures or anything advertising alcohol or drugs. No tank tops or halter tops. *No saggy pants*. Shoes must be worn. **THIS IS AN OFFICE.**





# Kentucky Division of Probation & Parole

## **Offender Handbook**

**Information on the 24 hour support hotline  
Call toll free 877 – INMATE4 (1-877-466-2834)**

## Introduction

You have been released by a judge on probation or by the Kentucky Parole Board on parole. One of the conditions of your release is that you be supervised for a period by the Division of Probation and Parole. During this supervision period, the Division of Probation and Parole will make every effort to help you succeed in beating bad habits, turning your life around, and becoming a productive member of society.

As you can see by our mission statement, we plan to do this in two ways. First, we will supervise you proactively. That means that we will make every effort to regularly assess risks and needs so that you receive as much supervision as needed to guide you through your supervision period without problems. Second, we will refer you to community resources for assistance. This may mean attending treatment programs and classes to address specific needs that you may have.

**Our Mission Statement**  
*To enhance public safety and promote offender reintegration in the community through proactive supervision and referral to community resources*

This offender handbook is to help you understand what is going on. Supervision can be confusing and difficult. It gets worse if you have no clue what to expect or what is expected of you. This handbook will guide you through the process and help you succeed.

The bottom line is: if you succeed, we succeed. Therefore, it is our goal to give you the help you need to succeed. What you do with that help is up to you.

## Conditions of Supervision

When you first reported to your officer, you signed a document called the Conditions of Supervision. The conditions listed on that document are exactly what you must do in order to successfully complete your supervision period. You will receive a copy of this document. If something happens and you have to go back to court or to the parole board, it will be because you somehow violated those conditions. If you do not understand the conditions, please ask your officer to explain them to you. Since you have signed that document, failure to understand each condition will not keep you from serious punishment if you violate the conditions. Some people push their luck and try to bend the rules without breaking them. This can cause serious problems in the long run. Know the rules and follow them.

## Your Case Management Plan

When you first reported to your officer, you signed a case management plan that you and your officer completed listing specific measurable goals and objectives that you must accomplish in order to successfully complete supervision. Your officer will discuss these with you and ask you for input on how you could best achieve these objectives. You will receive a copy of this document. Refer to it when you have questions about what you need to be doing. If you do not understand or if circumstances change, notify your officer so that changes can be made to help you accomplish your objectives. You will work as a team to ensure these objectives are met and anytime a change is made it will be discussed with you and you will receive an updated copy.

## Assessment

Either when you first reported or shortly thereafter, your officer completed a risk/needs assessment on you. This risk/needs assessment tells Division of Probation and Parole staff exactly what level of supervision you need to be given. It also lets us know how well you are responding to treatment and adjustment in the community. The officer will reassess you periodically to update your risks and

needs. This score determines how often you must make contact with your officer and what privileges the officer may decide to give you. The score takes into account many things including: employment, new crimes, criminal history, who you associate with, how well you do in treatment, and whether you use drugs or alcohol during supervision. The best way to make sure your score is correct is by being honest and open with your officer and keeping him informed of changes as they occur.

### **Contact Information**

Each Probation & Parole Office has a duty officer during business hours. This duty officer is available to help you if your officer is not available. If you need help Monday – Friday from 8 AM-4:30 PM and cannot contact your officer, ask to speak to the duty officer.

Your officer is required to give you a number where he or she may be reached after hours. We are here to help you around the clock if you have an emergency. If your officer has not given you a number to contact him after hours, be sure to ask and find out what that number is. It is important that you contact us when you need help.

### **Reporting to Your Officer**

Not reporting to your officer as scheduled is the fastest way to get in serious trouble. If your officer doesn't know what you are doing, the officer cannot help you get through your probation/parole period. Each time you report, your officer will give you the next date for you to report. If the officer does not give you a next report day, ask them when you need to return. Report days often get crazy due to unexpected events. Plan to wait for your officer if he is not available immediately. If you cannot see your officer on your assigned report day, call your officer immediately. Let them know why you can't report and make arrangements for another report day. It is your responsibility to see your officer, not his or her responsibility to find you.

### **Preparing to Meet with Your Officer**

Your officer will give you a day to report to the office or another location to meet with him or her. You must report that day unless you make other arrangements with your officer. Children are not allowed in the Probation and Parole Office or any lobby areas. Family members, friends, attorneys, or other persons are not allowed to come with you when you report unless you have permission from your officer prior to report day. If they have driven you to the office, they should wait outside or pick you up when you are done.

You may be searched while reporting to your officer. Do not bring cell phones, pagers, food, drinks, radios, or other unnecessary items with you. You don't want to bring any items with you that are violations of your conditions or may appear to be violations of your conditions (such as loose tobacco, clothing that depicts drug or gang activity, etc.).

You should dress appropriately. No baggie or sagging pants will be allowed. No gang related clothing will be allowed. All hats should be removed before entering the office or other area. Clothes should be as clean and neat as possible.

### **Meeting with Your Officer**

When you meet with your officer, be prepared to do business. Sometimes report days are extremely busy for officers. Most often, this is because people do not come prepared. Your officer will want certain information and documents from you each time you see him or her. Bring the following things:

1. A current identification card or driver's license
2. Proof of a new address if you are reporting one
3. A current check stub, social security check stub, or other proof of employment

4. Verification that you are attending treatment such as receipts, AA/NA forms, certificates, etc.
5. Restitution and fine payments or receipts
6. Supervision fees or receipts
7. Any citations, tickets, or summons you have recently received

Your officer may ask you for other information. Be sure you bring proof of anything you are reporting to your officer.

When meeting with your officer, do not lie. Your officer has ways of checking things you report. Honesty about something is better than lying to cover something up and having the officer find out later.

### **Fees**

You may be required to pay fees and other money based upon your court order or parole certificate. These include supervision fee, restitution, crime victim's fund fee, and drug testing fee. The fees that you must pay will be clearly outlined in your conditions of supervision document and your officer will instruct you where and how to pay them. If you bring fees to your officer, you must bring money orders made payable to the Kentucky State Treasurer. The Division of Probation and Parole does not accept cash or checks.

For drug testing and sex offender treatment program fees, you will pay at a kiosk in the office lobby. You will need your offender ID (PID) number that your officer will provide to you. Your officer will provide additional information and/or other ways to make payments.

### **Drug Testing**

You may be drug tested at any time while on supervision. The best way to prepare for a test is to BE CLEAN. While some people think there are great ways to "beat" a drug test, there are none. The time it takes any drug to leave your body depends on many variables that you can't control such as weight and metabolism. Your officer is trained to know when someone is "cheating" on a test. This type of activity is not only a violation of the conditions of your supervision; it is a class D felony and can get you in serious trouble.

When you are scheduled to meet with your officer, always be prepared to take a drug test. If you cannot urinate when asked, you will be given two hours to do so. You have to stay with the officer or in the office while waiting. Failure to produce a sample after two hours can have serious consequences.

### **Where You Live**

Where you live is very important to your success on supervision. Living with the wrong people or with bad situations can set you up to fail. You must give your officer one residence where you will be living. You cannot change that residence without approval from your officer. "Living" means that you are there every night sleeping, eating, and carrying on your daily activities. Your officer may allow you to stay at another location for short periods, but this must be approved by the officer BEFORE it happens.

### **Home Visits**

Your officer is required to visit your home regularly based upon your assessment score. It is your responsibility to make sure your officer has access to your home. Let everyone in your house know that if an officer comes, they should let the officer in. We want to make sure that you are complying with your conditions and that nothing in your house is setting you up for failure. This is easiest to do

when everyone in your house is willing to cooperate with the officer. If the officer misses you when visiting your house, he or she will leave a card and/or instructions for you. It is important that you contact the officer as soon as you get the card.

### **Travel**

When you signed the conditions of supervision, your officer specified an area that you were allowed to move freely in, known as your "area of supervision." Any travel outside of that area must be approved by your officer. If you must travel, contact your officer immediately with all of the information such as: where you are going, who you are going with, how you will get there, where you will stay, when you are leaving, and when you will return. The officer will review the request and decide if you can travel. Offenders with approved travel will be issued a travel permit.

### **Treatment**

The court, the parole board, or your officer may order you to attend treatment programs for all kinds of issues such as drugs, anger, and parenting skills. When you are sent to treatment, it is important that you attend regularly. Missing classes can lead to being dismissed from the program, which may result in a violation. Many programs charge a fee for you to attend. You must pay the fee each time you go or make arrangements to pay the fee over time. If you complete the program but owe money, the provider may not give you the proof needed to satisfy your conditions of supervision. You have not completed the treatment until your officer receives proof.

Sometimes, you may have issues that your officer is not aware of. Talk with your officer about what you need. A list of community resources that address all kinds of situations is available from your officer.

### **Employment**

Your conditions say you must work. Failure to keep a job will always lead to more serious problems. If you have a job, make sure your employer knows that you have to report to your officer when requested. Keep your employer informed of what is going on so they do not get upset about your reporting.

If you do not have a job, you should work quickly towards gaining employment. Don't buy the lie that no one hires convicted felons. That is not true. Many employers will hire felons, especially if you are honest with them up front. The office you are supervised out of has lists of available jobs in your area or employers who will hire individuals on probation or parole supervision. If you are having trouble finding employment, ask for help.

Your officer will verify your employment. The easiest way to verify a job is with a check stub. If you cannot provide verification, your officer will have to contact your employer for verification. This can cause problems at work. Make it easy, bring a stub!

### **New Arrests, Citations, and Orders**

You must report all new arrests, citations (ex: traffic tickets), and court orders to your officer within 72 hours of receiving them. In some cases, you may have to have someone else call your officer. Don't try to hide anything from the officer. Your officer will check your court record monthly and will find new arrests, citations and orders if you have gotten any. Be honest and tell your officer, no matter how small the violation was.

### **Just Hanging Out**

Your conditions of supervision state that you may not associate with known felons. This is for your protection. Often, the same old friends lead to the same old habits. Sometimes, just being around when something goes wrong leaves you "holding the bag." The easiest way to avoid this is by following your conditions. Not knowing a person is a convicted felon is not an excuse. It is your responsibility to ensure you are not associating with convicted felons. The best rule is, if you aren't sure about someone, don't hang around with them. Find activities that interest you, but that keep you away from illegal and inappropriate people, places, and events. If you need help with finding activities to fill your free time, ask your officer for suggestions in your community.

### **Violations and Punishments**

If there is a violation of the conditions of supervision, your officer will determine what consequences shall follow based on circumstances, policies, and orders from the court or parole board. Not all violations will automatically result in incarceration, but EVERY violation will have consequences. Some of the consequences that may result include:

1. verbal warning
2. referral to treatment
3. referral to intensive treatment
4. being placed on curfew
5. having to report more often
6. performing community service hours
7. daily reporting
8. being placed on electronic monitoring
9. incarceration pending the parole board or judge's order

While your officer may use alternatives to incarceration, the officer will always consider all circumstances in making a decision.

### **Grievances**

If you feel that you are not being treated fairly by Division of Probation and Parole staff or you have a complaint about the way we operate, there is a procedure in place to file a grievance and have your issue addressed. This process begins when you notify your officer that you want to file a grievance. Grievances are governed by time limits, so this should be done as soon as you see a problem starting. If your officer cannot help you with your problem, ask to speak with the district supervisor. The complete policy on grievances is available from your officer or at one of our offices.

The Commonwealth of Kentucky and the Division of Probation & Parole adheres to a non-discrimination policy. The Division of Probation & Parole does not discriminate based on political or religious affiliations, race or ethnic origin, sexual orientation, gender identity, age, disability, or veteran's status.

### **Incentives for Compliance**

If you complete your required conditions of supervision and do well on supervision, there are rewards for positive behavior. Incentives may include the following:

1. reduced reporting requirements
2. lower levels of supervision such as quarterly or administrative reporting
3. removal of supervision conditions, for example home detention or curfew
4. receipt of time credit toward your sentence such as parole compliance credit, parole education credit or parole work for time credit
5. eligibility for early termination of probation
6. awarding certificates of achievement

7. deferring a monthly supervision fee payment
8. asking the supervised individual to be a mentor to others
9. other similar incentives

### **Parole Compliance Credit**

Effective June 8, 2011, if you are on parole or mandatory re-entry supervision, you can earn compliance credit in the amount of 7 days per month towards your sentence by having good behavior, completing your supervision plan goals, having no new arrests, and making scheduled restitution payments.

You can also receive a 90 day compliance credit for successfully receiving a general equivalency diploma (GED) or a high school diploma, a two (2) or four (4) year college degree, a two (2) year or four (4) year certification in applied sciences, a technical education diploma as provided and defined by the department, or a civics education program that requires passing a final exam, in the amount of ninety (90) days per diploma, degree, or certification received; and successfully completing a drug treatment program or other program as defined by the department that requires participation for a minimum of six (6) months, in the amount of ninety (90) days for each program completed; and you may also for acts of exceptional service during times of emergency, awarded at the discretion of the commissioner in an amount not to exceed seven (7) days per month.

### **Parole Work for Time Credit**

If you are on parole or mandatory re-entry supervision, effective June 8, 2011, you can earn time credit towards your sentence by being employed. For every forty (40) hours of employment worked, you can receive one (1) day of work for time credit.

In order to receive work for time credit, you must provide to your officer verification of your employment. Your employment may be verified by employment records, pay stub, or letter from your employer.

### **Family Engagement Sessions and Families of Incarcerated/Convicted Groups**

Periodically, Department of Corrections will host a Family Engagement Session for family members and significant others of individuals incarcerated or on probation/parole supervision. This will provide an opportunity to ask questions about incarceration or supervision and receive valuable resource information from your community. Additionally, many areas have Family of Incarcerated/Convicted groups, which provide support for family members. Ask your officer for upcoming meeting information or visit [www.corrections.ky.gov/reentry](http://www.corrections.ky.gov/reentry).

There are Kentucky Reentry Councils regionally across the Commonwealth who can provide additional resources and support to offenders. There are reentry groups in Ashland, Lexington, Louisville, London, Northern Kentucky, Owensboro, Paducah, Bowling Green, Elizabethtown, Pikeville, and Maysville. Visit [www.kentuckyreentry.org](http://www.kentuckyreentry.org) for more information.

### **Frequently Asked Questions**

Q. Can I move to another area or state?

A. Yes, you can apply for transfer to another area or state through your officer. All transfers are subject to acceptance by the receiving area.

Q. May I reside with someone in my family or household who is a convicted felon?

A. Yes, unless they are a co-defendant or your officer has other issues with this living situation.

Q. Can I go to a restaurant that serves alcohol?

A. Yes, as long as that restaurant's primary commodity is not alcohol and you do not consume alcohol.

Q. What if someone in my home uses or possesses alcohol?

A. This must be discussed with your officer and will depend on your past history and circumstances.

Q. What if I sometimes live at home and sometimes with a girlfriend acquaintance or other family member?

A. You must live fulltime at only one residence unless permission is obtained from you officer. Prior approval must be obtained for any overnight stays outside your residence.

Q. Can I ride to the Probation and Parole Office/Treatment with another convicted felon?

A. Prior permission must be obtained from your Officer.

Q. Will being around someone who uses marijuana cause my drug test to be positive?

A. No. The idea of a "contact buzz" is not true. Also, you should not be associating with someone who is using marijuana.

Q. Can I take over the counter/non-prescriptive medications?

A. Yes, when they are used in accordance with the proper dosage as listed on the label and they do not contain any alcohol or narcotics.

Q. If I own firearms or ammunition how should I dispose of them?

A. They should be removed from your property immediately by a family member or another non-felon acquaintance.

### **Conclusion**

Hopefully this handbook has provided some valuable information. Remember that every case is different and every person unique, so listen carefully as your officer explains information and your conditions to you. If you still have questions, please be sure to ask. Not knowing the answer is never an excuse for not succeeding. Remember, your officer wants you to succeed as much as you do. **If you succeed, we succeed!**

# Contact us ...

## District 1

Serving Ballard, Caldwell, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, McCracken, and Trigg counties  
400 South 6<sup>th</sup> Street - Paducah, KY 42003  
Phone: (270) 575-7235

## District 2

Serving Allen, Butler, Christian, Edmonson, Hopkins, Logan, Simpson, and Todd counties  
901 South Main Street - Hopkinsville, KY 42240  
Phone: (270) 889-6530

## District 3

Serving Adair, Barren, Casey, Cumberland, Metcalfe, Monroe, and Warren counties  
140 Old Porter Pike, Unit #8 - Bowling Green, KY 42101  
Phone: (270) 746-7420

## District 4

Serving Jefferson County with Pre-Sentence Investigations  
410 West Chestnut Street, 10<sup>th</sup> Floor - Louisville, KY 40202  
Phone: (502) 595-4035 or (502) 595-4523

## District 5

Serving Breckinridge, Bullitt, Grayson, Hardin, Hart, and Meade counties  
207 South Mulberry Street - Elizabethtown, KY 42701  
Phone: (270) 766-5073

## District 6

Serving Boyle, Green, Laclede, Marion, Mercer, Nelson, Taylor, and Washington counties  
418 Whirl-A-Way Drive - Danville, KY 40422  
Phone: (859) 239-7614 or (859) 239-7693

## District 7

Serving Boone, Campbell, and Kenton counties  
30 West 4<sup>th</sup> Street - Newport, KY 41071  
Phone: (859) 292-6555

## District 8

Serving Bath, Breathitt, Clark, Estill, Lee, Madison, Menifee, Montgomery, Owsley, Powell, Rowan, and Wolfe counties  
44 West Main Street - Mt. Sterling, KY 40353  
Phone: (859) 498-2524

## District 9

Serving Fayette County  
273 West Main Street - Lexington, KY 40507  
Phone: (859) 246-2177

## District 10

Serving Bell, Clay, Harlan, Jackson, Knox, Laurel, and Leslie counties  
843 South Main Street - London, KY 40741  
Phone: (606) 330-2045 or (606) 330-2073

## District 11

Serving Floyd, Knott, Letcher, Mingo, Mingo, Perry, and Pike counties  
1929 KY 321 - Prestonsburg, KY 41653  
Phone: (606) 889-1694

## District 12

Serving Anderson, Carroll, Franklin, Gallatin, Grant, Henry, Oldham, Owen, Shelby, Spencer, and Trimble counties  
2439 Old Lawrenceburg Road - Frankfort, KY 40602-2400  
Phone: (502) 564-4636

## District 13

Serving Crittenden, Davies, Hancock, Henderson, McLean, Muhlenberg, Ohio, Union, and Webster counties  
121 East Second Street, 4<sup>th</sup> Floor - Owensboro, KY 42303  
Phone: (270) 687-7245

## District 14

Serving Bourbon, Garrard, Harrison, Jessamine, Nicholas, Pendleton, Robertson, Scott, and Woodford counties  
80 Thomas Lane - Versailles, KY 40383  
Phone: (859) 873-5549

## District 15

Serving Boyd, Bracken, Carter, Elliott, Fleming, Greenup, Johnson, Lawrence, Lewis, Martin, Mason, and Morgan counties  
3000 Louisa Street, Suite 1 - Catlettsburg, KY 41129  
Phone: (606) 739-5833

## District 16

Serving East Jefferson County  
225 North Clifton Avenue #7 - Louisville, KY 40206  
Phone: (502) 896-1775

## District 17

Serving West Jefferson County  
2600 West Broadway, Suite 300 - Louisville, KY 40211  
Phone: (502) 595-3405

## District 18

Serving Southwest Jefferson County  
5001 Stephens Drive - Louisville, KY 40258  
Phone: (502) 933-1719

## District 19

Serving Southeast Jefferson County  
1217 Gilmore Lane - Louisville, KY 40213  
Phone: (502) 969-9001

## District 20

Serving Clinton, Pulaski, Lincoln, McCreary, Rockcastle, Russell, Wayne, and Whitley counties  
125 Union Street, 1585 - Somerset, KY 42502  
Phone: (606) 677-4024

# Kentucky Department of Corrections Probation & Parole



*The mission of the  
Department of Probation and Parole  
is to enhance public safety and  
promote offender participation in the community  
through positive supervision and referral to  
community based resources.*

# Kentucky Division of Probation & Parole

## *Our Purpose...*

The Division of Probation & Parole is part of the Community Services and Local Facilities area of the Kentucky Department of Corrections. Probation & Parole seeks to enhance public safety and promote offender reintegration in the community through proactive supervision and referral to community based resources.

## *Our Services...*

In addition to the supervision of probationers and parolees, Probation & Parole staff provide investigative services to the courts and Parole Board, rehabilitation services to offenders, and assistance in employment and home placement. Various duties include court appearances and testimony, reports to the releasing authorities, home visits, drug and alcohol testing, transportation of prisoners, referral of offenders to appropriate resources, and monitoring payment of fees, restitution, and community service work. The Division of Probation & Parole is also responsible for the administration of the Interstate Compact which transfers cases between states, the placement office which assists incarcerated offenders with proper home placements, and the processing of 1,400 Civil Rights Restoration requests submitted by ex-offenders in 2012.

## *Our Value...*

Community programs are less costly than institutions in terms of both dollars invested and lost human potential. Probation & Parole saves the citizens of Kentucky thousands of dollars a day. In fact, community supervision saves the state \$56.61 per offender per day. Also, officers collect supervision fees, drug testing fees, and victim restitution from offenders. In 2013, offenders paid in excess of \$2.6 million in supervision fees, over \$1.1 million in drug testing fees, and over \$6.6 million in restitution, as well as completed over 33,000 hours of community service work.

## *Our Accreditation...*

The Kentucky Division of Probation & Parole was accredited by the American Correctional Association in January 2007, with reaccreditation in January 2013. The agency plans to continue the tradition of industry "best practices" by once again seeking reaccreditation through this organization every three years.

## *Our Re-entry Efforts...*

The Division of Probation and Parole strives to enhance public safety and promote offender reintegration. The Division supports evidence-based reentry programs such as nationally known parenting and cognitive behavioral programs. Officers also employ a validated risk and needs assessment tool to identify the criminogenic needs of each offender in order to tailor supervision conditions and programs, such as substance abuse programs, to each offender.

## *Our Structure...*

At the end of 2013, the Division employed 798 staff, including 549 sworn officers, who supervise 45,905 offenders. Additionally, 52 dedicated pre-sentence investigators completed over 24,000 pre-sentence investigations in 2013. Officers serve each of the 120 counties of the Commonwealth. The counties are organized into 4 regional branches and 20 supervisory districts.

## *Interested in becoming a volunteer?*

Offender reentry requires the support of the community. Volunteers can provide encouragement and guidance, and locate resources that are not readily available (e.g., housing and employment). Your participation may offer offenders insight with everyday life issues. The experience is invaluable and an opportunity to make a difference. Contact your local office for more information.

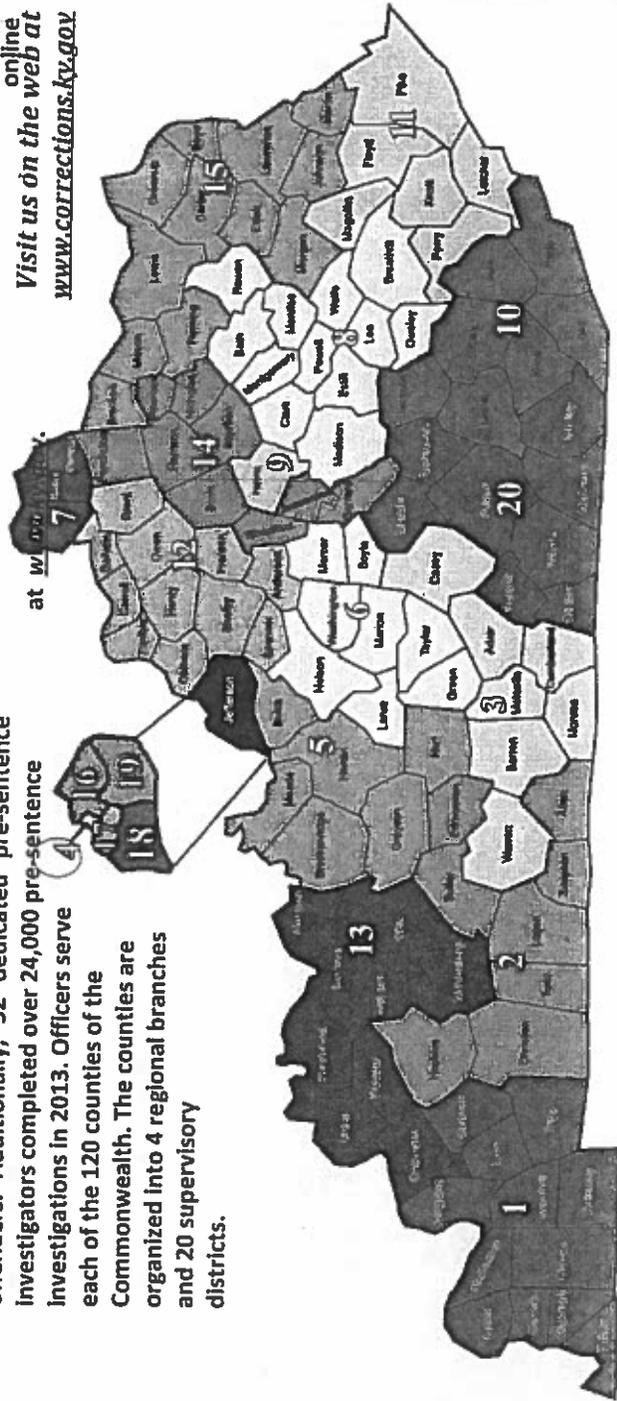
## *Interested in becoming an intern?*

Kentucky Probation & Parole is seeking interested individuals for internships. Come see what Probation & Parole is all about and earn college credit at the same time. Contact your local office for more information.

## *Interested in joining our team?*

Probation & Parole seeks qualified individuals for positions ranging from officer to administrative staff. Investigator Apply

at [www.ky.gov](http://www.ky.gov) or  
online,  
Visit us on the web at  
[www.corrections.ky.gov](http://www.corrections.ky.gov)



# **Parole Compliance Credit**

Effective June 8, 2011, if you are on parole, you can earn compliance credit in the amount of 7 days per month towards your sentence by:

- having good behavior,
- completing your supervision plan goals,
- having no new arrests, and
- making scheduled restitution payments.

You can also receive a 90 day compliance credit for successfully receiving a GED or high school diploma

(or a 2 or 4 year college degree, a 2 or 4 year applied sciences certification, a technical education diploma, or passing a final exam for a civics education program. You can receive ninety (90) days per diploma, degree, or certification received.)

You can also receive a 90 day compliance credit for successfully completing an approved drug treatment program

(or other program that requires participation for a minimum of six (6) months. You can receive ninety (90) days for each program completed.)

Additional credit may also be awarded for acts of exceptional service during times of emergency. This is awarded at the discretion of the commissioner and does not exceed seven (7) days per month.

If you have questions about parole compliance credits, your officer can assist you.



# Other Types of Compliance Credit

- **Educational Good Time / Program Credit**
  - These Credits are a one-time 90 day credit
  - Credit may only be awarded for parolees if the program or educational accomplishment was completed on or after June 8, 2011
  - Multiple awards may be Given for completion of multiple programs
  - Educational Accomplishments must either:
    - Meet predefined Criteria established by the Education Branch, or
    - Be approved by the Education Branch
  - Programs must be approved by the division of Adult Institutions
    - A program must be at least six months in duration to qualify
  - If a parolee completes a qualified program or educational accomplishment the relevant documents must be uploaded to KOMS and you should notify Briney King via e-mail ([BrineyJ.King@ky.gov](mailto:BrineyJ.King@ky.gov))
  - There are plans to add new functionality to KOMS to facilitate this process



## COURTS

### CRITTENDEN COUNTY

BOOKING/BOND	270-965-3184
CIRCUIT COURT	
Clerk's office – Civil & Criminal	270-965-4200
Judge- Honorable Renee' Williams	270-639-5506
Commonwealth Attorney – Zac Greenwell	270-965-1585
DISTRICT COURT	
Clerk's office	270-965-4200
Judge - Vacant	270-965-3375
DRIVERS LICENSE	270-965-4200
DRUG COURT	270-965-3313
JUVENILE COURT	270-965-4200
SMALL CLAIMS	270-965-4200
SUPERVISION FEES	270-965-4200
TRAFFIC COURT	270-965-4200

## DAVIESS COUNTY

Martin E. Holbrook Judicial Center  
100 East 2<sup>nd</sup> Street  
Owensboro, KY 42303

BOOKING / BOND	270-687-7209
CIRCUIT COURT	
Clerk's Office – Civil	270-687-7220
Clerk's Office – Criminal	
Div I	270-687-7329
Div II	270-687-7330
Div I – Judge Jay Wethington & Special Judge Tom Castlen	270-687-7226
Div II – Judge Joe Castlen	270-687-7228
DISTRICT COURT	
Div I – Judge Lisa Jones	270-687-7216
Div II – Judge David Payne	270-687-7214
Div III – Judge Nick Berlew	270-687-7217
DRIVER'S LICENSE	270-687-7225
DRUG COURT	270-687-7014
JUVENILE COURT	270-687-7211
SMALL CLAIMS	270-687-7205
SUPERVISION FEE PAYMENT & TRAFFIC COURT	270-687-7200

**HANCOCK COUNTY**

Hancock County Court House  
200 Court Square  
Hawesville, KY 42348

Hancock County Circuit Court Clerk

Noel J. Quinn

270-927-8144

**HENDERSON COUNTY**  
Henderson County Judicial Center  
5 N. Main St., P.O. Box 675  
Henderson, KY 42419-0675

BOOKING / BOND	(270) 827-5560 Ext. 200
CIRCUIT COURT CLERK'S OFFICE Ms. Ruth London Circuit Clerk	270-826-2405 270-831-2710 Fax
CHIEF CIRCUIT JUDGE Div II FAMILY COURT JUDGE Hon. Sheila N. Farris	270-827-1295 270-869-0120 Fax
CIRCUIT JUDGE DIV I Hon. Karen Wilson	270-827-1295 270-827-5932 Fax
DISTRICT COURT CLERK'S OFFICE	270-826-1566
DISTRICT JUDGE DIVISION I Hon. Robert K. Wiederstein	270-826-4755 270-826-5371 Fax
DISTRICT JUDGE DIVISION II Hon. Charles R. McCollom III	270-826-4755 270-826-5371 Fax
DRUG COURT	270-827-5595
DRIVER'S LICENSE	270-826-2405
JUVENILE COURT	270-826-2405
SMALL CLAIMS	270-826-2405
SUPERVISION FEE PAYMENT / TRAFFIC COURT	270-826-2405

## **MCLEAN COUNTY**

McLean County Judicial Center  
210 Main Street  
Calhoun, KY 42327

### **CIRCUIT COURT**

Clerk's Office – Civil/Criminal 270-273-3966

Circuit Court - Judge Brian W. Wiggins 270-273-3966

### **DISTRICT COURT**

District Court – Judge C. Terry Earle 270-273-3966

DRIVER'S LICENSE 270-273-3966

DRUG COURT 270-338-9947

JUVENILE COURT 270-338-5782

SMALL CLAIMS 270-273-3966

SUPERVISION FEE PAYMENT  
/ TRAFFIC COURT 270-273-3966

## **MUHLENBERG COUNTY**

Muhlenberg County Judicial Center  
136 S. Main Street  
Greenville, KY 42345

<b>BOOKING / BOND</b>	<b>270-338-2263</b>
<b>CIRCUIT COURT</b>	
Clerk's Office – Civil/Criminal	270-338-4850
Circuit Court - Judge Brian W. Wiggins	270-338-5930
<b>DISTRICT COURT</b>	
District Court – Judge C. Terry Earle	270-338-0997
<b>DRIVER'S LICENSE</b>	<b>270-338-4850</b>
<b>DRUG COURT</b>	<b>270-338-9947</b>
<b>JUVENILE COURT</b>	<b>270-338-5782</b>
<b>SMALL CLAIMS</b>	<b>270-338-4850</b>
<b>SUPERVISION FEE PAYMENT / TRAFFIC COURT</b>	<b>270-338-4850</b>

## **OHIO COUNTY**

**OHIO COUNTY COMMUNITY CENTER  
130 East Washington Street  
Hartford, KY 42347**

<b>BOOKING / BOND</b>	<b>270-298-3671</b>
<b>CIRCUIT COURT</b>	
Clerk's Office – Civil	270--298-3671
Clerk's Office – Criminal	270-298-3671
Circuit Court – Judge Ronnie C. Dortch	270-298-7250
Family Court – Judge Mike McKown	270-298-3433
<b>DISTRICT COURT</b>	
Div I – Judge Renona Browning	270-298-3223
Div II – Judge John McCarty	270-298-3223
<b>DRIVER'S LICENSE</b>	<b>270-298-3671</b>
<b>DRUG COURT</b>	<b>270-298-4972</b>
<b>JUVENILE COURT</b>	<b>270-298-3671</b>
<b>SMALL CLAIMS</b>	<b>270-298-3671</b>
<b>SUPERVISION FEE PAYMENT / TRAFFIC COURT</b>	<b>270-298-3671</b>

## UNION COUNTY

BOOKING/BOND	270-389-1581
CIRCUIT COURT	
Clerk's office – Civil & Criminal	270-389-1811
Judge – Honorable Renee' Williams	270-639-5506
Commonwealth Attorney – Zac Greenwell	270-965-1585
Asst Commonwealth Atty – Michael Williamson	270-389-2700
DISTRICT COURT	
Clerk's office	270-389-1811
Judge - Vacant	270-389-0644
DRIVER'S LICENSE	270-389-2264
DRUG COURT	270-389-2271
JUVENILE COURT	270-389-4415
SMALL CLAIMS	270-389-0800
SUPERVISION FEES	270-389-1811
TRAFFIC COURT	270-389-0800

## **WEBSTER COUNTY**

<b>BOOKING/BOND</b>	<b>270-639-7020</b>
<b>CIRCUIT COURT</b>	
Clerk's office- Civil & Criminal	270-639-9160
Judge – Honorable Renee' Williams	270-639-5506
Commonwealth Attorney – Zac Greenwell	270-965-1585
<b>DISTRICT COURT</b>	
Clerk's office	270-639-9300
Judge - Vacant	270-639-5506
<b>DRIVER'S LICENSE</b>	<b>270-639-9160</b>
<b>DRUG COURT</b>	<b>270-639-9385</b>
<b>JUVENILE COURT</b>	<b>270-639-9160</b>
<b>SMALL CLAIMS</b>	<b>270-639-9300</b>
<b>SUPERVISION FEES</b>	<b>270-639-9100</b>
<b>TRAFFIC COURT</b>	<b>270-639-9300</b>



## **EDUCATION & TRAINING**

### **CRITTENDEN COUNTY**

1. MANTLE ROCK NATIVE EDUCATION & CULTURAL CT  
110 S Main St., Marion, KY 42064  
(270) 965-5882
2. CRITTENDEN COUNTY LITERACY COUNCIL  
122 Autumn Lane Marion, KY 42064  
(270) 965-9435
3. EDUCATIONAL TECHNOLOGY CENTER  
Marion, KY 42064

### **DAVIESS COUNTY**

1. BRESCIA UNIVERSITY  
717 Frederica Street  
Owensboro, KY 42303  
(270) 685-3131  
<http://www.brescia.edu/>
2. DAYMAR COLLEGE  
3361 Buckland Square  
Owensboro, KY 42301  
(270) 926-4040  
<http://www.daymarcollege.edu/locations-owensboro.asp>
3. GED CONNECTION  
At home study through KET Television  
1-800-538-4433  
<http://www.ket.org/education/download/gedschedule.pdf>
4. G.R.A.D.D. (Green River Area Development District)  
3860 U.S. Hwy. 60 W.  
Owensboro, KY 42301  
926-4433  
Education Grants – Helps dislocated workers that need to go back to school (must qualify for eligibility).

5. KENTUCKY HIGHER EDUCATION ASSISTANCE  
AUTHORITY (KHEAA)

P.O. Box 798  
Frankfort, KY 40602-0798  
1-800-928-8926 Ext. 7397  
[www.kheaa.com](http://www.kheaa.com)

6. KENTUCKY WESLEYAN COLLEGE

3000 Frederica Street  
Owensboro, KY 42301  
(270) 926-3111  
<http://www.kwc.edu/>

7. OWENSBORO COMMUNITY & TECHNICAL  
COLLEGE

4800 New Hartford Road  
1901 Southeastern Parkway  
1501 Frederica Street  
(270) 686-4444  
KCTCS  
<http://www.octc.kctcs.edu/>

8. SKILLTRAIN / GED

1501 Frederica Street  
Owensboro, KY 42303  
(270) 686-4454  
Monday through Thursday 8 a.m. to 7 p.m.  
Friday 8 a.m. to 4:30 p.m.  
<http://www.kyvae.org/learner/localCenterInfo.asp?CountyID=319>

9. VOCATIONAL REHABILITATION

121 E. 2<sup>nd</sup> Street  
Owensboro, KY 42303  
(270) 687-7308  
<http://www.ovr.ky.gov/>

Who is eligible – A person who has a physical or mental disability and who wants to work can qualify if the disability gets in the way of finding or keeping a job.

## **HANCOCK COUNTY**

### **Hancock County One-Stop Career Center Information**

Director - Carolyn Nugent  
Hancock County Career Center  
1605 US Hwy 60 W  
Hawesville, Kentucky 42348  
Phone: (270) 927-8066  
Fax: (270)927-9043  
Email: CareerCenter@HancockKy.us

### **Services**

- **Employer Services -**  
assist area businesses and industries in finding qualified applicants. Office and meeting rooms are available for training, testing, interviewing, etc.
- **Education and Training -**  
through partnerships with Adult Education and Community Education, job seekers have the resources available to enhance their employability skills. GED, TABE and WorkKeys preparation classes are offered through the Adult Education program. Computer classes and Continuing Education classes are available spring and fall through the Community Education program.
- **Assessment of Skills and Aptitudes**
- **Work Readiness Training -**  
computer software for typing skills, interviewing skills and life skills
- **Customized Training Programs, in partnership with employers**
- **Classroom or Self-paced Computer Programs**
- **Resume Writing -**  
WinWay Resume Deluxe software for writing a professional resume and cover letter.
- **Career Library -**  
with learning videos, job search books, sample resumes and other informational tools
- **Job Search Resources**
  - Job listings
  - Career resource libraries
  - Computers and printers
  - Fax machines
- **Job Referrals -**  
through a partnership with The Kentucky Department for Employment Services, qualified applicants are referred to employers for job openings.
- **Filing Unemployment Claims -**  
The Career Center staff will assist you with filing unemployment claims via the internet.

## **HENDERSON COUNTY**

### **1. EVEN START**

315 Jackson Street, Henderson, Ky 42420  
270-831-5087

Even Start is a family education program for three to seven year old children and their parents. Even Start's goals are to improve the educational level of parents, improve developmental skills of children, improve parenting skills and promote literacy by promoting "parents as teachers." The core components of Even Start are children's literacy, adult education, and parent support group and parent and child time together. The Kentucky Even Start mission is "to break the intergenerational cycle of under education and poverty in at risk families". Even Start offers classes on Monday, Tuesday and Thursday evenings at Jefferson Elementary School. Family Nights are offered every Monday and Thursday from 5:30 to 8:00PM. GED/ADULT Education is offered every Tuesday from 6:00 to 8:00.

### **2. PRIME TIME PARENT AND CHILD PROGRAM**

(PROGRAM OF HENDERSON COMMUNITY COLLEGE)

526 South Main Street, Henderson, Ky 42420  
270-826-0770

Prime Time Parent and Child program offers GED and Adult Education classes.  
Monday and Wednesday from 12:00noon - 2:00pm  
Tuesdays 10:00 am to 12noon

### **3. HENDERSON COMMUNITY COLLEGE**

2660 South Green Street – Henderson, Ky 42420  
270-827-1867

HCC offers various programs which include

- College course work for a two-year degree or transferable credits to a four year institution.
- Adult learning center which includes a basic skills program, GED program, literacy program, English as a second language and business and industry testing.
- Free Income Tax Assistance for elderly and low income taxpayers
- College Library for students, faculty or the general public
- Learning skills Center which offers credit instruction in reading and college studies strategies and also offers tutorial assistance to students with academic deficiencies.
- Community and economic development classes.

## **MCLEAN & MUHLENBERG COUNTIES**

1. Adult Education of Muhlenberg County  
50 Career Way  
Central City, KY 42330  
(270) 338-2257
2. KY Tech – Muhlenberg County Campus  
201 Airport Road  
Greenville, KY 42345  
(270) 338-1271
3. Madisonville Community College – Muhlenberg Campus  
406 W. Everly Brothers Blvd  
Central City, KY 42330  
(270) 757-9881
4. McLean County Adult Education & Literacy  
200 N. St Hwy 81  
Calhoun, KY 42327  
(270) 273-9023

## **OHIO COUNTY**

1. Ky Tech – Ohio County Center  
1406 South Main St  
Hartford, KY 42347  
270-274-9612
2. Ohio County Adult Education Center/GED  
130 East Washington Street  
Ohio County Community Center  
Hartford, KY 42347  
270-298-4470

## **UNION COUNTY**

1. HERRON TECHNOLOGY CENTER  
4500 US Hwy 60-W, Morganfield, KY 42437  
(270) 389-9531
2. UNIONTOWN ELEM/FAMILY RESOURCE CENTER  
4<sup>th</sup> & Walnut St Uniontown, KY 42461  
(270) 822-9151

## **WEBSTER COUNTY**

1. ADULT EDUCATION  
205 Maple St Providence, KY 42450  
(270) 667-9992
2. WEBSTER COUNTY TECHNOLOGY CENTER  
Dixon, KY 42409  
(270) 639-5036
3. WEBSTER COUNTY MIGRANT EDUCATION  
133 N State St Sebree, KY 42455  
(270) 835-9666

**HURRY!**

An all-new GED® test begins in January 2014. Complete your studies soon!

**GIVE US A CALL!**  
**800-KET-4GED**  
(800-538-4433)  
[ket.org/gedstudy](http://ket.org/gedstudy)

*It's closer than you think!*

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**KET**

**GED**  
**Connection**

*It's closer than you think!*



**KET**

## Make a better life for yourself and your family!

Don't have your high school diploma? There are many reasons for not graduating from high school, but in today's world, it can be hard to get ahead without a diploma.

That's why KET created a way to study at home for the GED® Tests.

Our GED Connection® series helps you study for all five parts of the GED Tests using a set of workbooks and the television or the internet. It helps you get ready for the tests whether you've been out of school for five months or 50 years.

So, what will you do with your GED diploma? Go to college? Get a better job? Our series, GED Connection, has helped thousands of adults get their GED diploma. We can help you, too!

## Prepare for the GED

With the GED Connection you can study for the GED Tests at a convenient time and place.

KET broadcasts the television schedule. You can choose a convenient time to watch the programs.

Another option for KET's FastForward (a program that gives you access to a broadband connection) is to watch the programs online. You don't need to study, watch a program, and then watch it again. It works for you.

GED Connection provides a program that encourages you to study while you sit at home.

## Here's what people are saying about GED Connection:

"I decided to go after my GED diploma and GED Connection helped me feel better about myself. Thanks KET!"

"I got my GED diploma. And thanks to KET's Connection, I breezed through the test."

"...your chances of getting a good job with a high school diploma if you don't have a high school diploma...it's a great way to brighten your future."

"[GED Connection] was very simple and affordable to some of the other programs I had researched."

"My future plans are to sign up for classes at the College and start a career in the medical field - a thought would be impossible until I found the GED Connection program to get me started."

"KET helped me achieve my goal. I am a single mom and so happy I have my GED and can continue my education."



# Kentucky Adult Education

See Also...

[Adult Education  
Center Contacts](#)

Kentucky Adult Education funds adult education centers in all 120 counties to improve an individual's ability to read, write and speak in English and function effectively in the workplace, family and society.

Services are provided locally by school systems, community and technical colleges, community-based organizations, educational cooperatives, universities or local government.

All services described below are free.

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## **Adult education**

Adult education services provide academic skills instruction, GED® preparation and reading instruction for eligible adults. Adult education assists adults in improving educational attainment levels and successfully entering employment and continuing education. The instruction may also include life skills, employability skills and computer literacy.

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## **English as a second language**

ESL instruction is provided to adults who want to become more fluent in English, pass U.S. citizenship tests and work on job-seeking skills.

English language/civics programs in targeted counties help students acquire the skills and knowledge to become U.S. citizens.

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## **Family literacy**

In family literacy, multiple generations within a family learn together to help parents participate as full partners in their children's education, promote interactive literacy activities between parents and their children and prepare adults and children for success in education and life.

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## **Workforce education**

Kentucky Adult Education programs provide instruction aligned with the College and Career Readiness Standards for Adult Education (CCRS) to assist unemployed (and under-employed) individuals, as well as individuals seeking to transition to postsecondary education and ultimately employment with family sustainable wages to improve academic and workplace skills in pursuit of a GED® and/or NCRC.

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## **Corrections education**

Corrections education consists of adult literacy, adult basic education, adult secondary education/GED® test credential preparation and/or English as a second language for adult criminal offenders. These services take place at a local jails, halfway houses and state correctional institutions.

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## **Transitions to postsecondary education**

KYAE is committed to moving more GED® graduates on to postsecondary education. The percentage of GED® graduates who went on to college increased from 21 percent in 2008 to 25 percent in 2012.

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# Learn in Your County Adult Education Center

You can learn in your county adult education center and online. Come and meet the person who can help you get started. Select the county you live in to find your county adult education center. This phone call will start you on your path to a better life!

If your county is not listed below, please e-mail or call Toni Quire at [toni.quire@ky.gov](mailto:toni.quire@ky.gov) or (502) 573-5114, ext. 113. She will be glad to provide your local contact information.

Help

[On demand, online customer service](#)

County	Phone Number
<u>ADAIR</u>	270-384-1741
<u>ALLEN</u>	2702374492
<u>ANDERSON</u>	502-839-3754
<u>BALLARD</u>	270-665-8412
<u>BARREN</u>	270-629-2061
<u>BATH</u>	606-674-2664
<u>BELL</u>	606-248-3175
<u>BOONE</u>	859-442-1695
<u>BOURBON</u>	859-987-5863
<u>BOYD</u>	606-326-2437
<u>BOYLE</u>	859-238-2171
<u>BRACKEN</u>	606-756-2226
<u>BREATHITT</u>	606.666.7351
<u>BRECKINRIDGE</u>	270-756-1730
<u>BULLITT</u>	502-213-7979
<u>BUTLER</u>	270.526.4560
<u>CALDWELL</u>	2703652322
<u>CALLOWAY</u>	270-759-5525
<u>CAMPBELL</u>	859-292-3056
<u>CARLISLE</u>	(270) 628-9339
<u>CARROLL</u>	502-732-7102
<u>CARTER</u>	6062860137
<u>CASEY</u>	606-787-4732
<u>CHRISTIAN</u>	270-707-3926
<u>CLARK</u>	859-744-1975

<u>CLAY</u>	606-599-1230
<u>CLINTON</u>	6063876648
<u>CRITTENDEN</u>	270-965-9435
<u>CUMBERLAND</u>	2708641262
<u>DAVISS</u>	270-686-4454
<u>EDMONSON</u>	2705972560
<u>ELLIOTT</u>	606-738-5733
<u>ESTILL</u>	606-723-7323
<u>FAYETTE</u>	859-246-6611
<u>FLEMING</u>	606-845-4708
<u>FLOYD</u>	606-886-7334
<u>FRANKLIN</u>	502-875-1481
<u>FULTON</u>	270-472-2373
<u>GALLATIN</u>	502-732-7102
<u>GARRARD</u>	859-792-8666
<u>GRANT</u>	859-823-1341
<u>GRAVES</u>	270-856-2423
<u>GRAYSON</u>	2702180649
<u>GREEN</u>	270-932-6602
<u>GREENUP</u>	6064731091
<u>HANCOCK</u>	270-927-8066
<u>HARDIN</u>	270 769 8866
<u>HARLAN</u>	606-589-3210
<u>HARRISON</u>	859-234-8626, ext. 66422
<u>HART</u>	2705241267
<u>HENDERSON</u>	270-831-9649
<u>HENRY</u>	502-686-0719
<u>HICKMAN</u>	270-653-2294
<u>HOPKINS</u>	270-824-1818
<u>JACKSON</u>	6062873571
<u>JEFFERSON</u>	502-485-3400
<u>JESSAMINE</u>	859-887-9509
<u>JOHNSON</u>	606-788-2827
<u>KENTON</u>	859-442-1166
<u>KNOTT</u>	606-487-3515

<u>KNOX</u>	606-545-6032
<u>LARUE</u>	270-358-8334
<u>LAUREL</u>	606-878-9134
<u>LAWRENCE</u>	606-638-0601
<u>LEE</u>	606-464-9812
<u>LESLIE</u>	606-487-3537
<u>LETCHER</u>	606-633-0279 x13308
<u>LEWIS</u>	606-796-0245
<u>LINCOLN</u>	606-365-9665
<u>LIVINGSTON</u>	270-928-3777
<u>LOGAN</u>	270-726-8777
<u>LYON</u>	270-388-2158
<u>MADISON</u>	859-622-8065
<u>MAGOFFIN</u>	606-349-7005
<u>MARION</u>	270-692-2266
<u>MARSHALL</u>	270-527-7712
<u>MARTIN</u>	606-298-0207
<u>MASON</u>	606-759-7141, ext. 66163
<u>MCCRACKEN</u>	270-534-3339
<u>MCCREARY</u>	606-376-7506
<u>MCLEAN</u>	270-231-0338
<u>MEADE</u>	270-218-0649
<u>MENIFEE</u>	606-768-9741
<u>MERCER</u>	8597344195
<u>METCALFE</u>	270-432-0060
<u>MONROE</u>	270-487-8709
<u>MONTGOMERY</u>	859-499-0760
<u>MORGAN</u>	606-743-1599
<u>MUHLENBERG</u>	2703382257
<u>NELSON</u>	502-331-8809
<u>NICHOLAS</u>	859-289-6861
<u>OHIO</u>	270-298-4470
<u>OLDHAM</u>	502 241-6018
<u>OWEN</u>	502-750-3088
<u>OWSLEY</u>	606-593-5194

<u>PENDLETON</u>	859-654-3325 ext 2601
<u>PERRY</u>	606-487-0665
<u>PIKE</u>	(606) 433-9245
<u>POWELL</u>	606-663-1948
<u>PULASKI</u>	606-679-7030
<u>ROBERTSON</u>	606-724-2216
<u>ROCKCASTLE</u>	606-256-0218
<u>ROWAN</u>	606-783-2871
<u>RUSSELL</u>	270-866-8836
<u>SCOTT</u>	859-246-4696
<u>SHELBY</u>	502-6335524 ext. 36621
<u>SIMPSON</u>	270-586-1682
<u>SPENCER</u>	502-477-3265
<u>TAYLOR</u>	270-465-7736
<u>TODD</u>	270-265-9424
<u>TRIGG</u>	270-522-2212
<u>TRIMBLE</u>	502-255-9191
<u>UNION</u>	270-831-9668
<u>WARREN</u>	270-901-1013
<u>WASHINGTON</u>	270-218-0649
<u>WAYNE</u>	6063485286
<u>WEBSTER</u>	(270) 835-7719
<u>WHITLEY</u>	606-549 7002 Ext. 4423
<u>WOLFE</u>	606-668-3989
<u>WOODFORD</u>	8598794669

Last Updated 1/9/2009

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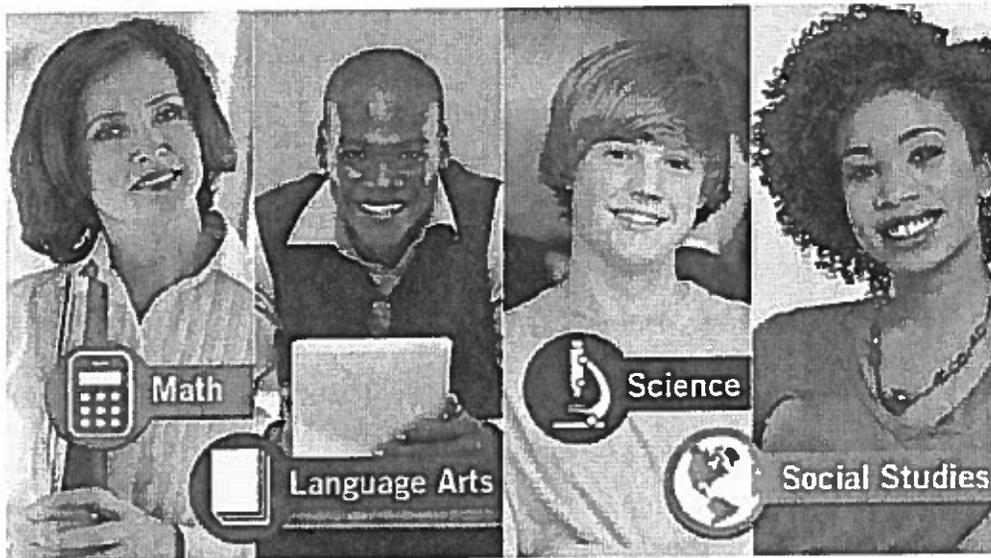
Username

Password

LOGIN

## ONLINE COURSES

The Fast Forward courses are self-paced online courses in math, language arts, science, and social studies with tools that will help you identify your strengths and weaknesses, so you'll know exactly where you need to focus. These courses are aligned with GED® test guidelines. Because Fast Forward is based on national high school standards, the courses are also great prep for other tests including HiSET<sup>®</sup> and TASC.



### Fast Forward Online Course Highlights

- Individualized study plans
- Step-by-step lessons
- Plenty of test tips
- Instructional videos
- Interactive animations
- Plenty of practice problems
- All courses include free vouchers for the official GED Ready™ tests

To be successful in these courses, you should have:

- Computer skills
- Internet access
- Basic math skills
- Strong reading skills
- Time to study
- Self-motivation



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**American GRADUATE**  
*Let's make it happen*



Fast Forward is part of American Graduate: Let's Make It Happen, a public media initiative supported by the Corporation for Public Broadcasting to help local communities across America address the dropout crisis. Learn more about American Graduate at: [americangraduate.org](http://americangraduate.org)

**Request Info Now!**

**Call 1-800-538-4433**

or fill out this form:

name
email
phone
<input type="submit" value="submit"/>

## **Fast Forward College and Career Ready**

Study at Home Program

- [Welcome](#)
- [Watch Videos](#)
- [Get Started](#)
- [More Study Resources](#)
- [Frequently Asked Questions](#)



**Now You Can!**

KET's Fast Forward online study course offers at-home preparation for the 2014 GED® test in the four subject areas: math, language arts, social studies, and science.

[Get Started](#) or [Learn More](#)



**Study at Home!**

Enroll for \$65 and receive:

- Access to the online courses for GED® test prep
- The official GED Ready™ test (a \$16 value)
- A \$30 voucher code toward your GED® testing fee when you are test-ready

Call 800-538-4433 for more information or sign up now!



**What others are saying...**

*"Finally one day I saw this KET-GED program and I immediately knew that was exactly what a person like me needed. ...I am eventually going to go on to the local community college...to one day retrieve an RN license. I never thought that goal would be in reach for me. Now it is."*

*"I would first like to thank you for offering the GED study at home program. I have gotten my life together, a good paying job, and a positive mind. I hope others can and will take advantage of your programs. I know I did"*

*"I can't tell you how much getting my diploma has meant to me."*

*"KET helped me achieve my goal."*

*"I want to be a role model to all my friends that dropped out of high school. I did it, and I know they can!"*

*"I did something I didn't think I could do. I know now I have a lot of opportunities, something I didn't have before."*

*"...without the encouragement that I received from KET after taking my pretest, I don't believe I would have had enough confidence in myself to take the GED test."*

*"The programs are so helpful and convenient I don't know why anyone would hesitate to enroll. "*



## EMPLOYMENT

### DAVIESS COUNTY

#### 1. CAREER ONESTOP

1-877-348-0502

1-877-872-5627

<http://www.careeronestop.org>

#### 2. KELLY SERVICES

706 Green Street

Henderson, KY 42420

(270) 826-1140

[www.kellyservices.com](http://www.kellyservices.com)

Application process takes about 2 hours and you must go to the Henderson office. They do have job openings in Owensboro sometimes.

#### 3. LABOR READY

605 Park Plaza Drive

Owensboro, KY 42301

(270) 852-0520

Show up between 7 AM – 3:30 PM Monday through Friday.

Cannot guarantee how many hours you will get.

[www.LaborReady.com](http://www.LaborReady.com)

#### 4. OFFICE OF EMPLOYMENT & TRAINING

Career Center

121 East 2<sup>nd</sup> Street

Owensboro, KY 42303

(270) 687-7297

[www.oet.ky.gov](http://www.oet.ky.gov)

#### 5. PEOPLEMARK, INC (CHILD SUPPORT Felony Only)

5000 Back Square Drive

Owensboro, KY 42301

(270) 685-0885

Fill out application Monday, Wednesday or Thursday 9 AM, 11 AM,  
or 2 PM

[www.peoplemark.com](http://www.peoplemark.com)

6. SPARTAN STAFFING (Non-violent offenders only)

3427 Frederica Street  
Owensboro, KY 42301  
(270) 683-4257

Come in Monday through Friday 8 AM to 4 PM

Can have family members come in while still incarcerated to pick up paperwork & can mail it in.

Some positions are first come first serve basis – be there between 6:30 to 6:45 AM

7. TROJAN LABOR

1707 Triplett Street  
Owensboro, KY 42303  
(270) 685-2900

Fill out application Monday through Friday 7 a.m. to 1 p.m.

## HANCOCK COUNTY

### Hancock County One-Stop Career Center Information

Director - Carolyn Nugent  
Hancock County Career Center  
1605 US Hwy 60 W  
Hawesville, Kentucky 42348  
Phone: (270) 927-8066  
Fax: (270)927-9043  
Email: CareerCenter@HancockKy.us

### Services

- Employer Services - assist area businesses and industries in finding qualified applicants. Office and meeting rooms are available for training, testing, interviewing, etc.
- Education and Training - through partnerships with Adult Education and Community

Education, job seekers have the resources available to enhance their employability skills. GED, TABE and WorkKeys preparation classes are offered through the Adult Education program. Computer classes and Continuing Education classes are available spring and fall through the Community Education program.

- Assessment of Skills and Aptitudes
- Work Readiness Training -  
computer software for typing skills, interviewing skills and life skills
- Customized Training Programs, in partnership with employers
- Classroom or Self-paced Computer Programs
- Resume Writing -  
WinWay Resume Deluxe software for writing a professional resume and cover letter.
- Career Library -  
with learning videos, job search books, sample resumes and other informational tools
- Job Search Resources
  - Job listings
  - Career resource libraries
  - Computers and printers
  - Fax machines
- Job Referrals -  
through a partnership with The Kentucky Department for Employment Services, qualified applicants are referred to employers for job openings.
- Filing Unemployment Claims -  
The Career Center staff will assist you with filing unemployment claims via the internet.

## HENDERSON COUNTY

1. CUSTOM STAFFING  
1820 N Green River Road  
Evansville, In 47715  
(270) 827-4020
  
2. HR SOLUTIONS  
5401 Vogle Road  
Evansville, In 47715  
(270) 826-0091  
[www.hrsolutions-inc.com](http://www.hrsolutions-inc.com)
  
3. KELLY SERVICES  
706 Green Street  
Henderson, KY 42420  
(270) 826-1140  
[www.kellyservices.com](http://www.kellyservices.com)
  
4. PEOPLE PLUS INC  
300 N Green Street  
Henderson, KY 42420  
(270) 869-9060  
[www.peopleplusinc.com](http://www.peopleplusinc.com)

## **MCLEAN & MUHLENBERG COUNTIES**

1. Muhlenberg Career and Advancement Center  
50 Career Way  
Central City, KY 42330  
(270) 338-5939
2. People Plus  
126 ½ W. Broad Street  
Central City, KY 42330  
(270) 754-3025
3. Department for Employment Services  
50 Career Way  
Central City, KY 42330  
(270) 338-3654
4. Job Corp  
3875 St Rt 181 N.  
Greenville, Kentucky 42330  
(270) 338-3422
5. McLean County Career Center  
200 N. St Hwy 81  
Calhoun, KY 42327  
(270) 273-9023

## **OHIO COUNTY**

1. Ohio County Career Center  
103 East Washington Street  
Ohio County Community Center  
Hartford, KY 42347  
270-298-4421



# Vocational Rehabilitation

## How Can We Help?

Simply put, if an individual has a disability and wants to work, then we are the people to see. Once someone has met the requirements for services, a counselor will help the consumer develop a plan to find a job. The plan could include any of the following services::

- Vocational Assessment
- Counseling and Guidance
- Vocational Training and Related Services, including On-the-Job Training and Self Employment
- Rehabilitation/Assistive Technology
- Support Services
- Job Development
- Job Placement
- Follow-up

OVR also helps individuals access work incentive benefits from Social Security while he/she is getting ready to go to work. These benefits are available to consumers who receive Social Security Disability Insurance (SSDI) and Social Security Income (SSI).

Melinda (pictured right) is a good example of how vocational rehabilitation is helping make a difference in the lives of many Kentuckians. She was referred to the Office of Vocational Rehabilitation's (OVR) Bowling Green office, where counselors and job placement specialists helped her find a job as a delivery person for the Meals on Wheels program. Melinda has not let her inability to hear keep her from being a vital part of her community.



A person who has a physical or mental disability and who wants to work can qualify if the disability gets in the way of finding or keeping a job.

## Who Is Eligible?

Chris (pictured left) became eligible for services after an auto accident in 1990. A year or so later, he was referred to Counselor Leah Hart in the Murray OVR office. After completing a degree from Murray State University in Industrial Technology in 1995, he teamed up with Leah and Employment Specialist, Cindy Ragland to find a job. Chris began working at Murray Mold & Die in Murray, Ky, and has been employed in a high profile position as a programmer since 1996.

Eligibility is determined by a vocational rehabilitation counselor who specializes in counseling, vocational assessment, and job placement.

Vocational rehabilitation counselors serve every area of Kentucky. Call the central office, the Perkins Center or any of the 14 offices listed on the next page for the nearest office to your location.

### Central Office

Frankfort (502) 564-4440  
(800) 372-7172  
(888) 420-9874 (TTY)  
(502) 564-6817 (TTY)

### Carl D. Perkins Comprehensive Rehabilitation Center

(606) 789-1440  
(800) 443-2187  
(877) 600-6111 (TTY)

Ashland  
(606) 928-2238(V/TTY)  
(877) 526-1897

Lexington  
(859) 246-2185  
(888) 211-7276  
(888) 990-9098 (TTY)

Bowling Green  
(270) 746-7489  
(800) 443-6055  
(800) 246-6193 (TTY)

Louisville  
(502) 595-4173  
(800) 456-3334  
(888) 325-4180 (TTY)

Danville  
(859) 239-7885(V/TTY)  
(800) 795-8481

Madisonville  
(270) 824-7549(V/TTY)  
(888) 640-2713

Elizabethtown  
(270) 766-5124(V/TTY)  
(866) 883-0001

Owensboro  
(270) 687-7308  
(888) 640-2811  
(800) 241-5821 (TTY)

Florence  
(859) 371-9450  
(859) 371-0803 (TTY)

Paducah  
(270) 575-7304(V/TTY)

Frankfort  
(502) 564-7629 (V/TTY)  
(888) 640-0134

West Liberty  
(606) 743-7978(V/TTY)  
(800) 440-2530

Harlan  
(606) 573-3890 (V/TTY)

Whitesburg  
(606) 633-9332

The Kentucky Office of Vocational Rehabilitation does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status in employment, or provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all program activities. Printed with Federal Funds (Second Printing)

One of the best kept secrets in Kentucky's workforce



# Consumer Information

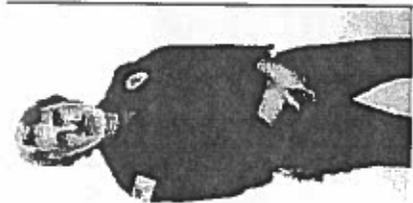
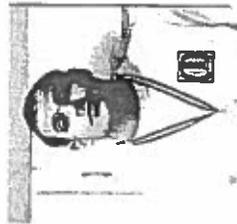
Office of Vocational Rehabilitation  
Department for Workforce Investment  
Education Cabinet

Office of Vocational Rehabilitation  
121 E. 2nd Street, Suite 7  
Owensboro, KY 42303  
(270) 687-7308



"Patience and perseverance  
have a magical effect before  
which difficulties disappear  
and obstacles vanish."

*John Quincy Adam*



One-Stop Career Center

Owensboro Area Career Center  
121 ~~East 2nd Street~~ 3108 Fairview  
Owensboro, KY 42303  
(270) 687-7297

Satellite Centers

Green River Area One-Stop  
212 North Water Street  
Henderson, KY 42420  
(270) 826-0427

Hancock County Career Center  
1605 US Highway 60 West  
Hawesville, KY 42348  
(270) 927-8066

McLean County One-Stop  
200 KY Highway 81 North  
Calhoun, KY 42327  
(270) 273-9023

Ohio County Career Center  
130 East Washington Street  
Hartford, KY 42347  
(270) 298-4421

Union County Career Center  
Paul Herron Technology Center  
4500 US Highway 60 West  
Morganfield, KY 42437  
(270) 389-9531

[www.GRADD.com](http://www.GRADD.com)



A proud member of America's Workforce Network.  
An equal opportunity employer. Auxiliary aids and  
services available upon request to individuals with  
disabilities. Printed with WTA funds.

★★★ GREEN  
★ RIVER  
★★★  
ONE-STOP  
CAREER CENTER

Providing employment & training servi  
to adults and dislocated workers.

## **One-Stop Means One Stop!**

*The employment services and resources of several community agencies have been linked together in one location. You can obtain assistance in self-directed job search, career assessment, career planning, specialized training and direct access to available jobs.*

### **Job Search Assistance**

- How to create a resume
- Completing job applications
- Enhancing interview skills
- Local, regional, and national job search
- Direct access to job listings and job openings
- Identifying your marketable skills
- Assistance with out-of-area job interviews
- Assistance with relocating for new Employment
- Career assessment for transferable skills

### **Career Exploration**

- Local occupations in demand
- Finding your occupational interests
- Skills required for jobs
- Choosing a career

### **Education and Training**

- Computer courses to upgrade skills
- Short-term training programs
- Skills certificates/licenses
- Occupational training programs

### **Community Resources**

- Identifying local agencies and community resources that can benefit job seekers and their families

## APPLY THE INTERNET IN YOUR JOB SEARCH

**NOTE:** The following websites are offered as examples of locations that may help your job search. No attempt is made to acknowledge the credibility or success of any one specific website.

### Career-related Sites:

[www.careernet.com](http://www.careernet.com)  
[www.employmentguide.com](http://www.employmentguide.com)  
[www.indeed.com](http://www.indeed.com)  
[www.tristatehelpwanted.com](http://www.tristatehelpwanted.com)  
[www.greenriverworks.com](http://www.greenriverworks.com)  
[www.kentuckyworks.com](http://www.kentuckyworks.com)  
[www.owensboroworks.com](http://www.owensboroworks.com)  
[www.jobsinowensboro.com](http://www.jobsinowensboro.com)  
[www.oet.ky.gov](http://www.oet.ky.gov)  
[www.employmentguide.com](http://www.employmentguide.com)  
[www.americasjobexchange.com](http://www.americasjobexchange.com)  
[www.simplyhired.com](http://www.simplyhired.com)  
[www.monster.com](http://www.monster.com)  
[www.jobbank.com](http://www.jobbank.com)  
[www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.careerboard.com](http://www.careerboard.com)  
[www.hirefinders.com](http://www.hirefinders.com)  
[www.career.com](http://www.career.com)  
[www.hireability.com](http://www.hireability.com)  
[www.careers.org](http://www.careers.org)  
[www.snagajob.com](http://www.snagajob.com)  
[www.job.com](http://www.job.com)  
[www.dice.com](http://www.dice.com)  
[www.naturejobs.com](http://www.naturejobs.com)  
[www.collegehelpers.com](http://www.collegehelpers.com)  
[www.logisticsjobsite.com](http://www.logisticsjobsite.com)  
[www.oneknox.com](http://www.oneknox.com)

### Accounting-related Sites:

[www.jobsinthemoney.com](http://www.jobsinthemoney.com)  
[www.careersinaccounting.com](http://www.careersinaccounting.com)  
[www.efinancialcareers.com](http://www.efinancialcareers.com)

### Apprenticeship-related Sites:

[www.internships.wetfeet.com](http://www.internships.wetfeet.com)  
[www.labor.state.nh.us](http://www.labor.state.nh.us)  
[www.collegerecruiter.com](http://www.collegerecruiter.com)  
[www.monstertrak.monster.com](http://www.monstertrak.monster.com)

### Career specific site

Employment guide and opportunities  
Key word and/or location job search  
Local job opportunities  
Local job opportunities  
State job opportunities  
Local job opportunities  
Local job opportunities  
O.E.T. job opportunities  
Key word and/or location job search  
Career resources  
Hourly-paid job searching  
Key word and/or location job search  
Technology careers  
Science jobs  
Part-time off campus jobs  
Transportation and logistics job search  
Civilian Army jobs at Ft. Knox



Disability-related Sites:  
[www.disabilityinfo.gov](http://www.disabilityinfo.gov)  
[www.doleta.gov/disability](http://www.doleta.gov/disability)

[www.opm.gov/disability](http://www.opm.gov/disability)

Financial-related Sites:  
[www.tiptopjob.com](http://www.tiptopjob.com)  
[www.financialjobbank.com](http://www.financialjobbank.com)

Graphic Design/Video-related Sites:  
[www.creativegroup.com](http://www.creativegroup.com)  
[www.gamejobs.com](http://www.gamejobs.com)  
[www.hireskills.com](http://www.hireskills.com)

Healthcare-related Sites:  
[www.omhs.org](http://www.omhs.org)  
[www.rxcareercenter.com](http://www.rxcareercenter.com)  
[www.healthcareers.com](http://www.healthcareers.com)  
[www.practicemanagementjobs.com](http://www.practicemanagementjobs.com)  
[www.healthcareerweb.com](http://www.healthcareerweb.com)  
[www.healthcarejobsite.com](http://www.healthcarejobsite.com)  
[www.hcjobsonline.com](http://www.hcjobsonline.com)  
[www.healthjobsusa.com](http://www.healthjobsusa.com)  
[www.carecareers.net](http://www.carecareers.net)  
[www.medhunters.com](http://www.medhunters.com)  
[www.allhealthcarejobs.com](http://www.allhealthcarejobs.com)  
[www.nursejobsnationwide.com](http://www.nursejobsnationwide.com)  
[www.jobcircle.com](http://www.jobcircle.com)  
[www.homecareers.com](http://www.homecareers.com)

Household-related Sites:  
[www.care.com](http://www.care.com)  
[www.sittercity.com](http://www.sittercity.com)

IT/Technical-related Sites:  
[www.techcareers.com](http://www.techcareers.com)

Law-related Sites:  
[www.careers.findlaw.com](http://www.careers.findlaw.com)  
[www.lawcrossing.com](http://www.lawcrossing.com)  
[www.lawjobs.com](http://www.lawjobs.com)

Sales-related Sites:  
[www.salesgravy.com](http://www.salesgravy.com)  
[www.workinretail.com](http://www.workinretail.com)  
[www.allretailjobs.com](http://www.allretailjobs.com)  
[www.simplysalesjobs.com](http://www.simplysalesjobs.com)  
[www.salesjobs.com](http://www.salesjobs.com)

Information on disabilities  
U.S.D. Department of Labor's home site for  
disability info  
Federal jobs for people with disabilities

Social Services-related Sites:  
[www.socialservice.com](http://www.socialservice.com)  
[www.socialworkjobbank.com](http://www.socialworkjobbank.com)  
[www.hscareers.com](http://www.hscareers.com)  
[www.naceweb.org/jobwire](http://www.naceweb.org/jobwire)

Trucking-related Sites:  
[www.hireability.com](http://www.hireability.com)  
[www.freetruckingjobs.com](http://www.freetruckingjobs.com)  
[www.nationaltruckdrivingjobs.com](http://www.nationaltruckdrivingjobs.com)  
[www.driversjobsources.com](http://www.driversjobsources.com)  
[www.careersingear.com](http://www.careersingear.com)  
[www.everytruckjob.com](http://www.everytruckjob.com)  
[www.classadrivers.com](http://www.classadrivers.com)  
[www.jobsintrucks.com](http://www.jobsintrucks.com)  
[www.jobsinlogistics.com](http://www.jobsinlogistics.com)

Science-related Sites:  
[www.biologyjobs.com](http://www.biologyjobs.com)  
[www.careersabroad.co.uk](http://www.careersabroad.co.uk)  
[www.newscientist.com](http://www.newscientist.com)  
[www.sciencecareers.org](http://www.sciencecareers.org)  
[www.computerwork.com](http://www.computerwork.com)

Veterans-related Sites:  
[www.versuccess.gov](http://www.versuccess.gov)



## **FINANCIAL ASSISTANCE**

### **CRITTENDEN COUNTY**

1. **CHILD SUPPORT ENFORCEMENT**  
217 W Bellville St Marion, KY 42064  
(270) 965-5476
2. **CABINET FOR FAMILIES & CHILDREN**  
815 S Main St., Marion, KY 42064  
(270) 965-2254
3. **FAMILY RESOURCE YOUTH CENTER**  
519 W Gum St., Marion, KY 42064  
(270) 965-9833

### **DAVIESS COUNTY**

1. **CHILD SUPPORT DIVISION**  
Judicial Center  
100 E. Second Street  
Owensboro, KY 42303  
(270) 685-8460
2. **CHURCH**  
Contact your church. Some will help with utility bills, rent, or other needs
3. **FAMILY SUPPORT**  
311 W. 2<sup>nd</sup> Street  
Owensboro, KY 42301  
(270) 687-7278  
Cash Assistance – Food Stamps – Medical Assistance
4. **GOODWILL INDUSTRIES OF KENTUCKY**  
2916 W. Parrish Avenue  
Owensboro, KY 42301  
(270) 688-8377
5. **HELP OFFICE OF OWENSBORO**

1316 W. 4<sup>th</sup> Street  
Owensboro, KY 42301  
(270) 685-4971

**6. ST. VINCENT DEPAUL**

10016 Walnut Street  
(270) 233-1802  
1848 Triplett Street  
(270) 683-1060  
2885 W. Parrish Avenue  
(270) 683-1747

**7. SALVATION ARMY**

215 Ewing Road  
Owensboro, KY 42301  
(270) 685-5576

**HANCOCK COUNTY**

**1. Family Support office**

240 Hartford Road  
Hawesville, Ky. 42348  
270-927-8156

Their office houses the following agencies:

Community Base Service  
Food Stamps  
Medical Card  
Ky. Works (K-Tap)

- Light & Heating Service Assistance; Food; Clothing etc...

**2. Audubon Community Office & Help Office**

225 Main Cross Street  
Hawesville, Ky. 42348  
270-927-6500

## **HENDERSON COUNTY**

### **1. CHILD SUPPORT DIVISION**

Henderson County Attorney  
Henderson County Courthouse  
(270)-827-5753

### **2. CHURCH**

Contact your church. Some will help with utility bills, rent, or other needs

### **3. FAMILY SUPPORT**

228 North Green Street  
Henderson, Ky 42420  
(270) 826-8351  
Cash Assistance – Food Stamps – Medical Assistance

### **4. GOODWILL INDUSTRIES OF KENTUCKY**

1300 South Green  
Henderson, Ky 42420  
(270) 827-4663  
(270) 827-0917

### **5. ST. VINCENT DEPAUL**

116 North Alvasia  
Henderson, Ky 42420  
270-827-4138

### **6. SALVATION ARMY**

1213 Washington Street  
Henderson, Ky 42420  
270-826-5160

### **7. HABITAT FOR HUMANITY**

459 Klutey Park Plaza Drive  
Henderson, Ky 42420  
270-869-9011

### **8. AUDUBON AREA (Winter Care)**

270-826-6071

9. OUTREACH  
270-826-5592

10. MARY AND MARTHA  
270-826-2096

11. HOME REPAIRS-Community Development  
270-831-1277

## **MUHLENBERG COUNTY**

1. Kentucky Department for Families and Children  
518 Hopkinsville Street  
Greenville, KY 42345  
(270) 338-2330

(\*Agency provides assistance to families and individuals in need of financial assistance, food stamps, child care issues and medical cards.)

## **OHIO COUNTY**

1. Kentucky Department for Family Support  
947 West 7<sup>th</sup> Street  
Beaver Dam, KY 42320  
270-274-8201  
(Cash Assistance, Food Stamps, Medical Assistance)
2. Audubon Area Community Services  
130 East Washington Street  
Ohio County Community Center  
Suite 101  
Hartford, KY 42347  
270-298-4481

## HOUSING

### CRITTENDEN COUNTY

1. **CRITTENDEN COUNTY CARES**  
(270) 965-5310

### DAVIESS COUNTY

#### EMERGENCY SHELTERS

1. **Boulware Center Mission**  
731 Hall Street  
Owensboro, KY 42303  
(270) 683-8267  
Men only
2. **Daniel Pitino Shelter**  
501 Walnut Street  
Owensboro, KY 42301  
(270) 688-9000  
<http://pitinoshelter.org/>  
Only single women and families are served.
3. **Harbor House**  
807 Clay Street  
Henderson, KY 42420  
(270) 827-5010  
Men only
4. **O.A.S.I.S. (Domestic Violence)**  
Owensboro, KY  
(270) 685-0260  
[oasisinc@omuonline.net](mailto:oasisinc@omuonline.net)  
Female only. Abused men can call

#### NURSING HOMES

1. **Bon Harbor Nursing & Rehab Center**  
2420 West 3<sup>rd</sup> Street

Owensboro, KY 42301  
(270) 685-3141

2. CARMEL HOME

2501 Old Hartford Road  
Owensboro, KY 42303  
(270) 683-0227

3. HARBORSIDE HEALTHCARE REHAB & NURSING CENTER

1205 Leitchfield Road  
Owensboro, KY 42303  
(270) 684-0464

4. HERMITAGE CARE & REHAB CENTER

1614 West Parrish Avenue  
Owensboro, KY 42301  
(270) 684-4559

5. HILLCREST HEALTH CARE CENTER

3740 Old Hartford Road  
Owensboro, KY 42303  
(270) 684-7259

6. WELLINGTON PARK

2885 New Hartford Road  
Owensboro, KY 42303  
(270) 685-2374

PERMANENT HOUSING

1. HOUSING AUTHORITY

2161 E. 19<sup>th</sup> Street, Suite A  
Owensboro, KY 42303  
(270) 683-5365

<http://www.affordablehousingonline.com/housingauthoritydetail.asp?id=KY009>

2. HABITAT FOR HUMANITY

1702 Moseley Street  
Owensboro, KY 42303  
(270) 926-6110

## **HANCOCK COUNTY**

1. Popular Grove Apts  
100 Popular Grove Court  
Lewisport, Ky 42351  
270-295-3164
2. River Hill Apts  
Clay Street Apts  
Hancock Manor (For the elderly and disabled)

The above listed housing complexes are subsidized housing and are all managed by the same office the housing manager can be reached at the following:

3. River Hill Apartments  
259 Jenny Street  
Hawesville, Ky. 42348  
270-929-8769

## **HENDERSON COUNTY**

1. FRIEND OF BILLS  
115 S. Green St.  
Henderson, KY. 42420  
Ph# 826-2138  
House Manager: Gene
2. HARBOR HOUSE CHRISTIAN CENTER  
270-827-5010  
807 Clay Street  
Henderson, Ky 42420

The Harbor House is for men only who are in urgent need for shelter and other basic necessities. They provide a warm bed, three meals a day, clothing, bible studies, encouragement for a job through Diversco, and learn responsibility, such as rent (after their second paycheck), chores, and managing money to be able to live independently again.

3. HENDERSON CHRISTIAN COMMUNITY OUTREACH

270-826-5592  
422 Seventh Street  
POB 363  
Henderson, Ky 42420

The Christian Community Outreach helps those in urgent need for food, housing, medicine, utilities, advocacy, rent, dental and referral services.

#### 4. HOUSING AUTHORITY OF HENDERSON

270-827-1294  
111 South Adams Street  
Henderson, Ky 42420

The Housing Authority provides activities for youth and adults and assists in education, job-training, recreation, and referrals. They also help in promoting housing for low-income members of the community, including section 8 housing. Section 8 is available to the following:

Family units where head of household is 18  
Single person age 62 or older  
Single employed person ages 45-62  
Single at least age 18 and is low-income

Every family pays 30% or less gross income for rent and utilities

#### 5. SHELTER FOR WOMEN AND CHILDREN

270-830-8063  
530 Klutey Park Plaza  
Henderson, Ky 42420

This asset to the community provides a safe haven, food, shelter and guidance for homeless women and children. They have beds for 22 women and are open anytime. They provide temporary assistance while helping women find permanent housing, clothing, child care and more to become self-sufficient. Unfortunately, due to lack of resources, this shelter is not for abused or battered women seeking refuge.

## **MUHLENBERG COUNTY**

### PERMANENT HOUSING

1. Central City Housing Authority  
511 S. 9<sup>th</sup> Street

Central City, KY 42330  
(270) 754-2521

2. Greenville Housing Authority  
613 Reynolds Street  
Greenville, KY 42345  
(270) 338-5900

## **UNION COUNTY**

1. MUNICIPAL HOUSING AUTHORITY  
703 Culver St., Morganfield, KY 42437  
(270) 389-3066
2. HOUSING REHABILITATION  
116 East Old Providence Rd Sturgis, KY 42459  
(270) 333-4231
3. MORGANFIELD NURSING & REHAB  
509 N Carrier St., Morganfield, KY 42437  
(270) 389-3513

## **WEBSTER COUNTY**

1. KENTUCKY RURAL INITIATIVE CORP  
508 E Main St., Providence, KY 42450  
(270) 667-0447
2. AUDUBON AREA COMMUNITY SERVICES  
64 N College St., Dixon, KY 42409  
(270) 639-5635
3. MUNICIPAL HOUSING AUTHORITY  
101 Center Ridge Dr., Providence, KY 42450  
(270) 667-5786



**KY HEARTH Agencies:**

- AIDS Volunteers, Inc. (AVOL) (859) 225-3000
- Appalachian Research and Defense Fund of KY, Inc. (606) 886-3876
- Barnes River Area Safe Space, Inc. (270) 781-9334
- Beattyville Housing and Development Corporation (606) 464-5031
- Bell-Whitley Community Action Agency, Inc. (606) 337-3044
- Big Sandy Area Community Action Program, Inc. (606) 789-3841
- Blue Grass Community Action Partnership (502) 685-4290, x 242
- Bluegrass Domestic Violence Program Inc. (859) 519-1904
- Central Kentucky Community Action Council, Inc. (270) 692-2136
- Christian Social Services, Inc. (606) 784-5329
- City of Ashland (On behalf of various agencies) (606) 324-1715
- Clark County Community Services (859) 744-5034
- Community Action Council (859) 233-4800
- Daniel Boone Community Action Agency, Inc. (606) 598-5127
- Emergency Christian Ministries Homeless Shelter (606) 549-2922
- Frankfort Resource Office for Social Ministries, Inc. (502) 875-4062
- Gateway Homeless Coalition, Inc. (606) 784-2688
- Gearty House (270) 761-8802
- Green River Housing Corporation (270) 928-4433
- Green River Ministries, Incorporated (270) 465-9880
- Harden Countians for a Healthy Community (606) 573-5115
- Hazard Perry County Community Ministries (606) 436-2662
- Hearthland CARES, Inc. (270) 444-8183
- Hope Center (859) 252-7881
- Jesus Community Center, Inc. (270) 726-8547
- KCEOC Community Action Partnership (606) 546-3152
- Kentuckiana Regional Planning and Dev. Agency (502) 268-5571
- Kentucky Domestic Violence Association (KDVA) (502) 209-5382
- Kentucky River Community Care, Inc. (606) 866-9006
- Kentucky River Foodbanks Development Council, Inc. (859) 824-2046
- Lake Cumberland Regional MHA/R Board, Inc. (270) 394-2499
- LifeSkills, Inc. (270) 901-5000, x 1223
- Maysville Initiatives, Inc. (606) 564-4777
- Northern Kentucky Area Development District (859) 283-1865
- Pathways, Inc. (606) 329-8586, x 4080
- Pennroyal Center, Inc. (270) 886-2205
- People's Self-Help Housing, Inc. (606) 796-6333
- Potomacs, Inc. (606) 416-5711
- The City of Richmond (859) 826-1000
- The Salvation Army, A Georgia Corporation (270) 885-9633
- Welcome House of No. KY, Inc. (859) 432-8717
- WestCare Kentucky Pileville Emergency Homeless Shelter and Community Involvement Center (606) 432-9442
- YMCA Safe Place Services (502) 635-4403

**Kentucky Housing Corporation's mission is to provide safe, quality, affordable housing!**

For more information about all homelessness prevention and housing programs, call us or go to our Web site.

**[www.kyhousing.org](http://www.kyhousing.org)**

Kentucky Housing Corporation  
1231 Louisville Rd., Frankfort, KY 40601

Toll-free in Kentucky  
(800) 633-8896  
(502) 564-7630, Ext. 259  
TTY 711  
FAX (502) 564-5708



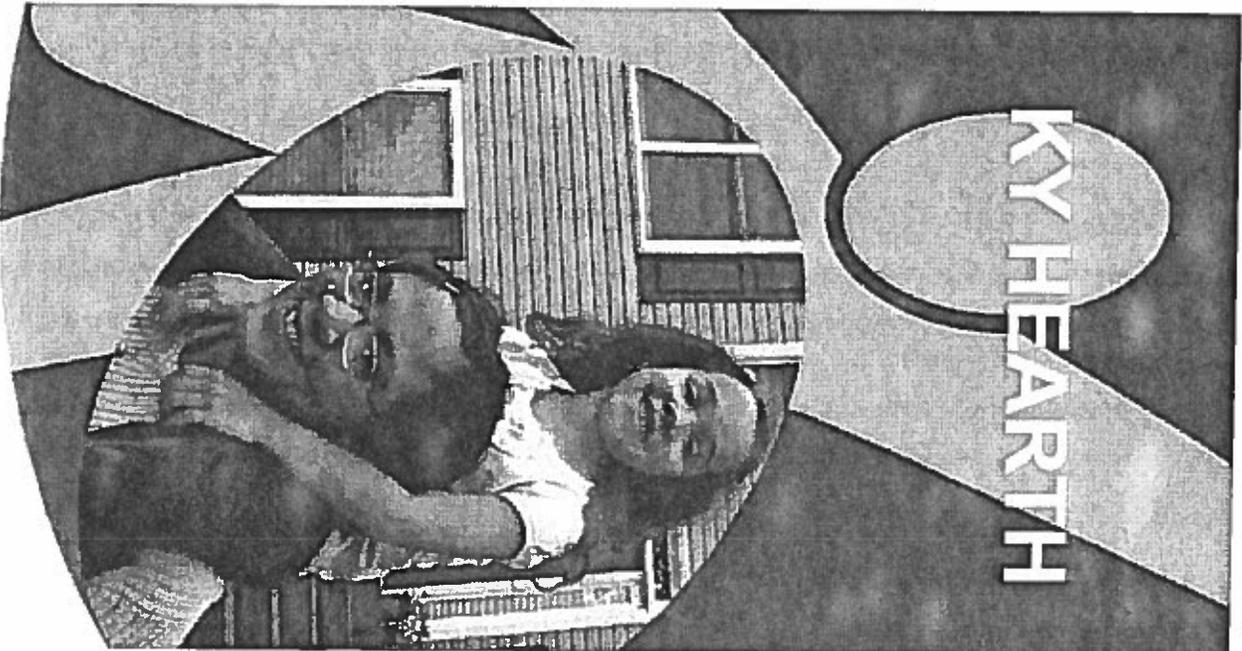
**KENTUCKY**  
**AT WORK**

[www.kentuckyatwork.ky.gov](http://www.kentuckyatwork.ky.gov)



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**Kentucky Housing Corporation**  
Leading the way home...

# We can help you with your clients...

## KY HEARTH helps you find new ways to assist those coming through your door.

### What is KY HEARTH?

Kentucky's Housing and Emergency Assistance Reaching The Homeless (KY HEARTH) program is federal assistance that helps prevent individuals and families from becoming homeless and those who are experiencing homelessness to be quickly re-housed and stabilized. Kentucky Housing Corporation (KHC) administers this funding throughout Kentucky with the exceptions of similar programs in Lexington/Fayette County, Louisville/Jefferson County, and Covington.

The purpose of KY HEARTH is to help eligible program participants quickly obtain and/or sustain stable housing. It is not intended to provide long-term support for program participants.

KY HEARTH is not a mortgage assistance program. However, homeowners who meet KY HEARTH eligibility criteria may receive utility assistance, as well as services, to help them stay housed. These could include case management, credit counseling, identifying appropriate housing, and certain legal services.

Financial assistance is limited to the following activities: short-term rental assistance (costs accrued over three months), medium-term rental assistance (costs accrued over four months but less than 18 months), security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers.

Rental assistance may also be used to pay up to six months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to remain in the unit or move to another appropriate and eligible unit.

### Which clients will KY HEARTH help?

KY HEARTH helps individuals and families who:

- Are at risk of becoming homeless and need temporary rent or utility assistance to prevent homelessness, or
- Are currently homeless and either staying in emergency or transitional shelter or on the street and need temporary assistance to obtain and keep housing.

### Are your clients eligible?

Individuals and families may receive help through your KY HEARTH-funded agency if your KY HEARTH case manager determines that:

- Their household income is at or below 50 percent of the Area Median Income, and
- Their household meets two conditions: (1) no appropriate housing options are available to them AND (2) the financial resources and support networks to obtain housing or remain in housing are not available.

### How do your clients receive assistance?

You can help your clients apply for KY HEARTH assistance through a KY HEARTH representative agency in your area. You can find the closest agency on the list in this brochure. To receive the most recent information concerning KY HEARTH, please visit KHC's Web site at [www.kyhousing.org](http://www.kyhousing.org) or contact KHC's Anne Colly Rose toll-free in Kentucky at (800) 633-8896 or (502) 564-7630, extension 259; TTY 711; or e-mail [arose@kyhousing.org](mailto:arose@kyhousing.org).



## Resource Guide



### Veterans' Services –

- \* Substance Abuse Treatment Facility Locator  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)  
(1-800) 662-4357 (1-800)- 662-HELP
- \* Evansville Vet Center – (812) 473-5993 or  
(1-877) 927-8387
- \* Marion VA Medical Center – (1-618) 997-5311  
2401 West Main Street, Marion, IL 62959
- \* Evansville VA Health Care Center  
6211 E. Waterford Blvd, Evansville, IN (812) 465-6202
- \* Owensboro VA Outpatient Clinic  
3400 New Hartford Rd, Owensboro, KY (270) 684-5034
- \* Suicide Prevention Lifeline – Veterans  
(1-800) 273-8255 (800-273-TALK) – Press 1  
[www.suicidepreventionlifeline.org/Veterans/Default.aspx](http://www.suicidepreventionlifeline.org/Veterans/Default.aspx)
- \* Vet4Warriors – (24/7) – (1-855) VET TALK  
[www.vets4warriors.com](http://www.vets4warriors.com)
- \* Homeless Veteran in need of help? (24/7)  
Toll Free (1-877) 424-3838 (877-4AID VET)  
[www1.va.gov/homeless/index.asp](http://www1.va.gov/homeless/index.asp)
- \* National Resource Directory  
(for wounded, ill and injured service members,  
veterans, their families and those who support them)  
[www.nationalresourcedirectory.org](http://www.nationalresourcedirectory.org)
- \* KY Department of Veteran Affairs  
(1-800) 928-4012 [www.veterans.ky.gov](http://www.veterans.ky.gov)
- \* U.S. Department of Veterans Affairs  
[www.va.gov](http://www.va.gov) (1-800) 827-1000

### Employment –

- \* Career Center – (270) 687-7297) – M-T – 7:30a-5p  
121 E. Second St., Owensboro W-Th – 7:30a-4:30p  
*Multi-agency providing: employment F-8a – Noon  
and training, assistance for job seekers, adult education  
and literacy, vocational rehab and welfare-to-work.*
- \* Goodwill Industries  
Job Placement Services – (270) 688-8377
- \* Vocational Rehab (at the Career Center)  
(270) 687-7308 or (1-888) 640-2811
- \* Neblett Center – programs for youth – adults  
(270) 880-8011



## Resource Guide

### Health Clinics –

- \* McAuley Clinic  
Established by OMHS to assist in providing free medical care  
to those without medical insurance. (270) 926-6575  
819 E. 9<sup>th</sup> Street, Owensboro – Hours: M - F 8am -  
- 4:30pm, Closed for lunch - 11:30am - 12:30pm
- \* Daviess County Community Health Department  
1600 Breckenridge St, Owensboro (270) 686-7744
- \* Owensboro Medical Health System – (270) 688-2000
- \* Community Dental Clinic  
2315 Mayfair Ave, Owensboro (270) 691-6205
- \* St. Camillus Urgent Care  
3600 Frederica St, Owensboro (270) 684-0023

### Pregnancy, Birth & Early Childhood

- P-** CareNet – website: <https://www.care-net.org/>  
922 Triplett St, Owensboro (270) 685-5077
- P&B-** A Caring Connection and St. Gerard Life Home  
(KY Catholic Charities, Owensboro)  
[stgerard@pastoral.org](mailto:stgerard@pastoral.org) (270) 852-8328 or  
Toll free – (1-877) 803-5064
- P-** Marsha's Place (Pregnancy Resource Center  
603 Center St., Henderson 270-826-9674  
[www.marshasplace.org](http://www.marshasplace.org)
- P,B&** Daviess County Health Department
- EC-** Building Stronger Families, Perinatal Program &  
H.A.N.D.S. (270) 686-7744  
1600 Breckenridge St., Owensboro
- P-** OMHS Pre-Natal Education – (270) 688-5098
- B-** Birthright of O'boro – (270) 926-7561 or  
(800) 550-4900
- EC-** Audubon Area Community Services  
Child Care Resource & Referral, Head Start Early  
Childhood Services – (270) 993-6780
- EC-** Neblett Center– programs for ages 4 – 8  
(270) 685-3197
- EC-** Childcare Resource and Referral: (877) 316-3552  
[www.kentuckypartnership.org](http://www.kentuckypartnership.org)

#### STATEMENT:

This brochure was printed on **January 22, 2013**.  
All information in this brochure is subject to change  
after this date.



*Alliance for a Drug-Free  
Owensboro/Daviess County*

## Resource Guide

### HOTLINES:

- \* **CRISIS Line** - (24/7)  
(270) 684-9466 or (1- 800) 433-7291
- \* **Vets4Warriors** - (24/7)  
(1-855) VET TALK (838-8255)
- \* **Crime Stoppers** - (270) 687-8484
- \* **National Suicide Prevention Lifeline**  
24/7 (1-800) 273-8255 (1-800-273-TALK)  
? Veterans, dial # above & press 1  
? Spanish – (1-888) 628-9454
- \* **OASIS (women & children)** - 24/7  
? Crisis Hotline – (1-800) 882-2873
- \* **National Domestic Violence Hotline**  
(1-800) 799-7233 (800-799-SAFE)
- \* **Kentucky Abuse Hotline**  
(1-800) 752-6200
- \* **Parents Helpline**  
(1-800) 432-9251 (1-800-CHILDREN)
- \* **We Tip Crimeline**  
(1-800) 7827463 (1-800-78-CRIME)
- \* **24/7 Addiction Help** - (1- 800) 559-9503
- \* **National AIDS Hotline**  
(1-800) 232-4636

## Resource Guide

### Prevention –



- \* RiverValley Regional Prevention Center  
Resource Center – (270) 689-6563
- \* Daviess County ASAP Board - [www.odcdrugfree.org](http://www.odcdrugfree.org)  
For current contact info call: (270) 689-6563
- \* Owensboro Regional Suicide Prevention Coalition  
[www.orspc.org](http://www.orspc.org) (270) 684-9466 (also a 24-hr. crisis line)
- \* Survivors of Suicide Support Group (SOS)  
Meetings – 6:30pm (270) 302-0717  
2<sup>nd</sup> Thursday of each month - Owensboro  
Sts. Joseph & Paul Youth House, 311 Bellivar St.
- \* Tobacco Control  
Cooper/Clayton Method to Stop Smoking –  
- Green River Heart - (270) 688-0808  
(Info on Classes & to register)
- Kentucky Tobacco Quit Line – [www.quitnowky.org](http://www.quitnowky.org)  
(800) 784-8669 (800-QUIT NOW)

### Domestic Violence/Sexual Assault –

- DV** - OASIS – Women and their children  
Domestic Violence & Substance Abuse Treatment  
(270) 685-0260  
Crisis Hot Line – (800) 882-2873
- SA** - New Beginnings –  
Sexual Assault Support Services  
(270) 926-7273 or (1-800) 226-7273
- DV&SA** - Albion Fellows Bacon Center –  
Domestic Violence & Sexual Abuse Shelter)  
Toll-free - (1-800-339-7752)  
Domestic Violence Crisis Line – (812) 422-5622  
Sexual Assault Crisis Line – (812) 424-7273

### Law Enforcement –

### EMERGENCY CALLS ONLY – 911

*For ALL OTHER CALLS – use numbers below*

- Owensboro Police Dept. – (270) 687-8888
- Office Daviess County Sheriff – (270) 685-8444
- Kentucky State Police –
- Owensboro/Hancock Co – (270) 685-3927
- Henderson – (1-270) 826-3312

## Resource Guide

### Treatment / Recovery –



- Substance Abuse Treatment Facility Locator  
(24/7) (1-800) 662-4357 (1-800) 662-HELP  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)
- T&R** - RiverValley Behavioral Health  
Point-of-Entry – (270) 683-4039  
Crisis Stabilization Unit – (270) 684-0567  
Regional Chemical Dependency Program –  
- Admissions: (270) 689-6557 or 689-6754
- R** - Owensboro Regional Recovery (ORR)  
Men's substance abuse recovery center  
Contact: SOS Coordinator Robert Wetzel to complete  
phone screening - (270) 689-0905, ext. 2105
- R** - Lighthouse Recovery Center  
Drug addiction recovery center  
731 Hall Street, Owensboro (270) 689-4025
- T&R** - Boulware Mission – (270) 683-8267  
A drug/alcohol treatment and recovery  
program. (Also an emergency shelter, food,  
clothing and case management for homeless  
men and women.)
- T** - OASIS – (270) 685-0260  
Women's Substance Abuse Treatment
- R** - Women's Addiction Recovery Manor  
56 N. McKinley St, Henderson, KY – (270) 826-0036
- R** - Owensboro AA Central Office  
302 E. Third St, Gateway House,  
Owensboro - (270) 683-2541  
Information on Al-Anon/Alateen also
- R** - Faith-based - "Celebrate Recovery"  
\* First Church of the Nazarene  
Tuesday, 7pm- Contact Glenn Amerson -  
(270) 926-3086  
\* Owensboro Christian Church  
Thursdays, 6-8pm Contact: Billy Emberton –  
(270) 315-0309
- R** - Transition Program – Faith-Based  
\* New Horizons – (270) 685-4499  
Living facility for recovering male alcoholics  
and drug addicts
- S Support** - Centro Latino  
Interpretation, counseling and referrals for other services  
in Spanish (Drug/Alcohol Counseling, AA meetings etc.)
- R recovery** – People Advocating Recovery (PAR)  
State-wide: <http://peopleadvocatingrecovery.org>  
A Kentucky group of concerned individuals working to  
eliminate barriers to recovery from addiction.

## Resource Guide



### Shelters (Homeless) –



- \* Boulware Mission - (270) 926-0771  
Emergency shelter, food, clothing and case  
management for homeless men and women.  
(Also a drug & alcohol treatment & recovery program)
- \* Daniel Pitino Shelter – (270) 688-9000  
501 Walnut St, Owensboro, KY  
St. Stephen Cathedral Soup Kitchen (at the Pitino shelter)  
Mon – Sat – 8am- doughnuts & coffee, 11am – hot meal  
Sunday - Noon – doughnuts & coffee, 2pm – hot meal
- \* St. Benedict's Emergency Homeless Shelter  
(Men only) – Open 8pm to 8am (270) 541-1003  
1001 W. 7<sup>th</sup> Street, Owensboro, KY
- \* CrossRoads – Adrienne's House  
Emergency Women's (+ children) Shelter  
Contact: Michelle Ison – (270) 313-3319  
e-mail: [Michelle@crossroads.org](mailto:Michelle@crossroads.org)
- CrossRoads – provides community meals (served T & Th  
at 6pm), emergency food assistance, food distribution,  
week-end food for school children, free clothing and  
practical neighbor-to-neighbor support.  
400 Crabtree Avenue (corner of Crabtree & 4<sup>th</sup>)  
[www.crossroadsowensboro.org/site/community-center/](http://www.crossroadsowensboro.org/site/community-center/)
- \* Shelter for Women and Children  
530 Klutzy Park Plaza Dr., Henderson, KY  
(270) 830-8063
- \* Harbor House (men only)  
804 Clay St, Henderson, KY (270) 827-5010

### Intervention –

Kentucky Department for Behavioral Health,  
Developmental and Intellectual Disabilities – [bhdhd.ky.gov](http://bhdhd.ky.gov)  
Select "Provider Information" or "Facilities" from the left-hand  
column for resource information OR click on "Provider  
Directory" in the Related Links box on the right.

*For more information – or to verify updates to the listed  
information, please contact -*

- RiverValley – Regional Prevention Center  
(270) 689-6563
- For more information regarding the Alliance, please contact the:*  
Owensboro Police Department – (270) 687-8888

## **LAW ENFORCEMENT RESOURCES**

### **CRITTENDEN COUNTY**

Crittenden County Detention Center	270-965-3185
Crittenden County Sheriff's Department	270-965-3400
Kentucky State Police	270-676-3313
Marion Police Department	270-965-3400
Crittenden County Prevention Tip Line	270-965-3000
Probation & Parole (State)	270-389-2810

### **DAVIESS COUNTY**

Daviess County Detention Center	270-685-8466
Daviess County Sheriff's Department	270-685-8444
Federal Bureau of Investigation (FBI)	270-926-3441
Kentucky State Police	270-685-3927
Owensboro Police Department	270-687-8806
Probation & Parole (State)	270-687-7245
Probation (Federal)	270-684-2351

## HANCOCK COUNTY

### Hancock County Attorney

Paul L. Madden, Jr. 270-927-8779

### Hancock County Clerk

Trina Ogle 270-927-6117

### Hancock County Jailer

Roger Estes 270-927-8770

### Hancock County P.V.A.

Dennis R. Long 270-927-6846

### Hancock County Sheriff

Ralph D. Bozarth 270-927-6247

## HENDERSON COUNTY

Federal Bureau of Investigation (FBI) 270-926-3441

Henderson County Detention Center 270-827-5560

Henderson County Sheriff's Department 270-826-2713

Henderson Police Department 270-831-1295

Kentucky State Police 270-826-3312  
1-800-222-5555

Probation & Parole (State) 270-827-3896

Probation (Federal) 270-684-2351

## **MCLEAN & MUHLENBERG COUNTIES**

Calhoun Police Department	270-273-9956
Central City Police Department	270-754-2464
Greenville Police Department	270-338-3133
McLean County Sheriff's Department	270-273-3276
Muhlenberg County Sheriff's Dept	270-338-3345

## **OHIO COUNTY**

Beaver Dam Police Department	270-274-7106
Hartford Police Department	270-298-3379
Ohio County Sheriff's Department	270-298-4444

## **UNION COUNTY**

Kentucky State Police	270-826-3312
Morganfield Police Department	270-389-4357
Sturgis Police Department	270-333-2166
Probation & Parole (State)	270-389-2810
Union County Jail	270-389-1581
Union County Sheriff's Department	270-389-1303
Uniontown Police Department	270-822-4233

## **WEBSTER COUNTY**

Clay Police Department	270-664-2254
Kentucky State Police	270-676-3313
Probation & Parole (State)	270-389-2810
Providence Police Department	270-667-2022
Sebree Police Department	270-630-5012
Webster County Detention Center	270-639-7020
Webster County Sheriff's Department	270-639-5067

## **MEDICAL SERVICES**

### **CRITTENDEN COUNTY**

1. CRITTENDEN HEALTH SYSTEM/AMBULANCE SERV  
520 W Green St Marion, KY 42064  
(270) 965-2770 or (270) 965-2550
2. CRITTENDEN HOSPITAL  
US Hwy 60-W Marion, KY 42064  
(270) 965-5281  
**HOME HEALTH** (270) 965-2550  
**REHAB SERVICES** (270) 965-1013
3. CRITTENDEN COUNTY HEALTH DEPARTMENT  
402 N Walker St., Marion, KY 42064  
(270) 965-5215

### **DAVIESS COUNTY**

1. DEPARTMENT OF VOCATIONAL REHABILITATION  
121 E. 2<sup>nd</sup> Street  
Owensboro, KY 42303  
270- 687-7308  
1-800-241-5821
2. FREE CLINIC OF OWENSBORO  
1600 Breckenridge Street  
Owensboro, KY 42303  
270- 852-2904
3. GREEN RIVER DISTRICT HEALTH DEPARTMENT  
1600 Breckenridge Street  
Owensboro, KY 42303  
270- 686-7744  
[www.healthdepartment.org](http://www.healthdepartment.org)
4. MCAULEY CLINIC  
501 Walnut Street  
Owensboro, KY 42303

270- 926-6575

5. NURSING HOMES

See Housing

6. REACH CLINIC

1600 Breckenridge Street

Owensboro, KY 42303

270- 852-2927

Takes anyone without insurance. Will take Medicare & Medicaid.

Sliding fee scale (\$15 to \$55 office visit).

[www.healthdepartment.org](http://www.healthdepartment.org)

## HANCOCK COUNTY

1. Hancock County Health Department

175 Harrison Street, Hawesville

270-927-8803

2. Hancock County Senior Services

295 Main Street, PO Box 203, Hawesville

Program Director: Sheila McClaskie 270-927-8313

3. Hancock County Emergency Operations Center

655 Hawes Blvd., Hawesville

Director: Terry Greathouse 270-927-1310 Fax 270-927-1313

## HENDERSON COUNTY

1. HENDERSON MOM'S CLINIC

Walk-in clinic

1015 North Elm Street – Henderson, Ky 42420

270-826-8009

2. DEACONESS GATEWAY HOSPITAL

4011 Gateway Blvd – Newburgh, In

1-812-842-2000

600 Mary Street – Evansville, In

1-812-450-5000

3. METHODIST HOSPITAL

305 North Elm Street – Henderson, Ky 42420  
270-827-7161

4. ST ANTHONY’S HOSPICE

2410 South Green Street – Henderson, Ky 42419  
270-826-2326

5. ST. VINCENT DEPAUL SOCIETY

270-827-4138  
116 North Alvasia Street  
Henderson, Ky 42420

The St. Vincent DePaul Society assists those in need with low-cost or free clothing and furniture. They also aid in emergency bus tickets, food pantry items, partial assistance with rent/utilities to those in emergency situations and assistance with medical expenses.

6. KENTUCKY DEPARTMENT FOR COMMUNITY BASED SERVICES  
DIVISION OF FAMILY SERVICES

270-826-8351  
228 North Green Street  
Henderson, Ky 42420

The mission of this department is to offer food stamps, financial and medical assistance to eligible individuals.

## **MCLEAN & MUHLENBERG COUNTIES**

1. The Muhlenberg Clinic

1100 W. Everly Brothers Blvd  
Central City, KY 42330

2. Muhlenberg Medical Center

1010 Medical Center  
Powderly, KY 42367  
270-377-1600

3. Muhlenberg County Health Department

105 Legion Drive  
Central City, KY 42330

270-754-3200

4. Muhlenberg Community Health Centers of Western Kentucky  
480 Hopkinsville St  
Greenville, KY 42345  
270-338-5777
5. The McLean County Clinic  
215 Hill Street  
Livermore, KY 42352  
270-278-2531

## **OHIO COUNTY**

1. Ohio County Hospital  
1211 Old Main Street  
Hartford, KY 42347  
270-298-7411
2. Ohio County Health Department  
1336 Clay Street  
Hartford, KY 42347  
270-298-4777/3663
3. Fordsville Area Medical Clinic  
44 West Main Street  
Fordsville, KY 42343

## **UNION COUNTY**

1. UNION COUNTY HEALTH DEPARTMENT  
E. McElroy St Morganfield, Ky 42437  
270-389-1230
2. DEACONESS MEDICAL  
1700 US Hwy 60-W., Morganfield, Ky 42437  
270-389-0031
3. METHODIST HOSPITAL UNION COUNTY  
4604 US Hwy 60-W., Morganfield, KY 42437

270-389-5000

4. METHODIST FAMILY PRACTICE  
US Hwy 60-W., Morganfield, KY 42437  
270-389-2323
5. DR. V. S. SONI  
9064 US Hwy 60-W., Sturgis, KY 42459  
270-333-4349

## **WEBSTER COUNTY**

1. WEBSTER COUNTY FAMILY MEDICINE  
1355 US Hwy 41-A, South Dixon, KY 42409  
(270) 639-9101
2. WEBSTER COUNTY HEALTH DEPARTMENT  
Clayton Ave., Dixon, KY 42409  
(270) 639-9315
3. SEBREE FAMILY PRACTICE  
7146 SR 56- E., Sere, KY 42455  
(270) 835-0145
4. TROVER CLINIC  
215 East Main St., Providence, KY 42450  
(270) 667-7017





Open Enrollment for 2016 coverage through kynect runs through January 31st. You do not need a special reason to enroll or change plans. You must enroll or change plans by January 31st if you want health insurance through kynect. kynect is the only place where you may be eligible for help paying for your insurance costs. Your coverage could start as early as March 1st. Most people who already have coverage through kynect were automatically renewed into their same plan. Please check to see if you were renewed. If you were not renewed, your insurance has ended and you will need to find a new plan by January 31st. If you were renewed, you can change plans before January 31st. For 2016, more insurance companies are offering plans through kynect. You may find lower costs and a better plan for you. The Open Enrollment package you received in the mail give you the next steps to follow. You can visit the kynect stores at Mall St. Matthews and Fayette Malls or call 1-855-4kynect (459-6328) for help. In 2016, the penalty for not having health coverage is \$695 per person (\$347.50 per child) or 2.5% of yearly income whichever is higher. If you qualify, you can enroll in Medicaid and KCHIP at any time.

[Welcome](#)
[Individuals & Families](#)
[Small Business](#)
[Insurance Agents](#)
[kynectors](#)
[Tax Information](#)

## Welcome to kynect, Kentucky's Healthcare Connection.

[Find Agent or kynector](#)

Quality health coverage. For every Kentuckian.

### Get Kynected. On the go.

Download the free kynect mobile app

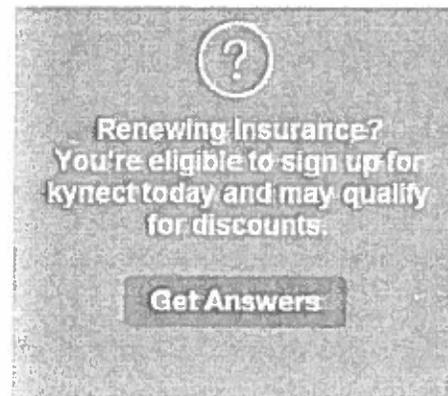


#### ENROLL ON YOUR PHONE

With the new kynect mobile app, you can enroll from beginning to end on your phone. Health insurance at your fingertips. Fill out an application, check for discounts, look at plans, or find someone to help you. Plus, once you have coverage through kynect, you can submit documents, manage your plans, and update your information.

#### ONE-STOP SHOPPING

kynect makes it easy to find health insurance for you, your family or your business. kynect is an unbiased online service. kynect allows you to compare and select insurance plans. You can also enroll in a dental plan through kynect.



#### GET COVERED

It is easy to apply, with just one application to fill out. When you apply online, you get enrolled quickly. We also have insurance agents and kynectors who will help you enroll at no cost to you. You can send in a [paper application](#); however, we recommend you use a computer to apply. If you have questions or need help, we are ready to assist you. Browse our site to learn more.

## FIND OUT MORE

Health insurance can be confusing. There are several resources that provide additional guidance on [Penalties & Exemptions](#), [Special Enrollment](#), [Shopping for Health Insurance Plans](#), [Coverage Effective Dates](#), [Changes in Special Discounts or Payment Assistance](#), [Payments and Due Dates](#), [Additional Help](#) and [Some Terms You Should Know](#).

For more information on finding an Agent or kynector, there is [Additional Help](#).

If you want to know when you should go to an emergency room or what to expect when visiting the doctor or nurse practitioner, find out on [How to kynect](#)

## SPECIAL SAVINGS

Most Americans must have health insurance. Only through kynect can you qualify for help paying your insurance costs, based on income. You can also apply for programs like Medicaid and the Kentucky Children's Health Insurance Program. Employers with 25 or fewer full-time equivalent employees may be eligible for tax credits.

## LEARN MORE

- [About kynect](#)
- [Offices](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)
- [Reports](#)
- [kynect Fact Sheets](#)
- [Understand your Health Coverage](#)



Open Enrollment for 2016 coverage through kynect runs through January 31st. You do not need a special reason to enroll or change plans. You must enroll or change plans by January 31st if you want health insurance through kynect. kynect is the only place where you may be eligible for help paying for your insurance costs. Your coverage could start as early as March 1st. Most people who already have coverage through kynect were automatically renewed into their same plan. Please check to see if you were renewed. If you were not renewed, your insurance has ended and you will need to find a new plan by January 31st. If you were renewed, you can change plans before January 31st. For 2016, more insurance companies are offering plans through kynect. You may find lower costs and a better plan for you. The Open Enrollment package you received in the mail give you the next steps to follow. You can visit the kynect stores at Mall St. Matthews and Fayette Mills or call 1-855-4kynect (459-6320) for help. In 2016, the penalty for not having health coverage is \$695 per person (\$347.50 per child) or 2.5% of yearly income whichever is higher. If you qualify, you can enroll in Medicaid and KCHIP at any time.

[Welcome](#)
[Individuals & Families](#)
[Small Business](#)
[Insurance Agents](#)
[Kynectors](#)
[Tax Information](#)

## It's a new day in healthcare coverage.

[Welcome Individuals & Families](#)
[Check for Eligibility](#)
[Let's Get Started](#)

### MORE AFFORDABLE

More people can save money on health insurance thanks to kynect. [Use our calculator](#) to find out your estimated health insurance costs. It will tell you if you qualify for special discounts. Also, if you are eligible for Medicaid or the Kentucky Children's Health Insurance Program.

### ONE APPLICATION

Most Americans must have health insurance. With kynect, one application is all you need to fill out. You can select the plan that is best for you, based on benefits and services, price, quality and participating providers. You can do a quick check to find out what plans you may be eligible for by clicking [Check for Eligibility](#).

### CONVENIENT MOBILE APP

The kynect mobile app gives you on-the-go access to kynect. Wondering what type of coverage you may qualify for? You can find out [here](#). Need help filling out your application? We can connect you to a person or event so you can get help. Use the kynect mobile app to find the resources you need to make informed decisions about your healthcare coverage.

### EASY TO ENROLL

It is easy to apply. Use our [Enrollment Checklist](#) to gather your information. If you do have a question, kynect is ready to help. Click [Assistance](#) to find free assistance online, over the phone, or in person. Insurance agents and kynectors are ready to help you at no cost to you. Check the kynect mobile app to find an enrollment event near you.

### LEARN MORE

- [About kynect](#)
- [Assistance](#)
- [Offices](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)
- [Reports](#)
- [Exemptions](#)
- [Kynect Fact Sheets](#)
- [Understand your Health Coverage](#)





## Helpful Things Before You Start Your Application

You may not need all of these items, but having them handy may speed up your enrollment process. It is okay if you do not have everything on this list. Remember you can stop and start your application at any time. Just hit Save and Exit. If you have any questions about your application, please call Customer Service at 1-855-4kynect (459-6328). TTY: 1-855-326-4654

### Your Contact Information

- Email Address and Password (*if you don't have an account, a relative or friend may be able to create one for you. You can create one for free at gmail.com or yahoo.com*)
- Mailing and/or Permanent Address
- Proof of Residence (*utility bill, lease, etc.*)
- Phone Number (*that you can always be reach at*)
- Birthdate

### ID (*pick one*)

- Social Security Card or Immigration Documents (*1-9 if available*)
- Government Issued ID, like a Driver's License
- Birth Certificate

### Household Information

- Names, Dates of Birth and Social Security Numbers (SSN) of all persons living in your house
- Proof of Marriage

### Proof of Income (*pick at least one*)

- W-2 Form(s)
- Last year's Tax Return(s)
- Pay Stubs from the last 2 months
- Proof of Unearned Income (*SSI or Disability check stub*)
- Other Proof of Income

### Expenses Information

- Alimony (*if you pay alimony*)
- Student Loan Interest Payment
- Teacher Expenses (*if you are a school teacher only*)
- School Tuition and Fees

### Health Insurance/Card for Current Insurance (*if you have insurance through a job*)

- Cost of Insurance (*premium bill or check stub showing premium deductions*)
- If you are interested in Medicaid Insurance Coverage, do your medical providers (*doctors, clinics, hospitals*) accept Medicaid? Medicaid plans include Passport, Coventry Cares, Humana Care Source, Wellcare and Anthem. It can save you time if you know which insurance plans your medical providers accept.

### Work Information

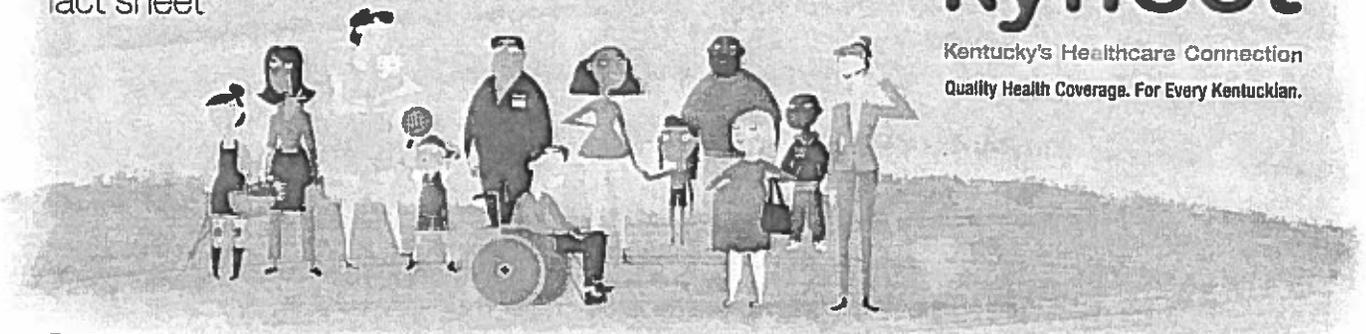
- Employer Identification Number (EIN) if you know this number. This number is on your W-2 form.
- Business Name
- Work Address
- Work Phone Number or Work Number for your Human Resources Office Contact
- Work's Health Plan if your employer offers insurance coverage

# Welcome to kynect

fact sheet

# kynect

Kentucky's Healthcare Connection  
Quality Health Coverage. For Every Kentuckian.



## Get the coverage you need.

kynect is an online health insurance store where you can buy quality health plans from companies you know and trust.

Federal law requires that most people have health coverage or pay a tax penalty. For 2015, the penalty is \$325 per person or 2% of your yearly income, whichever is higher.

## Using kynect, many people qualify for help with insurance costs.

With one application, kynect can help you get the health coverage you need for free (Medicaid and KCHIP) or at a savings (health insurance plan). A family of four can make up to \$33,465 a year and qualify for Medicaid. A family of four can make up to \$95,400 a year and qualify for savings on their health insurance.

## Many people will qualify for help with insurance payments.

FAMILY SIZE	MEDICAID COVERAGE YEARLY INCOME	PAYMENT ASSISTANCE YEARLY INCOME
1	\$16,243	\$46,680
2	\$21,983	\$62,920
3	\$27,724	\$79,160
4	\$33,465	\$95,400
5	\$39,206	\$111,640
6	\$44,947	\$127,880

If your income is near these amounts, you may still qualify.

Payment assistance will be available only if you qualify and purchase through kynect.

Even if you have a preexisting condition like high blood pressure or diabetes, you cannot be denied or canceled. There are no lifetime limits on coverage. Children can stay on their parents' plan until age 26.



[kynect.ky.gov](http://kynect.ky.gov)

1-855-4kynect (459-6328)

## **Get better coverage at a lower cost.**

All health plans must cover 10 essential benefits such as doctor visits, trips to the hospital or emergency room, care for pregnant women and children, treatment for substance abuse and preventative care. An insurance plan not offered through kynect may not have as many benefits.

kynect offers savings, too. Through kynect, more people are eligible for Medicaid. And, many are eligible for discounts on both their monthly bills and their out-of-pocket expenses. But only if you apply!

## **Find the health plan that is right for you.**

When you compare health insurance plans through kynect, the plans are put into four “metal” levels. The levels are based on how you and the plan can expect to share the costs of care:

  
*Bronze Silver Gold Platinum*

The levels do **not** reflect the quality or amount of care the plans provide. The level you choose affects how much you pay each month and how much of the bill you pay for things like hospital visits or prescription medications.

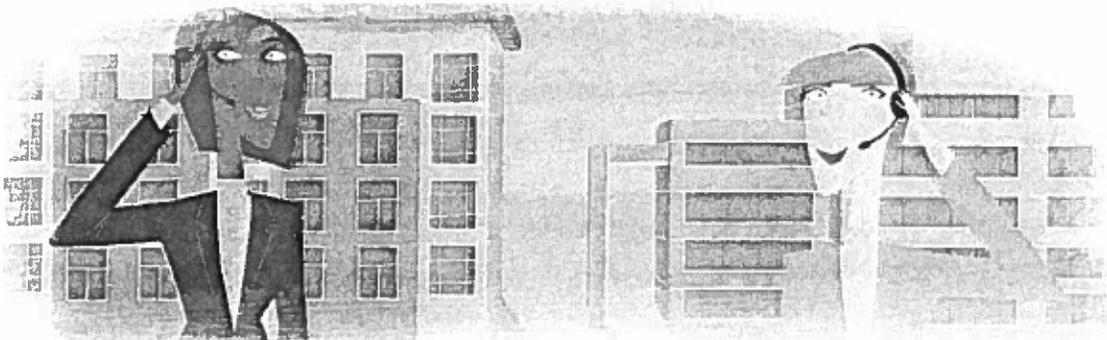
## **You can get free and confidential help.**

Insurance agents can give you advice, help you apply for payment assistance and enroll you in a plan. kynectors can help you fill out an application so you can enroll in Medicaid, KCHIP or an insurance plan. For help, go online to [kynect.ky.gov](http://kynect.ky.gov) or call kynect at **1-855-4kynect (459-6328)**.

## **Options for small businesses.**

kynect also helps small businesses provide affordable health insurance to their employees. Some businesses may qualify for tax credits to help pay for employee health insurance.

## **Save on your insurance. Go online or call kynect today.**



[kynect.ky.gov](http://kynect.ky.gov)

**1-855-4kynect (459-6328)**



**MENTAL HEALTH SERVICES**

**DAVIESS COUNTY**

**1. CRISIS LINE**

210 W. 4<sup>th</sup> Street  
Owensboro, KY 42303  
270-684-9466  
1-800-433-7291

**2. DEACONESS CROSS POINTE**

920 Frederica Street  
Suite 1010  
Owensboro, KY 42303  
270-686-8984  
1-800-491-7144

**3. NEW BEGINNINGS – Rape Victim Services**

270-926-7278

**4. NEW WAY OF LIFE COUNSELING**

227 St. Ann Street  
Owensboro, KY 42303  
270-684-8005

**5. OWENSBORO MERCY HEALTH SYSTEM  
OUTPATIENT COUNSELING CENTER**

1000 Breckenridge Street  
Owensboro, KY 42301  
270-685-2392

**6. RIVER VALLEY BEHAVIORAL HEALTH**

**1<sup>ST</sup> TIME APPOINTMENT POINT OF ENTRY**

1100 Walnut Street  
Owensboro, KY 42301  
270-689-6879

**7. RIVERVALLEY BEHAVIORAL HEALTH  
CRISIS LINE**

270-684-9466

1-800-443-7291  
8. RIVERVALLEY BEHAVIORAL HEALTH  
CRISIS STABILIZATION UNIT (CSU)  
1100 Walnut Street  
Owensboro, KY 42301  
270-684-0567

9. SPOUSE ABUSE CENTER  
270-685-0260

## **HENDERSON COUNTY**

1. COMMISSION FOR CHILDREN WITH SPECIAL HEALTH CARE  
270-826-0976  
270-687-7038  
<http://chs.ky.gov/commissionkids/>

2. A NEW BEGINNING  
3135 Zion Road Suite A – Henderson, Ky 42420  
270-577-3133

3. ADAPT Counseling Services  
125 North First Street – Henderson, Ky 42420  
270-454-4558

4. DEACONESS CROSS POINTE  
7200 East Indiana St – Evansville In  
1-800-947-6789  
920 Frederica St – Owensboro, Ky 42301  
270-686-8984

5. FAMILY OPTIONS  
215 First Street – Henderson, Ky  
270-826-1941

6. GREEN RIVER DISTRICT HEALTH DEPARTMENT  
472 Klutey Park Plaza – Henderson, Ky  
270-826-3951 or 270-827-5527

7. LIGHTHOUSE COUNSELING SERVICES, INC  
230 Second Street Suite 230 – Henderson, Ky

270-826-8761 Phone

270-826-8737 Fax

8. METHODIST HOSPITAL SERVICE

305 North Elm Street – Henderson, Ky

270-827-7161

9. MATTHEW 25 AIDS SERVICES, INC.

411 Letcher Street – Henderson, Ky 42420

270-826-0200 or 1-877-428-1231

10. NEW BEGINNINGS – Sexual Assault Support Services

(270) 926-7278

11. PATRICIA T CLARE MS-Psychologist

428 2<sup>ND</sup> Street – Henderson, Ky 42420

270-827-2003

12. PENNYROYAL CENTER-MENTAL HEALTH CLINIC

1-877-473-7766

13. RIVER VALLEY BEHAVIORAL HEALTH

205 US Hwy 41 South Henderson

270-831-8500

1-800-769-4920

Adult and Children Counseling Services

606 First Street – Providence, Ky

270-667-7092

Mental Retardation and Substance Abuse Counseling

618 N Green Street

270-826-8314

14. RIVERVALLEY BEHAVIORAL HEALTH

CRISIS LINE

(270) 684-9466

1-800-443-7291

15. ANOTHER WAY, INC (Substance Abuse Issues)

401 C Hoffman Drive – Henderson, Ky

270-831-2022 Phone  
270-831-1011 Fax

16. TURNING POINT COUNSELING SERVICES, INC  
524 South Main St – Henderson, Ky  
270-826-6500

## **MUHLENBERG COUNTY**

1. Pennyroyal Mental Health  
506 Hopkinsville Street  
Greenville, KY 42345  
270-338-5211

## **OHIO COUNTY**

1. River Valley Behavioral Health  
1269 Duvall Road  
Beaver Dam, KY 42320  
270-274-0650 or 1-800-769-4920
2. Sabrina West, LCSW  
121 Apple Alley  
Hartford, KY 42347  
270-298-0088

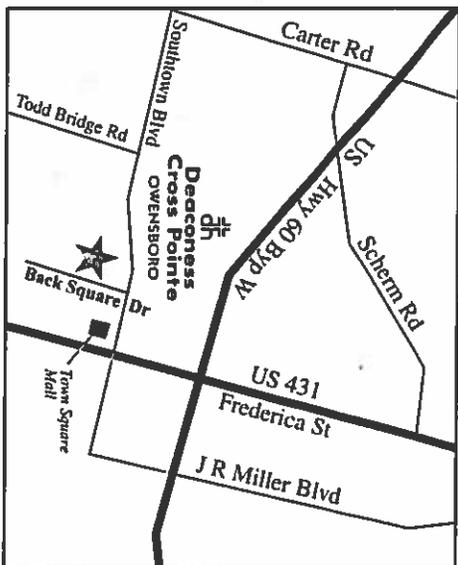


## Deaconess Cross Pointe

### THE EXPERT IN BEHAVIORAL HEALTH

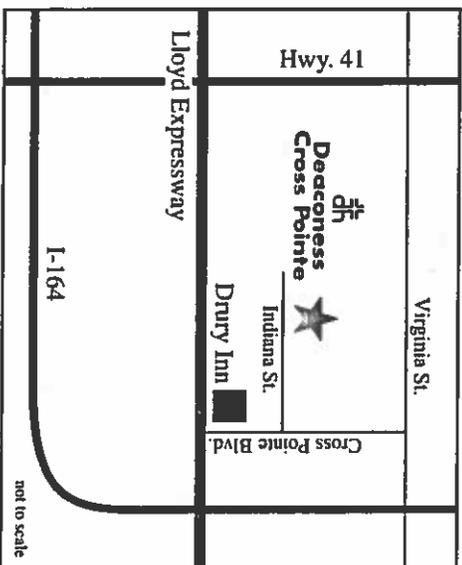
The Deaconess Cross Pointe facility in Evansville offers a full range of mental health services and psychiatric care to meet the emotional and behavioral health care needs of children, teens, adults, seniors and their families. We provide care and treatment at all levels through both outpatient programs and our fully accredited 60-bed inpatient facility.

Our CARE (Call Assessment Referral Evaluation) Team is available to handle calls and inquiries 24 hours a day, seven days a week. During a confidential assessment, one of our licensed mental health professionals asks pertinent questions and listens to the individual patient's and his or her family's situation and needs. The mental health professional then works with our physician to recommend the best course of care within the Deaconess Cross Pointe system and through a wide range of additional community resources.



### Deaconess Cross Pointe—Owensboro

*Assessment & Referral Services*  
5000 Back Square Drive, Building C  
Owensboro, Kentucky 42301  
270-686-8984 or 800-491-7144



### Deaconess Cross Pointe—Evansville

*Inpatient & Intensive Outpatient Services*  
7200 E. Indiana Street  
Evansville, IN 47715  
812-476-7200 or 1-800-947-6789

## About Our Services



*Assessment and*

*Referral Services*

*Children, Teens,*

*Adults and Seniors*



## Deaconess Cross Pointe

OWENSBORO

THE EXPERT IN BEHAVIORAL HEALTH



www.deaconess.com



**THE EXPERT IN BEHAVIORAL HEALTH**

### **Assessment Services**

Our Owensboro office offers confidential assessments for children, adolescents, adults and seniors. During the assessment process, one of our mental health professionals works with the patient and the patient's family to learn their specific situation and needs. Once comprehensive information has been gathered, our treatment team, in consultation with a qualified physician, develops a recommendation for care of the patient.

Our CARE (Call Assessment Referral Evaluation) team is available to handle calls and inquiries 24 hours a day, 7 days a week. Assessments can then be scheduled for either our Owensboro or Evansville, Indiana, location. Some of the issues addressed during the assessment may include depression, anxiety, chemical dependency, suicidal thoughts and other mental health-related issues.

### **Referral Services**

Following the comprehensive assessment, our treatment team develops a referral plan that may include resources from the Owensboro area for outpatient services or Deaconess Cross Pointe in Evansville for inpatient, partial hospitalization or intensive outpatient services.

### **Outpatient Services**

Patients who need outpatient services will be referred to a mental health provider in the Owensboro area. Follow-up care for patients referred to any of the programs at our Evansville location will be arranged with an Owensboro-area provider.

### **Intensive Outpatient Programs— Adult Chemical Dependency**

Patients who require a more intensive program for chemical dependency issues may be referred to the Chemical Dependency Intensive Outpatient Program at our Evansville location. Patients admitted to this program meet three days a week for three hours each day. While the length of admission varies, six weeks is an average treatment time.

### **Partial Hospitalization Program— Adult Behavioral Health**

Occasionally there is a need for a level of care between outpatient services and inpatient care. The Partial Hospitalization Program offers a specialized level of care to meet the needs of adult patients who require this service. The Partial Hospitalization Program meets five days a week for five hours each day.

### **Inpatient Care**

Our inpatient facility in Evansville offers short-term acute care for children, adolescents, adults and seniors who require hospitalization. Medicaid, Medicare and most insurances are accepted for mental health services within the Deaconess Health System.

### **CONCERN Employee Assistance Program**

Employers who contract with Deaconess CONCERN offer, as a benefit to their employees, confidential services from CONCERN. These include assessment, short-term counseling and, if necessary, referral and follow-up services. This benefit covers employees and all household members. CONCERN offices are located in Evansville, Princeton, Huntington and Rockport, Indiana, and in Henderson and Owensboro, Kentucky.

### **Community Services**

Deaconess Cross Pointe provides the following community services:

- Yellow Ribbon Suicide Prevention Training for Adolescents. This training is offered to students, teachers, parents, youth groups, civic organizations and any group interested in suicide prevention in adolescents.
- QPR Suicide Prevention Training for all ages, including adult and senior suicide prevention.
- A speaker's bureau that includes health professionals who speak to groups about a variety of mental health and addiction-related topics.

**To schedule an assessment or for more information, please call Deaconess Cross Pointe Owensboro at 270-686-8984 or toll free at 1-800-491-7144.**



# Mental health services?

*Turn to Deaconess Cross Pointe.*

***Do you or someone you know...***

*...feel depressed or anxious?*

*...experience problems with a child's or teen's behavior?*

*...have a problem with alcohol or drugs?*



## ***Deaconess Cross Pointe***

is pleased to announce the opening of our Owensboro assessment and referral office. We offer comprehensive mental health and chemical dependency assessments for children, adolescents, adults and seniors.

Medicare, Medicaid and most insurances accepted.



For more information about Deaconess Cross Pointe services, call **270-686-8984** or toll free **1-800-491-7144**. Calls are answered 24 hours a day, 7 days a week. Visit us online at ***www.deaconess.com***.



  
**Deaconess  
Cross Pointe**  
**OWENSBORO**

**THE EXPERT IN BEHAVIORAL HEALTH**

---

5000 Back Square Dr., Bldg. C • Owensboro, KY 42301





**\*\*Our mission is to provide Comprehensive Mental Health Services to the Community\*\***

To whom it may Concern:

Estes Behavioral Health would like to take this opportunity to inform you of the services we are able to provide. Although we are new to the community, recently opening in Hawesville, KY in October we have already made an impact on providing Mental Health services to community members. We currently see Ages 5 and Up. We are In-network with most insurance companies and are a KY Medicaid Provider.

**On-staff:** Board Certified Family Psychiatric Nurse Practitioner—Jessica Estes

Licensed Social Worker-Annie Ramage

DUI Services—Patti McLevaine

**Current Services:**

Substance Abuse Evaluations

Psychological Evaluations

Outpatient Therapy (Monthly to Bi-Weekly)

Medication Management

Case Management (If needed)

**DUI SERVICES--** AODE licensed facility able to provide Out Patient Therapy and PRI Classes On-Site. . We currently have two staff available to complete DUI assessments. (Call for Appointment)

We will soon be adding a Licensed Clinical Social Worker on staff to assist with those who need more intensive/frequent therapy. We strive to seek a more collaborative approach to comprehensive mental health services.

Please call if interested in making a referral/appointment or would like to set up a meeting to further discuss services. We look forward to a partnership in serving the community's mental health/substance abuse needs.



## **RECREATIONAL ACTIVITIES**

### **CRITTENDEN COUNTY**

1. TOULA COMMUNITY CENTER  
6238 SR 135, Marion, KY 42064  
(270) 965-9226
2. MEMORIAL PARK  
Marion, KY 42064
3. CRITTENDEN COUNTY PARK  
Marion, KY 42064

### **DAVIESS COUNTY**

1. BEN HAWES STATE RECREATIONAL PARK  
4 Miles West of Owensboro on Hwy. 60 E.  
270-687-7134
2. Boys & Girls Club  
3415 Buckland Square  
Owensboro, KY 42301  
270-685-4903
3. CAP GARDNER PARK  
20<sup>th</sup> & Allen Streets  
Owensboro, KY
4. CHAUTAUQUA PARK  
1201 Bluff Avenue  
Owensboro, KY
5. ENGLISH PARK  
2 Woodford Avenue
6. JACK C. FISHER PARK  
3900 West Fifth Street Road  
Owensboro, KY
7. GOOSE EGG PARK

3<sup>RD</sup> & Orchard Street  
Owensboro, KY

8. INTERNATIONAL BLUEGRASS MUSIC MUSEUM  
Daviess Street  
Owensboro, KY  
270-926-7891
9. KENDALL-PERKINS PARK  
West 5<sup>th</sup> Street Road  
Owensboro, KY
10. LEGION PARK  
Byers Avenue  
Owensboro, KY
11. MORELAND PARK  
West Parrish Avenue  
Owensboro, KY
12. OWENSBORO AREA MUSEUM OF SCIENCE & HISTORY  
122 E. 2<sup>nd</sup> Street  
Owensboro, KY 42303  
270-687-2732
13. OWENSBORO DANCE THEATRE  
River Park Center  
101 Daviess Street  
Owensboro, KY 42303  
270-684-9580
13. OWENSBORO MUSEUM OF FINE ART  
901 Frederica Street  
Owensboro, KY 42303  
270-685-3181
14. PANTHER CREEK PARK  
Wayne Bridge Road  
Owensboro, KY
15. SHIFLEY PARK  
Bittel Road & Dallas Avenue

Owensboro, KY

16. WESTERN KENTUCKY BOTANICAL GARDEN

25 Carter Road  
Owensboro, KY 42301  
270-852-6000

17. YMCA

900 Kentucky Parkway  
Owensboro, KY 42301  
270-926-9622

**HENDERSON COUNTY**

AUDUBON STATE PARK

2910 US Hwy 41 Henderson, Ky 42420  
270-826-2247 Office  
270-826-5939 Camping Area Office  
270-826-5546 Golf Pro Shop  
270-827-1893 Museum

HENDERSON COUNTY TOURISM COMMISSION

270-826-3128

CITY PARKS

Walking Trails	Volleyball Court
Skate Park	Club House
Club House	Shelter House
Playgrounds	Fishing
Tennis Court	Disc Golf

MINERATURE GOLF

N Green Street – Henderson, Ky 42420

WATERPARK DOWNTOWN

YMCA

460 Klutzy Park Plaza – Henderson, Ky 42420  
270-827-9622

## ANNUAL EVENTS

- Tri-Fest (April)
- Henderson County Fair (June)
- W.C. Handy Blues & B-B-Q (June)
- Bluegrass in the Park (August)
- GRADD Arts & Crafts Festival (October)
- Halloween Parade (October)
- Christmas in the Park (December)
- Christmas Parade (December)
- Friday Night Music on the River (during the summer)

## OHIO COUNTY

1. Ohio County Park  
2300 State Route 69 North  
Hartford, KY 42347  
270-298-4466
2. Family Wellness Center of Ohio County  
343 South Main Street  
Hartford, KY 42347  
270-298-4500

## UNION COUNTY

1. HIGGINSON-HENRY STATE PARK  
US Hwy 56- East Morganfield, KY 42437  
270-389-3850
2. MORGANFIELD CITY PARK  
US Hwy 56-East Morganfield, KY 42437
3. DUNBAR PARK  
West O'Bannon St Morganfield, KY 42437
4. YMCA  
252 E Brady St Morganfield, KY 42437  
270-389-9622

## WEBSTER COUNTY

1. BAKER PARK  
Dixon, KY 42409

## **SUBSTANCE ABUSE REFERRALS**

### **DAVISS COUNTY**

**1. BACK TO BASICS COUNSELING SERVICES, LLC**

227 St. Ann Street  
Owensboro, KY 42303  
270-684-3500

[BacktoBasics1@bellsouth.net](mailto:BacktoBasics1@bellsouth.net)

Substance abuse services offered: Outpatient, individual, recovery-relapse prevention, DUI services, 20 hr. education, outpatient treatment, Marijuana education-20 hrs (CYT), Anger management for adults and adolescent, anger management group, parenting and SA education.

**2. BOULWARE MISSION, INC.**

731 Hall Street  
Owensboro, KY 42303  
270-683-8267

[www.boulwaremission.org](http://www.boulwaremission.org)

Substance abuse services offered: Intensive outpatient services.

**3. DEACONESS CROSS POINTE**

920 Frederica  
Suite 1010  
Owensboro, KY 42301  
270-686-8984

Substance abuse services offered: Outpatient, assessment and referral, Adult and Adolescent assessments to determine level of care.

**4. DRUG HELP LINE**

1-800-378-4435

**5. DUI COUNSELING CENTER**

109 E. 2<sup>nd</sup> Street  
Owensboro, KY 42303  
270-683-0308

**6. GOALS SUBSTANCE ABUSE PROGRAM**

Daviess County Detention Center  
3337 Hwy. 60 E.

Owensboro, KY 42303  
270-685-8466 Ext. 240

Substance abuse services offered: Recovery program for the incarcerated (intervention).

**7. LIFESKILLS LEARNING CENTER**

117 E. 18<sup>th</sup> Street  
Owensboro, KY 42303

Provides 16 weeks of outpatient groups for \$20 per session and initial assessment. Groups are every Monday afternoon at 1:00, 5:00, and 7:00. Monthly progress reports plus regular e-mails of enrollment and attendance.

**8. LIGHTHOUSE RECOVERY SERVICES, INC.**

518 E. 5<sup>th</sup> Street  
Owensboro, KY 42303  
270-691-0051

Substance abuse services offered: Recovery program that includes support groups, mentoring and educational groups. Also offer 4 residential recovery homes for structured living. Capacity is 24 men and 24 women (separate homes).

**9. NEW HORIZONS TRANSITIONAL LIVING PROGRAM**

320 Clay Street  
Owensboro, KY 42303  
270-685-4499  
[Newhoriz94@yahoo.com](mailto:Newhoriz94@yahoo.com)

Substance abuse services offered: Long term residential transitional living. Men come to N.H. following substance abuse treatment and usually stay 9, 12, or more months.

**10. O.A.S.I.S., INC.**

Owensboro, KY  
270-685-0260  
[oasisinc@omuonline.net](mailto:oasisinc@omuonline.net)

Substance abuse services offered: 42 days in house treatment, Individual/group counseling, access to outside 12 step meetings, Intervention, pretreatment, non-medical detox, long term. Female only. Abused men can call.

**11. OWENSBORO MEDICAL HEALTH SYSTEM**

Owensboro, KY  
270-688-4235

Substance abuse services offered: Medical detox for substance abuse

**12. OWENSBORO RECOVERY CENTER**

4301 Veach Road  
Owensboro, KY 42303  
Phone 270-689-0905

**2. RIVER VALLEY BEHAVIORIAL HEALTH**

1100 Walnut Street  
Owensboro, KY 42301  
270-689-6548  
[www.rvbh.com](http://www.rvbh.com)

Substance abuse services offered: Outpatient, Intensive Outpatient Program, IOP w/access to 28-day residential, non-medical detox, Matrix model, Relapse group.

**HENDERSON COUNTY**

**Women's Addiction Recovery Manor (WARM)**

56 N. McKinley Street  
Henderson, KY 42420  
Phone 270-826-0036

**MUHLENBERG COUNTY**

**Pennyroyal Mental Health**

506 Hopkinsville Street  
Greenville, KY 42345  
270-338-5211

**OHIO COUNTY**

**1. My Brother's House (Christ-centered Recovery House)**

101 Jefferson Street  
McHenry, KY 42354

270-363-2313  
(Male Only)

2. Sabrina West, LCSW (Out-patient)  
121 Apple Alley  
Hartford, KY 42347  
270-298-0088
  
3. Oasis (Substance and Spousal Abuse)  
130 East Washington Street  
Ohio County Community Center  
Suite 103  
Hartford, KY 42347  
800-882-2873

## Resource Guide



### Veterans' Services

- \* Substance Abuse Treatment Facility Locator  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)  
(1-800) 662-4357 (1-800)- 662-HELP
- \* Evansville Vet Center – (812) 473-5993 or (1-877) 927-8387
- \* Marion VA Medical Center – (1-618) 997-5311  
2401 West Main Street, Marion, IL 62959
- \* Evansville VA Health Care Center  
6211 E. Waterford Blvd, Evansville, IN (812) 465-6202
- \* Owensboro VA Outpatient Clinic  
3400 New Hartford Rd, Owensboro, KY (270) 684-5034
- \* Suicide Prevention Lifeline – Veterans  
(1-800) 273-8255 (800-273-TALK) – Press 1  
[www.suicidepreventionlifeline.org/Veterans/Default.aspx](http://www.suicidepreventionlifeline.org/Veterans/Default.aspx)
- \* Vet4Warriors – (247) – (1-855) VET TALK  
[www.vets4warriors.com](http://www.vets4warriors.com)
- \* Homeless Veteran in need of help? (24/7)  
Toll Free (1-877) 424-3838 (877-4AID VET)  
[www1.va.gov/homeless/index.asp](http://www1.va.gov/homeless/index.asp)
- \* National Resource Directory  
(for wounded, ill and injured service members,  
veterans, their families and those who support them)  
[www.nationalresourcedirectory.org](http://www.nationalresourcedirectory.org)
- \* KY Department of Veteran Affairs  
(1-800) 928-4012 [www.veterans.ky.gov](http://www.veterans.ky.gov)
- \* U.S. Department of Veterans Affairs  
[www.va.gov](http://www.va.gov) (1-800) 827-1000

### Employment

- \* Career Center - (270) 687-7297 – M-T – 7:30a-5p  
121 E. Second St., Owensboro W-Th – 7:30a-4:30p  
*Multi-agency providing: employment F- 8a – Noon  
and training, assistance for job seekers, adult education  
and literacy, vocational rehab and welfare-to-work.*
- \* Goodwill Industries  
Job Placement Services – (270) 688-8377
- \* Vocational Rehab (at the Career Center)  
(270) 687-7308 or (1-888) 640-2811
- \* Neblett Center – programs for youth – adults  
(270) 880-8011



## Resource Guide

### Health Clinics

- \* McAuley Clinic  
Established by OMHS to assist in providing free medical care to those without medical insurance. (270) 926-6575  
819 E. 9<sup>th</sup> Street., Owensboro – Hours: M - F 8am - 4:30pm, Closed for lunch - 11:30am - 12:30pm
- \* Daviess County Community Health Department  
1600 Breckenridge St, Owensboro (270) 686-7744
- \* Owensboro Medical Health System – (270) 688-2000
- \* Community Dental Clinic  
2315 Mayfair Ave, Owensboro (270) 691-6205
- \* St. Camillus Urgent Care  
3600 Frederica St, Owensboro (270) 684-0023

### Pregnancy, Birth & Early Childhood

- P-** CareNet – website: <https://www.care-net.org/>  
922 Triplett St, Owensboro (270) 685-5077
- P&B-** A Caring Connection and St. Gerard Life Home  
(KY Catholic Charities, Owensboro)  
[stgerard@pastoral.org](mailto:stgerard@pastoral.org) (270) 852-8328 or  
Toll free – (1-877) 803-5064
- P-** Marsha's Place (Pregnancy Resource Center  
603 Center St., Henderson 270-826-9674  
[www.marshasplace.org](http://www.marshasplace.org)
- P,B&** Daviess County Health Department
- EC-** Building Stronger Families; Perinatal Program &  
H.A.N.D.S. (270) 686-7744  
1600 Breckenridge St., Owensboro
- P-** OMHS Pre-Natal Education – (270) 688-5098
- B-** Birthright of O'boro – (270) 926-7561 or  
(800) 550-4900
- EC-** Audubon Area Community Services  
Child Care Resource & Referral, Head Start Early  
Childhood Services – (270) 993-6780
- EC-** Neblett Center– programs for ages 4 – 8  
(270) 685-3197
- EC-** Childcare Resource and Referral: (877) 316-3552  
[www.kentuckypartnership.org](http://www.kentuckypartnership.org)

### STATEMENT:

This brochure was printed on **January 22, 2013.**  
All information in this brochure is subject to change  
after this date.



**Alliance for a Drug-Free  
Owensboro/Daviess County**

## Resource Guide

### HOTLINES:

- \* **CRISIS Line** - (24/7)  
(270) 684-9466 or (1- 800) 433-7291
- \* **Vets4Warriors** - (24/7)  
(1-855) VET TALK (838-8255)
- \* **Crime Stoppers** - (270) 687-8484
- \* **National Suicide Prevention Lifeline**  
24/7 (1-800) 273-8255 (1-800-273-TALK)  
? Veterans, dial # above & press 1  
? Spanish – (1-888) 628-9454
- \* **OASIS (women & children)** - 24/7  
? Crisis Hotline – (1-800) 882-2873
- \* **National Domestic Violence Hotline**  
(1-800) 799-7233 (800-799-SAFE)
- \* **Kentucky Abuse Hotline**  
(1-800) 752-6200
- \* **Parents Helpline**  
(1-800) 432-9251 (1-800-CHILDREN)
- \* **We Tip Crimeline**  
(1-800) 7827463 (1-800-78-CRIME)
- \* **24/7 Addiction Help** - (1- 800) 559-9503
- \* **National AIDS Hotline**  
(1-800) 232-4636



**Going Home Isn't Easy**

**But Now There's Help**

**24/7 Support for**

**Social Services**

**Financial Services**

**Emotional Support**

**Substance Abuse**

**Community Resources**

**Call Toll Free**

**877-INMATE4**

**1-877-466-2834**

**The Kentucky Department of Corrections**



## **SUPPORT GROUPS**

### **DAVIESS COUNTY**

1. ALCOHOLICS ANONYMOUS  
1 Hanning Lane  
Owensboro, KY 42301  
(270) 683-0371
2. CRISIS LINE – RIVER VALLEY BEHAVIORAL HEALTH  
(270) 684-9466
3. DEPRESSION AND EMOTIONS ANONYMOUS  
(270) 274-4020
4. KENTUCKY DEPT. OF CORRECTIONS 24/7 SUPPORT  
1-800-Inmate4 (1-800-466-2834)
5. NEW BEGINNINGS – RAPE VICTIMS SERVICES  
(270) 926-7278

#### **Owensboro AA/NA**

#### **AA meetings at 320 Crittenden St. behind Budget Inn**

8:00 am Mon. – Sat.

10:00 am Mon. – Fri.

Noon Mon. – Fri.

5:30 pm every day

8:00 pm every day

#### **NA meetings at 5<sup>th</sup> and St. Ann**

Noon Mon. – Fri.

5:30 pm every day

7:30 pm Sun., Mon., Wed., Fri.

## **HANCOCK COUNTY**

Narcotics Anonymous Meetings

Dope Less Hope Fiends  
101 Taylor Street  
Cannelton, IN

Monday through Friday 7:00 PM

## **HENDERSON COUNTY**

**1. ALCOHOLICS ANONYMOUS**

1 Hanning Lane  
Owensboro, KY 42301  
270-683-0371

**2. CRISIS LINE – RIVER VALLEY BEHAVIORAL HEALTH**

270-684-9466

**3. DEPRESSION AND EMOTIONS ANONYMOUS**

270-274-4020

**4. KENTUCKY DEPT. OF CORRECTIONS 24/7 SUPPORT**

1-800-Inmate4 (1-800-466-2834)

**5. NEW BEGINNINGS – RAPE VICTIMS SERVICES**

270-926-7278

**6. ALCOHOLICS ANONYMOUS**

South Western Indiana Central Office  
123 N.W. 4TH Street

Evansville, Indiana 47708  
Phone: 812-434-4952  
Fax: 812-434-4870

7. NARCOTICS ANONYMOUS  
PO Box 3184  
Evansville, IN 47731  
877-642-5831

## **MCLEAN & MUHLENBERG COUNTIES**

### **AA/NA & Celebrate Recovery**

#### **➤ Sunday**

- Drakesboro City Council Building - **9:00 am**
- ❖ **Celebrate Recovery**
  - Calhoun 1<sup>st</sup> Baptist Church (McLean Co.) – **6:30 pm**

#### **➤ Monday**

- Catholic Church (Central City) - **7:30 pm**
- Emmanuel Church (Central City / Beside Fire Dept.) - **12:00 pm**

#### **➤ Tuesday**

- Cumberland Presbyterian (Briar Creek / Millport) - **7:30 pm**

#### **➤ Wednesday**

- Emmanuel Church (Central City / Beside Fire Dept.) – **12:00 pm**
- ❖ **Celebrate Recovery**
  - Livermore Methodist Church (McLean Co.)- **6:30 pm**

#### **➤ Thursday**

- Old Nautilus Building (Greenville / Behind Malone's) –  
**7:30 pm**

➤ **Friday**

- Emmanuel Church (Central City / Beside Fire Dept.) –  
**12:00 pm**
- ❖ **Celebrate Recovery**
  - Mercer Baptist Church (**Powderly**) – **6:30 pm**

## **OHIO COUNTY**

### **AA/NA Meeting Schedule for Ohio County**

- NA - Monday, Wednesday, Friday at 9:00AM in the Ohio County Community Center
- AA – Monday, 7:30 PM in the Render Center (old Wayland Elementary School)
- NA – Monday, 7:30 PM at the Eastfork Baptist Church in Fordsville
- NA – Tuesday, 7:30 PM in the Ohio County Community Center
- Celebrate Recovery, 5:45PM – Eat, 6:15PM – Meeting at Hartford Methodist Church
- AA – Thursday, 7:30 PM at St. Francis in Horse Branch
- Celebrate Recovery Thursday, 6:00PM – Eat, 6:30PM – Meeting at Seventh Day Adventist Church on Goshen Road
- AA – Friday, 7:30 PM at the Hartford Methodist Church

# Owensboro Area AA/NA Meetings

Monday	5:30	AA	Promise Group	320 Club
	5:30	AA	From Here on Out	15 Carter Road
	5:30	NA	Clean and Serene	5 <sup>th</sup> and St. Ann
	5:30		Alanon -Families of Alcoholics	Owensboro Christian Rm 304
	6:30	AA	Veach Rd. Group	O.R.R.
	7:30	NA	We Do Recover	5 <sup>th</sup> and St. Ann
	8:00	AA	Serenity Park	320 Club
	8:00	AA	Living Sober	Family Worship Center
Tuesday	5:30	AA	Promise Group	320 Club
	5:30	AA	From Here on Out	15 Carter Road
	5:30	NA	Clean and Serene	5 <sup>th</sup> and St. Ann
	6:30	NA	Fresh Start	3 <sup>rd</sup> Baptist -Fireside
	7:30		Celebrate Recovery	First Church of Nazarene
	8:00	AA	Serenity Park	320 Club
	8:00	AA	Last House on the Block	O.R.R.
	8:00	AA	Locust St. Group	St. Stephens Pastoral
Wednesday	5:30	AA	Promise Group	320 Club
	5:30	NA	Clean and Serene	5 <sup>th</sup> and St. Ann
	6:00		Celebrate Recovery	New Life Church
	6:30	AA	Veach Rd. Group	O.R.R.
	8:00	AA	Serenity Park	320 Club
	8:00	AA	Broken Elevator	5 <sup>th</sup> and St. Ann
	8:00	AA	Sick and Tired	Our Lady of Lourdes
	Thursday	5:30	AA	Promise Group
5:30		NA	Clean and Serene	5 <sup>th</sup> and St. Ann
6:00		AA	Hall St. Group	Hall St. Baptist Church
7:30		AA	Sicker Than Others	320Club
8:00		AA	Serenity Park	320 Club
8:00		AA	5th and St. Ann Group	5 <sup>th</sup> and St. Ann
6:00- 8:00			Celebrate Recovery	Owensboro Christian Church
			Meal at 5:30 in Community Room	Chapel Entrance

Child Care Proviced

Friday	5:30	AA	Promise Group	320 Club
	5:30	NA	Clean and Serene	5 <sup>th</sup> and St. Ann
	6:00	AA	Hall St. Group	Hall St. Baptist Church
	7:00	AA	From Here On Out	15 Carter Rd
	7:30	NA	We Do Recover	5 <sup>th</sup> and St. Ann
	8:00	AA	Serenity Park	320 Club
	8:00	AA	Griffith Ave. Group	1 <sup>st</sup> Presbyterian Church
	Saturday	8:00	AA	Early Bird
10:00		AA	Real Alcoholics	320 Club
12:00		NA	Clean and Serene	5 <sup>th</sup> and St. Ann
12:00			Celebrate Recovery	Christian Church Rm 307
5:30		AA	Promise Group	320 Club
5:30		NA	Clean and Serene	5 <sup>th</sup> and St. Ann
6:30		AA	Veach Rd. Group	O.R.R.
8:00		AA	Serenity Park	320 Club
Sunday	9:30	AA	Big Book Study	320 Club
	11:00	AA	Leftover Group	320 Club
	1:00	NA	Clean and Serene	5 <sup>th</sup> and St. Ann
	3:00	AA	From Here On Out	15 Carter Rd.
	5:30	AA	Promise Group	320 Club
	5:30	AA	Clean Serene	5 <sup>th</sup> and St. Ann
	7:30	NA	We Do Recover	5 <sup>th</sup> and St. Ann
	8:00	NA	Last House On the Block	O.R.R.
	8:00	AA	Serenity Park	320 Club
8:00	AA	22 <sup>nd</sup> St. Group	Blessed Mother	

**TIPS  
FROM**

**EXOFFENDER  
REENTRY.COM**

## 20 EFFECTIVE JOB APPLICATION TIPS FOR EX-OFFENDERS

Many employers require applicants to fill out job applications. If, for example, you walk into a grocery store or retail business, you may be asked to go to a computer screen, or kiosk, to complete an online application, or you will be given a two- to four-paper application form to be completed by hand. Many companies routinely give anyone interested in a job a chance to fill out an application.

The following 20 tips should help you complete a job application to the expectations of employers and improve your chances of getting a job interview:

1. **Dress neatly.** Assume that you will be observed when you complete the application. The person taking your application may make a note about your appearance and communication skills.

Since you may end up being interviewed on the spot, dress as if you were going to a job interview and observe all the rules for positive verbal and nonverbal behavior (see Chapter 11 of The Ex-Offender's Job Hunting Guide).

First impressions are always important, be it on an application, over the telephone, or in person.

2. **Take two copies of the application form.** If you are picking up an application form to take with you, get two copies. Use the one copy to draft your answers and the other copy to submit as a neat, clean, and error-free application.
3. **Read the instructions carefully and follow them completely.** An application is your first screening test in more ways than you may think. Start by reading through the whole application to see exactly what information is required for completion.

If you lack sufficient information, don't complete the application since you will be submitting an incomplete application, which is a negative. Return later with the information that you didn't have the first time.

Follow the instructions. If it says print, then you print. If it says last name first, then write accordingly. If it asks for a phone number, provide one. If it ask for your supervisor's name, reason for leaving each job, and pay rates, supply this information. If it says provide three references, then give the details on three references.

Failure to complete an application according to instructions communicates a terrible message – you simply can't follow instructions, or you have something to hide! No one wants to hire such people. You've just wasted your time filling out an incomplete application.

4. **Use a black ink pen when writing.** Avoid using a pencil or an ink color other than black. In fact, many applications will ask you to use a black pen. An application completed in pencil looks unprofessional and one completed in a non-black ink may be difficult to read if the application is run through a copy machine.

- 5. Answer each question.** It's important to respond to each question – no blanks left that could raise questions in the mind of the reviewer about your willingness to disclose.

For example, if you don't have a permanent address or telephone number, use the address and number of a friend or relative who agrees to serve as your contact location. Do not appear homeless on an application – it raises all kinds of questions about transportation, stability, and work history.

If a question does not relate to your situation, such as military service, type or write "N/A" which means "Not Applicable."

- 6. Try to write as neatly as possible.** The neatness and style of your handwriting may be interpreted by the reader as an indication of your personality and work habits. If it looks sloppy, with letters or words crossed out, the reader may think you are confused, careless, or sloppy in your work habits.
- 7. Be prepared to complete each section of the application.** If you know you will be applying for a job, take to the application center all information you may need to complete the application in full.

You may want to complete a mock or draft application form, which you always take with you, that contains most information you are likely to be asked on an application.

This would include a list of previous employers, addresses, telephone numbers, employment dates, information about your work, and documents (Social Security number and driver's license). You also want to have with you details on your educational background and references.

Trying to recall this information by memory may lead to inaccurate statements or an incomplete application; you'll be demonstrating two negatives to the employer even before the job interview - you are unprepared and you're not serious about employment.

- 8. Include all previous employers.** Reveal all of your previous employers, even if you were fired. Many people get fired and it's not held against them by other employers. You can always explain the situation, but you will have greater difficulty trying to explain a major employment gap.

Many ex-offenders also include their prison work experience at a state or federal job, such as "Custodian, State of Louisiana," or "Machine Operator, State of Texas." If, indeed, you have janitorial duties and operated machines, such as those in the laundry room, these are truthful employment statements that do not prematurely raise a red flag that you served time in XYZ Penitentiary.

You have work experience, you used skills, and you have someone who can serve as a reference. Most important of all, you filled in a potential time gap that might have indicated you were hiding something or you were unemployed for a long period of time.

Hiding your record indicates you may be a con artist. No one wants to hire someone who is deceptive. If you can't be trusted with the truth at the application stage, why would anyone want to trust you

9. **If you lack work experience, be creative.** Each year millions of people first enter the job market without formal work experience or a job. However, that doesn't mean they lack work-related experience. If you did not hold a regular job but have volunteer or other life experiences related to skills found in the workplace, include these in the work experience section.

Did you assist a group (church, school, sports team, community organization), did you sell something? (Yes, even illegal street activities may demonstrate certain "transferable" skills to legitimate work settings and activities.)

10. **Appear educated, even if you lack formal credentials.** Let's face it. Few employers want to hire someone without a high school education. If you lack a high school education but have a GED, include the date you completed your GED.

If you do not have a GED, get enrolled in a program before you fill out any applications and then state on your application that you are completing your GED in a specific month and year.

If you've completed a training program or acquired specialized skills, include those on your application under Education.

Make sure you appear educated and thoughtful – no misspelling, poor grammar, or stupid and smart aleck statements - in each section of your application.

11. **Handle sensitive questions with tact.** An application is not a place to confess all your sins, reveal red flags, or prematurely show your hand. Like a resume, an application becomes your calling card to be invited to the interview.

In your case, the most sensitive question will be "Have you ever been convicted of a crime? If yes, please explain." Most applicants believe they have three choices in responding to this question: Lie, tell the truth, or leave it blank.

All three choices may have negative consequences for getting the job interview or keeping the job. In addition, the law may require you to disclose your criminal record to employers, and you must sign the applications, indicating your answers are truthful.

However, there is a fourth choice in answering this question which leaves the door open: simply write "Please discuss with me" or "Will discuss at the interview." These statements indicate you have a conviction, you're not hiding it, and you are prepared to discuss it at the appropriate time.

If you must include some details, keep them short and focused on the future, such as "Will complete parole or probation in 20\_\_." Depending on the nature of your crime, you cannot adequately explain your record in one or two sentences. Indeed, most short statements raise more negative questions than they answer.

This question is best dealt with in a face-to-face meeting where you will have a chance to explain and demonstrate six things – (1) you made a serious mistake, (2) you took responsibility, (3) you've done several things to change your life, (4) you're not a risk, (5) you want a chance to prove yourself, and (6) you are positive, enthusiastic, energetic, and ready to perform beyond the

employer's expectations.

A similar response should be given to another sensitive question: "Have you ever been fired?" Respond by writing "Please see me" or "Will discuss at the interview."

12. **Avoid abbreviations.** Not all readers share the same knowledge of abbreviations. You can abbreviate the obvious, such as Street (St.), Avenue (Ave.), or Boulevard (Blvd.), but spell out the not-so-obvious. If, for example, you lived or worked in Los Angeles, your application should say Los Angeles rather than L.A.
13. **Avoid vague statements.** If you state that you can operate a computer, indicate at what level and with which programs. If you are a driver, indicate what type of vehicle or equipment you work with. The more details you give, the more impressive will be your application.
14. **Avoid revealing salary information.** If the application asks for your salary expectations (pay or salary desired), state "Open" or "Will discuss at the interview."

Always keep this question to the very end of the interview – after you have been offered the job. The old poker saying that "He who reveals his hand is at a disadvantage" is very true in the job search.

Get the employer to first reveal his hand before you talk about your salary expectations.

15. **Include interests and hobbies relevant to the job.** If asked about any interests and hobbies, try to select examples relevant to the job. If, for example, you are applying for an outdoor job that requires physical stamina, outdoor sports interests would be supportive of such a job.
16. **Include additional comments if appropriate.** Some applications will have a section for additional comments. This is the place you want to indicate your goals, state your interests, and make a pitch for the job. Get yourself set up for the job interview by stating something to this effect:

"I'm especially interested in this job, because I love working with inventory management software and streamlining operations that save companies both time and money. I would appreciate an opportunity to discuss how my experience can best meet your needs."

17. **Remember to sign the application.** The very last thing you need to do is sign and date your application. Failure to do so may invalidate your application and raise questions about your ability to follow instructions.
18. **Read and re-read your answers.** Make sure you proofread your application for any errors, omissions, or misspellings. Like the perfect resume, you want an error-proof application.
19. **Attach your resume to the application form.** At least for employers, applications are a necessary evil in the screening and hiring processes.

Most applications follow a similar and rather dull format that yields

can do, and will do in the future. Few applications allow the flexibility to state your goals, skills, and accomplishments.

If you write an achievement-oriented resume, submit it along with your application. With a resume, you structure the reader's thinking around your major strengths rather than allow the reader to control information about you, which is exactly what an application does for the employer.

With a well written resume, you may quickly grab the attention of the employer who will want to invite you to a job interview. Your resume, not your application, becomes the central focus of the job interview.

20. **Be sure to follow up.** When you submit the application, ask when you might expect to hear from the employer on the status of your application. If they say within two weeks, be sure to call and ask about your candidacy in two weeks.

In some cases, the follow-up telephone call will result in a job interview. After all, the employer may still be reviewing applications, and your call may force him or her to take a second look at your application (and attached resume). Most important of all, your call indicates that you are still interested in the job.

SOURCE: Adapted from Ron and Caryl Krannich, Ph.Ds, The Ex-Offender's Job Hunting Guide (Manassas Park, VA: Impact Publications). Copyright 2005. All rights reserved.

## **DRESS APPROPRIATELY FOR YOUR JOB APPLICATION OR INTERVIEW**

Dress, appearance, and grooming are the first things you communicate about yourself to others. Before you have a chance to speak, others notice how you look and accordingly form impressions of your personality and competence.

Some estimates indicate that as much as 65 percent of the hiring decision may be based on the nonverbal aspects of the interview.

So, how should you dress and groom for a job application or interview? The general rule is to be conservative in your dress and appearance and neat and clean in your grooming. The following 18 tips provide guidelines to help you make a good initial impression on the prospective employer. More details are given in [The Ex-Offender's Job Hunting Guide](#).

1. **Dress one step above the position for which you are interviewing.** If you are unsure about this, check with people in your support group, your P.O., or others who might be in the know.
2. **Wear clothes that fit well and look neat, clean, and appropriate for the setting.** No blue jeans, shorts, baggy or low-riding pants, sleeveless blouses, or baseball caps.
3. **Choose clothes with coordinated patterns and colors.** Avoid wearing clothing that clash with each other.
4. **Select conservative colors,** such as cream or white, navy blue, and dark brown.
5. **Avoid wearing excessive or gaudy jewelry.** You want the interviewer to focus on you, not your dangling jewelry, which can be a distraction.
6. **Minimize the number of obvious body piercings.** These are also distractions and raise questions about your decisions and lifestyle.
7. **Avoid excessive fragrances.** One of the first things a prospective employer notices is your scent.
8. **Hide tattoos as much as possible.** If you have them on your arms, cover them with a long-sleeve shirt.
9. **Make sure you have clean and trimmed nails** and cover any obvious sores or injuries. Look like you can take care of yourself.
10. **Shower and use deodorant** on the day of the interview. Bad body odor will quickly turn off most people.
11. **Wear shoes that are in good condition and are clean.** Employers do look at your shoes as a sign of personal care.
12. **Keep your hair clean, trimmed, neatly combed, and in a conservative style.** Avoid unusual or trendy hairstyles and colors. Men should avoid excessive facial hair.

handbags, excessively high heels, or showing a bare midriff or too much skin in any area.

14. **Avoid accentuating any weight problems** with tight-fitting clothes.
15. **Brush your teeth and use mouthwash** just before the interview. Bad breath is a turn-off!
16. **Excuse yourself if you have a cold or look ill** on the day of the interview (sneezing, coughing, sniffing, watery eyes). Point this fact out at the beginning of the interview.
17. **Avoid chewing gum or smoking** during the interview. You just don't do these things in interviews or while applying for a job.
18. **Always wear a smile.** Employers like to hire happy and cheerful people.

SOURCE: Adapted from Ron and Caryl Krannich, Ph.Ds, The Ex-Offender's Job Hunting Guide (Manassas Park, VA: Impact Publications). Copyright 2005. All rights reserved.

## USING THE INTERNET AS A JOB SEARCH STRATEGY

If you are not using the Internet in your job search, you are not up-to-date in looking for a job, and you will be missing out on important segments of the job market.

Many employers use the Internet to recruit candidates through employment websites, such as [Monster.com](http://www.monster.com) and [Careerbuilder.com](http://www.careerbuilder.com), as well as through their own company websites. Job seekers use the Internet to find job vacancies, post their resumes to online resume databases, and research jobs, companies, and employers.

Approximately 15% of job seekers actually find jobs based upon using the Internet. This percentage has steadily increased - from just 5 percent five years ago.

Employers who might normally place classified ads for positions in newspapers find it's cheaper and more effective to post their jobs on websites. They also find resume databases useful for identifying candidates who best meet their hiring requirements.

The employment websites provide a wealth of information for job seekers about jobs, employers, and the job search in general:

- job search tips
- featured articles
- career experts
- career assessment tests
- community forums
- chat groups
- salary calculators
- resume and interview advice
- relocation information
- success stories
- newsletters
- career events
- online job fairs
- polls and surveys
- contests
- online education and training
- company ads
- special channels for students and other groups

Among the most popular employment websites are:

- [www.careeronestop.com](http://www.careeronestop.com)
- [www.monster.com](http://www.monster.com)
- [www.careerbuilder.com](http://www.careerbuilder.com)
- <http://online.wsj.com/careers>
- [www.nationjob.com](http://www.nationjob.com)

You should be aware that jobs found on the Internet tend to be for individuals with at least a high school education and some college, and most jobs pay \$25,000 or more a year; many lower-level jobs tend to be entry-level sales positions.

Individuals lacking a high school education, work experience, and marketable skills are unlikely to find employers on the Internet interested in their backgrounds for two reasons:

1. They don't have such jobs.
2. It's cheaper to recruit low-wage earners by putting a sign on a busy street corner, in a window, or at a work site; visiting day-laborer centers; or listing the job free of charge with a public employment office.

If you lack basic education, work experience, and skills, you should use the Internet to primarily educate yourself about alternative jobs and careers, assess your skills, and learn how to acquire more education and training.

If you don't have a computer or an Internet connection, contact your local public library or a One-Stop Career Center for assistance. Most of these places offer free public access to the Internet and some minimal help to get you up and running on the Internet.

Even though you may not qualify for jobs found on the Internet, learn how to use the Internet early in your job search. It will open a whole new world of employment to you as well as give you many great ideas for thinking about and planning your future.

When you are looking for a job, the Internet is best used for:

1. Conducting research on jobs, employers, companies, and communities.
2. Acquiring useful advice and referrals.
3. Communicating with individuals via e-mail.

Your most productive online activities will relate to research and communication. Visiting employer websites are more likely to yield useful information, job listings, and applications than the more general and popular employment websites.

In fact, since employers are increasingly recruiting directly from their own websites, rather than use general employment websites, you are well advised to explore employer websites for employment information. Two employer websites that provide a wealth of information, even if you don't qualify for employment with these companies, are [www.microsoft.com/careers](http://www.microsoft.com/careers) (Microsoft) and [www.bcg.com](http://www.bcg.com) (Boston Consulting Group).

But your most useful online job search activity relates to research. Use the Internet to explore, for example:

- Different jobs – [www.bls.gov/oco](http://www.bls.gov/oco)
- Community-based employment assistance – [www.careeronestop.org](http://www.careeronestop.org)
- Career counselors – [www.nbcc.org](http://www.nbcc.org)
- Networking groups – [www.linkedin.com](http://www.linkedin.com)
- Salary ranges – [www.salary.com](http://www.salary.com)
- Best communities – [www.findyourspot.com](http://www.findyourspot.com)
- Relocation – [www.moving.com](http://www.moving.com)
- Job search tips – [www.rileyguide.com](http://www.rileyguide.com)
- Career advice – [www.wetfeet.com](http://www.wetfeet.com)

The Internet also is a terrific way to communicate with people, especially

## 28 JOB INTERVIEW KNOCKOUTS

There are many things you can say and do that can knock you out of consideration for a job offer. Do any of the following and you may be politely shown the door with this unenthusiastic closing: "Thanks for coming. We'll call you if we have any further questions."

1. Present a poor personal appearance, including clothing and grooming.
2. Project an overbearing, overly aggressive, "know-it-all" posture.
3. Express incomplete thoughts.
4. Speak poorly – problems with voice, diction, and grammar.
5. Lack career planning – no objective apparent.
6. Act passive or indifferent – no clear purpose or goal.
7. Lack confidence – too nervous and ill at ease.
8. Make excuses, appear evasive, and hedge when asked sensitive questions about background.
9. Speak ill of previous employers.
10. Maintain poor eye contact.
11. Offer a limp handshake.
12. Express no interest in company, doing no research on the company or industry.
13. Arrive late for the interview.
14. Ask about salary and benefits too soon and too often.
15. Lack courtesy and is ill-mannered.
16. Project a cynical attitude.
17. Try to be humorous with inappropriate jokes and irritating laughter.
18. Drop names and emphasize "who I know."
19. Express intolerance and strong prejudices.
20. Smoke or chew gum.
21. Complain.
22. Fail to express appreciation for the interviewer's time.
23. Talk about personal problems and financial needs.
24. End with an inappropriate and presumptuous closing, such as "When can I start?"
25. Wear heavy perfume, cologne, or shaving lotion.
26. Appear very self-centered by asking questions relevant to his or her needs rather than to the employer's needs.
27. Offer very short answers to questions – appear to lack substance, interest, and enthusiasm.
28. Do not ask questions about the job or employer.

SOURCE: Adapted from Bernard Haldane Associates, *Haldane's Best Answers to Tough Interview Questions* (Manassas Park, VA: Impact Publications, 2000), pp. 88-89. All rights reserved.

with employers. If you don't have an e-mail address, you can always set up a free e-mail account through such websites as [www.hotmail.com](http://www.hotmail.com), [www.yahoo.com](http://www.yahoo.com), or [www.google.com](http://www.google.com).

For more information on how to wisely use the Internet in your job search, see the following books, which are available through Impact Publications:

- Ron and Caryl Krannich's America's Top Internet Job Sites (Impact Publications)
- Margaret Dikel's Guide to Internet Job Searching (McGraw-Hill)
- Richard Nelson Bolles's Job Hunting Online (Ten Speed Press)

SOURCE: Adapted from Ron and Caryl Krannich, The Ex-Offender's Job Hunting Guide (Manassas Park, VA: Impact Publications). Copyright 2005 and updated. All rights reserved.

## 26 JOB INTERVIEW MYTHS YOU SHOULD KNOW ...AND AVOID!

Job interview myths may prevent you from conducting an effective job interview. Knowing what they are will aid you in your job search. The major myths include:

**Myth 1:** Every interview in my job search will be a job interview.

**Myth 2:** My resume will get me the job. If I write an excellent resume, I don't have to worry about anything else.

**Myth 3:** Once I send off my resume for a job, the only thing I can do is wait to hear from the employer.

**Myth 4:** If I get a phone call from an employer, it must mean they aren't very interested in my candidacy if they can't take the time to reply by letter.

**Myth 5:** For the employer, the purpose of the interview is to determine if you are qualified for the job.

**Myth 6:** My goal in a job interview is to get the job.

**Myth 7:** I have all the right skills and lots of experience related to this position. It's a cinch the job is as good as mine if I can just get the interview.

**Myth 8:** I can't really do much to prepare for the interview since I don't know what questions I will be asked.

**Myth 9:** I have always been able to talk my way through anything. I'll just go into the interview and dazzle the interviewer with my verbosity.

**Myth 10:** I'll wear something to the interview that will really get their attention and make them remember me.

**Myth 11:** I should do most of the talking in the interview because they want to know more about me.

**Myth 12:** Once I get into the job interview, I should take charge so the interviewer will recognize my leadership abilities.

**Myth 13:** It is impossible to be too confident in a job interview.

**Myth 14:** If I arrive late for the interview, I'll find a good excuse - I got lost or couldn't find a parking space.

**Myth 15:** I should avoid bringing up anything in the interview that would raise questions about my qualifications or ability to do the job.

**Myth 16:** If the interviewer ask about my weaknesses, I should indicate I have none.

**Myth 17:** If there is something about me that may be perceived as negative, such as that I was fired from a job, I should fully explain the situation if asked about it.

**Myth 18:** If I am asked a clearly illegal question, I should set the interviewer straight so she won't do it again.

**Myth 19:** It is best that I memorize responses to questions I expect to be asked.

**Myth 20:** I certainly don't want the employer to think I am desperate for a job, so I will be as low-key as possible.

**Myth 21:** I should not ask any questions until the end of the interview.

**Myth 22:** I will just answer the interviewer's questions. I don't want to ask any questions, or he'll think I haven't done my homework and researched the company.

**Myth 23:** If I am asked about my salary expectations, I'll give a high figure. That way they will assume I am worth a lot.

**Myth 24:** If I don't get a job offer at the end of my first interview with a company, I haven't done something right.

**Myth 25:** When they do offer me the job, the employer will want an acceptance right then and there.

**Myth 26:** Once the interview is completed, I should thank the interviewer and go home and wait to hear from them.

SOURCE: Adapted from Ron and Caryl Krannich, Ph.D.s, [You Should Hire Me!](#) (Manassas Park: Impact Publications). Copyright 2008. All rights reserved.

## **AVOID COMMUNICATING NONVERBAL MESSAGES OF DECEPTION IN THE JOB INTERVIEW**

We learn at a very young age to engage in **innocent deception**. We receive a birthday present that we don't like, and what do we do? We are likely to make a sour face or outright tell the giver we don't like it.

A parent is likely to tell us that this behavior isn't nice and insist that we apologize to the person who gave us the present. We are likely to hear more about our rude behavior later that day!

**So, we learn that some deception is okay.** We pretend to like gifts that we really don't want and learn to hide our disappointment when we don't get a present we wanted very much.

Have you ever wondered at the fact that the winner of the Miss America pageant is the only one of the contestants for whom it is socially acceptable to show tears? The losers must hide their own disappointment and show how happy they are for the young woman who won the crown. Talk about putting on a happy face!

So we all learn, with varying degrees of skill and sophistication, to hide many of our true feelings. However, we may still subconsciously communicate messages **nonverbally** that are not the messages we want to convey. At times our verbal communication and our nonverbal communication may **contradict** each other.

The listener may consciously pick up on these messages that contradict each other, or may detect the inconsistency on a subconscious level. The interviewer may feel that something just doesn't seem right, but they can't put their finger on it. The interviewer is at a loss to explain why they feel uneasy about the candidate sitting in front of them.

However, there are behaviors individuals engage in that people do notice. These behaviors are seen as signs that the person is being less than completely honest. **They are cues of deception.**

Individuals may exhibit some of these behaviors simply out of nervousness, especially during a stressful event like a job interview. But even if the interviewer recognizes those behaviors as signs of nervousness, the question remains, why is the applicant nervous? Is it because of the job interview? Or is the applicant nervous because he or she is trying to hide something?

**Your goal as a job applicant is to avoid raising any of these negative questions in the interviewer's mind.** So, let's look at some of the cues that convey deception that you want to avoid.

**People who are lying tend to exhibit the following behaviors:**

- **less eye contact** (fewer and shorter duration) - Remember the saying often cited to indicate a person's perceived dishonesty - "He couldn't look me in the eye." The individual who looks around the room, at the desk, the floor, or at his/her notepad too much of the time may be viewed as having something to hide from the interviewer.

behavior, such conduct is likely to make the interviewer feel uncomfortable with the applicant.

- **use fewer gestures** - The use of fewer gestures is seen as indicating less enthusiasm, and people are thought to be less dynamic when they are engaged in deceit. The liar is torn between reality and the deception he or she is trying to weave.
- **more shrugs of their hands** - The greater number of shrugs of one's hands results from his/her own uncertainty about the message s/he is communicating.
- **less nodding** - Less head nodding results from the fact that the person is unconvinced himself and perhaps doesn't even agree, in reality, with what the other individual is saying.
- **slower speaking rate more vocalized pauses and fillers, such as "Umm" or "Uh"** - The slower speaking rate as well as the greater number of pauses and fillers come about as the person has to think more carefully about what to say than they would have to if they were telling the truth.
- **higher pitched voice** - A voice that is higher pitched than usual results from the speaker's own unease and nervousness about the untruth.

Obviously many of the behaviors cited above can have other explanations. For example, nervousness is a familiar emotion to anyone who has ever experienced a job or performance interview. And being nervous can cause many of these behaviors to appear.

However, these behaviors can also make the interviewer feel uncomfortable and may be perceived as negatives more serious than just nervousness. Thus, they are behaviors that job applicants should avoid, or at least try to reduce as much as possible the intensity and frequency of these nonverbal behaviors.

SOURCE: Adapted from Caryl and Ron Krannich, Ph.D.s, Savvy Interviewing: The Nonverbal Advantage (Manassas Park: Impact Publications), pages 83-86. Copyright 2000. All rights reserved.

## DEALING WITH QUESTIONS ABOUT A DIFFICULT BACKGROUND DURING AN INTERVIEW

Before going to a job interview, you may be worried about how to handle questions about things in your background that probably will not be favorable in an employer's hiring decision.

If you did not finish high school, are likely to receive negative comments about your work or work habits from a former employer, have a record of job hopping, have been fired from a job, have a criminal record or a record that includes alcohol or drug abuse, you **must** be prepared to address questions or even raise the issue yourself to put the red flag to rest and have a chance at being hired.

Here are some general guidelines for dealing with questions about red flag behaviors.

- **Give the information asked for - no more.** This is not the time to confess all your past negative behaviors or talk excessively.
- **Maintain good eye contact with the interviewer throughout.** Remember, you do not want to seem dishonest by avoiding looking at the interviewer in the eye.
- **Talk briefly** about what you have learned from the mistake you made in the past. **Acknowledge and take responsibility** for your actions.
- **Talk about what you have done to change this aspect of your life.** What have you done to modify the red flag situation and behavior, as well as what positive behavior(s) have you put in place?
- **Make your comments positive and concise.** Do not ramble on and on.
- If you are the one bringing up the subject of a red flag behavior, **avoid introducing the subject early in the interview.** You want to have a chance to impress the interviewer with your positive attributes and make a favorable first impression.

Also, avoid introducing the subject of a red flag behavior at the very end of the interview unless you have overcome the problem in a truly significant way. You want the **final** thing the interviewer remembers about you to be **positive**.

## JOB HUNTING ADVICE FOR PEOPLE OVER 50

Looking for a job is certainly no bed of roses for anyone, but it can be more difficult for older Americans. Perhaps they have given decades of dedicated service to one company, only to find themselves in the job market at a time when they expected to be planning a comfortable retirement.

The feelings of anger, betrayal, and depression that all workers experience when they lose a job often are debilitating to those over 50. Not only do they not know where to begin, but they might face age discrimination when they do make inquiries about employment.

And yet there are job opportunities for older workers, and many companies are finding those employees are more stable and committed to the workplace than younger workers, who are often hunting for the next job.

Catherine Dorton Fyock, who specializes in the aging and changing workforce, says that our culture values youth, and that makes it tough for older employees to find new positions. "But a lot of managers are frustrated by the work ethic of younger workers, and older workers offer them a chance to hire people with an old-fashioned work ethic," she adds.

One of the biggest problems for older Americans looking for work is that they simply do not know where to begin. Job hunting is much different than it was a decade ago, and older workers just need to refine their job search skills to meet market demand.

Fyock advises workers to **take the initiative and position themselves for opportunities**. If they are still employed, they should take advantage of any and all training offered at the company. If they are unemployed, she says, they should use their time to assess their skills and draw on those strengths.

"Ask friends and family about your strengths," Fyock says. "Sometimes seeing yourself from another person's point of view can be helpful."

In addition, Fyock, in *UnRetirement* (Amacom, 1994), co-authored with Anne Marrs Dorton, recommends older Americans looking for work do the following:

- **Network.** Think of all the contacts made with suppliers, customers, co-workers and community leaders over the years. Call each of them and let them know you're looking for work.
- **Research companies in your area.** Visit the local library so that you are well-informed about the industry, who is in charge of hiring and what the employment needs are.
- **Attend a career fair.**
- **Look everywhere.** Check out employment opportunities on the Internet, through newspapers and professional publications, newsletters and employment agencies.
- **Go back to school.** No one is too old to learn. Check with a university or community agency to find out what learning

## VOLUNTEERING: A VIABLE OPPORTUNITY TO EMPLOYABILITY

*Volunteering can be a rewarding experience and is a legitimate method of developing appropriate work-ready skills. This article focuses on **useful tips and strategies** to help would-be volunteers gain the maximum benefit from their experience. It provides insight into how to select relevant positions and use these as a pathway into a chosen career.*

Is it a positive step to consider volunteering as a means of contributing to your own personal development and your community?

Volunteering should not be considered as a person giving up their time to provide cheap, or free labour; but rather, it should be seen as an **opportunity** - an opportunity to develop new skills and put these into practice, while meaningfully contributing to a particular organization or service provider.

Thoughtfully considered, volunteering can provide you with a **useful pathway** into a career of your choosing.

For example, people who volunteer for the Army Reserve, often find it easier to apply for and be accepted into the regular army. Why? Because while in their volunteer position with the Reserve, participants are given **insight** into the kinds of training and commitment needed for a successful, paid army career.

The Reserve is based on a model very similar to the regular army and volunteers are taught skills relating to the key areas of discipline, regulations, training and responsibilities.

In other words, by volunteering in the Reserve, participants are taught and shown what to expect in a full-time career. They may already have completed some of the prerequisites of an army career by fulfilling their obligation as a volunteer.

In this particular case, a volunteer completing Reserve obligations would be in a much better position to know whether or not a full-time army career was, indeed, what they really wanted.

Wouldn't it be an advantage for everyone to have this kind of opportunity before embarking on any career pathway?

Some people already have clear direction about the kind of work they want to do. Some have planned for it and worked toward it for a large proportion of their secondary schooling. They may even have had limited practical experience through a school placement or work experience, or the like.

Volunteering in this case is a wonderful opportunity for **further skill development**. Let us first consider the following:

A young person has long had a strong desire to become a veterinarian. He has worked hard during secondary school and gone on to college. While

opportunities are available. Now is the chance to hone your computer skills.

- **Consider an informational interview.** Not all employers are willing to offer one, but you can request an interview where you ask the questions. Inquire about opportunities in the career you are considering, and prepare your questions carefully. Don't take more than 20 minutes of the company representative's time, and take careful notes.
- **Temporary, part-time and volunteer work** all offer employers a chance to see what you're made of - and that you're perfect for a full-time position.
- **Don't be desperate.** Nothing scares off a job offer faster. By doing your homework, you approach job openings with confidence, and that makes a good impression on an interviewer.

Notes Fyock: "Looking for a job is the most difficult job many of us will ever have. There are so many techniques being used that we have to personally take more responsibility for our own future, and our own skills update. We have to pursue every opportunity."

SOURCE: Adapted from Anita Bruzzese, Take This Job and Thrive (Manassas Park: Impact Publications), pp. 104-105. Copyright 2000. All rights reserved.

position in a veterinarian's office.

This may give him the opportunity to practice some of the skills he has been learning about in his college classes. It might also provide the opportunity to observe real situations pertaining to his theory work. In other words, he is supplementing his study with an opportunity to observe, practice, or develop further knowledge, skills and abilities.

Let us now consider a person who has not realised her expectations through her secondary education.

In a recent case, a young woman who had just completed her senior year of high school did not receive the results she had been expecting. Her entire secondary schooling had been completed with one major aim in mind: getting the required results necessary to gain entry into college to study nursing. In fact, she didn't!

As it turned out, she had a disastrous year and did not even receive her high school diploma. She was devastated, having been a model student, with better than average grades for the previous 11 years of her schooling. She just had a "bad year."

The young lady presented to me as a person who couldn't talk about her future without bursting into tears. She thought she had blown her chance, her passion and dream for a career in the health care industry was gone and lost to her forever. Her experience in her final year of school left her bitter, and returning for another go was not an option she would consider.

We talked about other pathways into her chosen career field and quickly discovered she was not really aware of other options; she had always been driven toward obtaining a college degree.

It was quite easy for her to obtain a position in a home for the aged as a volunteer; working with the aged was something she had aspired to do through her nursing. She supplemented this by enrolling in a TAFE Certificate in Community Services - Aged Care course (in Australia) and is now extremely happy.

Her approach to her future is entirely different - she is once again focused and positive. She loves her volunteer work and is now an integral part of the staff at that home. She has goals and ambitions again and can clearly see the way forward.

The volunteer experience provided her with the opportunity to re-focus and develop specific skills and understandings in a particular field. More importantly, she has been given the opportunity to network among people directly involved in her chosen career field, and she has paid employment waiting for her when she completes the Certificate course.

Unfortunately, many young people proceed through school with a blinkered approach to their futures. As a professional Career and Transition Advisor, I would urge all students to consider volunteer work as an option to assist advancement along chosen pathways.

Some students progress with little or no idea about what future direction to take, so could volunteering help these people? The answer is a resounding yes.

A volunteer position can provide insight into any career, and there is no shortage of organizations that are prepared to take volunteers. Unlike a four-year college degree, or an apprenticeship - or any form of

necessarily require a long-term commitment.

A volunteer position can help a person decide what is not for them, just as easily as it can help someone decide what is for them.

There are always important considerations to be aware of when looking for a suitable volunteer position. Please do not consider the following list as either complete or finite - rather, use it as a **starting-point checklist for identifying possibilities**:

- **Ensure the organization you are approaching is reputable.** Don't become a source of cheap, or free, labour.
- **Don't be afraid to ask what benefits are available to you as a volunteer.** What are you going to gain by donating your time and experiences?
- **Enquire about what support is available to volunteers.** Do they provide you with training, skill development opportunities, etc.?
- **Know your role - will you be an observer or will you be required to be actively involved?** What limitations are imposed due to confidentiality, insurance, or organisational or legal requirements? It is just as important, in some cases, to know about what you cannot do, as well as it is to know what you can do.
- **What will be the level of commitment?** Are you required to commit to attendance at certain times?
- **Are there any legal requirements of the role - such as background checks, a knowledge of first aid, or mandated notification?** And, if so, will the organization support you in achieving these?
- **Are you supplied with clothing or safety equipment, if needed?** Are there government requirements that you need to be informed about?

There can always be a positive outcome to volunteering. The obvious **benefits** include:

- Skill development
- Mentoring
- First-hand knowledge acquisition
- Practice opportunities
- Networking
- Career-pathway development opportunities
- Recognition of skills
- References

For some, it is the gratification of helping others in times of need. For others it is the good feeling they get for contributing to the overall development of a product or service.

Quite a few people use volunteering as a means of developing particular skills, or making themselves more employable.

Whatever your motivation, it can be an important first step for you, on a pathway to some kind of fulfilment or development, be it educational,

career-oriented, or personal. Do not disregard volunteering as a viable option toward helping secure employment!

SOURCE: Submitted by Tony Holden, B.ed. Copyright © 2004 Tony Holden. All rights reserved. Tony is a Career and Transition Advisor for one of 23 Australian Government National Pilot Programmes. His particular pilot is based in the Mid-North region of South Australia, where he serves more than 2,000 young people and covers an area of 14,500 sq. kilometres, providing access to a career advisor, up-to-date career information, transitional support, and pathway development. He may be reached via email at [askpp\\_cats@bigpond.com](mailto:askpp_cats@bigpond.com) or by phone: +61.08.8633 2922. All rights reserved.

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