

Allentown

All Inspiring

Ray O'Connell, Mayor
City of Allentown
435 Hamilton St, 5th Floor.
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ray.OConnell@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: October 7, 2021

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Helen LaJean Raymond Hoffman	H. R. Commission	02/01/2022

Ms. Hoffman will replace Tracie Springer on this commission. Her term expired. I have attached Ms. Hoffman's resume for your review.

ROC/kal
Attachments



RECEIVED

SEP 24 2021

REQUEST FOR APPOINTMENT **MAYOR'S OFFICE** DATE 9/21/21

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Commission

NAME: Helen La Jean Raymond Hoffman [JEAN]

HOME ADDRESS: 1010 Seneca Street Fountain Hill, Pa 18015

BUSINESS ADDRESS: 513-515 W. Chew Street Allentown, Pa 18102

TELEPHONE NO. (RESIDENCE) 484-894-0382 BUSINESS 484-538-6159

EMAIL: youthbuildjean@gmail.com

PRESENTLY EMPLOYED BY: Housing Association Development Corps Youthbuild Allentown

JOB TITLE: Case Manager (Youthbuild) Resource Specialist HADC

EMPLOYMENT (Prior) PA Career Link LV, Penn State LV, LCCC-Donley The Lehigh Valley Health Network

EDUCATION:

HIGH SCHOOL GRADUATE: YES NO
COLLEGE OR UNIVERSITY GRADUATE YES NO
DEGREE/FIELD OF STUDY

Muhlenberg College Bachelor - Bus Admin
LCCC - Associate Degree Human Services
Penn State - Masters Education - Pending

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Board member - Star Community Health
Committee member - Big Education - Promise Neighborhood Lehigh Valley
Multiple Business Partnership Lehigh Valley

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD: _____

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES _____ NO

WORK

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

*Large Business Partnerships
through out Lehigh Valley*

ARE YOU A REGISTERED VOTER: _____ YES _____ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I have been an "active" member of the Lehigh Valley, specifically Allentown. That is at least forty - three years serving, this community - partnerships, medical care, participation in government voting and youth involvement.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES _____ NO

IF YES, EXPLAIN: _____

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Helen Louise Raymond Hoffma (Jean)
Signature

9/21/2021
Date

Please forward this request for appointment, along with a resume to:

**Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

HELEN RAYMOND-HOFFMAN

("Jean")

1010 Seneca Street Fountain Hill PA 18015

YouthBuildJean@gmail.com

484-894-0382

EDUCATION

MEd, Higher Education (currently in progress)
The Pennsylvania State University

BA, Business Administration/Human Resources Leadership
The Wescoe School of Muhlenberg College, Allentown PA

A.A.S. Human Services
Lehigh Carbon Community College

EXPERIENCE

04/19 - Present Case Manager YouthBuild Allentown
Housing Association Resource Specialist

Assess personal needs of students and help find resources in the community to meet those needs

Provide individual and group counseling to all participants on an as needed basis

Facilitate weekly life skills sessions/support groups

Advocate with human services, healthcare, court/hearings, and criminal justice systems to resolve issues facing students

Make home visits as appropriate to assess needs and support of their family

Assist trainees with educational/employment goal planning and provide/coordinate resources for students to succeed

Monitor and assess trainee performance and progress through activities, assignments/portfolio and participation

Work closely and provide community resources to YouthBuild Program Director, Classroom Instructor, the HADC Construction Teams and Executive Leadership Coordinator in the development of job leads, and career training for students

Manage classroom behavior by establishing and enforcing classroom and organizational policies

Maintain accurate and complete student attendance records and achievement progress reporting

Work with Executive Leadership as a liaison to engage Community Leaders throughout the Lehigh Valley, while establishing gainful partnerships. Represent our organization as a participatory member on local boards, and community action groups.

H. RAYMOND-HOFFMAN

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Participated in co-grant writing and managing our newly funded revolutionary career development program (UCDP)

Write job descriptions, recruit, interview and hire contacted employees, temporary hires, and young adult interns.

08/18 - 06/20

Evening Student Success Coach
Lehigh Carbon Community College-Allentown

Responsible for Student Orientation for the Career Pathway Program

Obtaining paperwork

TABE Testing w/Results- Class Selection

Providing Community Resources for Barriers

Coaching & Counseling

Providing Training & Job Leads

Assisting with Academic Preparation

08/16 - 03/19

Career Advisor/Engagement Outreach Specialist
EDSI/CareerForce/CareerLink Lehigh Valley

Offer resources, opportunities, and create ways to expose clients to businesses, knowledge, and real-world experience to assist them with career readiness.

Accurately complete required documentation for enrollment

Create solutions to participant attendance problems

Oversee participant activities and assist with workshop schedules

Provide consistent and comprehensive case management and follow-up

Provide individualized assessment of work

Provide referrals to appropriate community service or social service agencies when needed

Maintain organized database of clients and keep detailed documentation of all contacts with clients

Coordinate participant retention services and accommodate participant work schedules

Document all participant contacts and activities in case notes and ensure that post-placement contacts are made as required by specific contract

Share information with appropriate staff and/or funding agencies. Maintain participant files as specified by contractor.

Build a professional one-on-one working relationship with participants to aid in eliminating challenges that are hindrances to obtaining and retaining employment. This includes assessment, individualized attention and coordination.

Ensure participants follow through with planned activities as outlined in contract with funding agency for required outcomes and obligatory goals

Facilitate and Coordinator for Annual Career Luncheon Event

Instructor for Company-owned Customer Service Training & Certificate Program

Facilitate EDSI Workforce curriculum. Provide community resources and contribute various input to build monthly programmatic activity calendar.

Engage with innumerable community leaders to build lasting resourceful partnerships.

05/14 - 06/16 **Counselor/Manager, Career Services**
 Penn State Lehigh Valley

Responsible for the coordination, development and implementation of a variety of activities/events both on campus and with collaborating consortia colleagues. Provide individual career counseling to undergraduate students and alumni. Design and deliver tailored-specific presentation for all level classrooms. Advise students on available University resources and procedures. Represent career services at campus, community functions and on external or University-wide committees. Perform Student Assessments to aid with major choices, career pathway, and defining personality attributes. Communicate effectively and professionally with staff, faculty and multiple community constituents and business leader for prospective employment leads, as well as internship opportunities. Accompany undergraduate students to off-campus events and career fairs. Mentor and coach students in workplace best practices and proper work ethics. Do mock interview with students as well as staging interview sessions with professional organizations.

Promote and market Career Services programs and services to students, faculty, staff, as well as corporate and community stakeholders. I work very closely with faculty, Alumni Relations, and other student-focused group on campus. I attend numerous community events to build strong and lasting partnerships to secure potential internships. Host community leaders and employers, Spotlight Your Company, on campus event.

Plan and execute annual student-centered events, such as Career Fashion show, Etiquette Dinner, Alumni Panel Discussion, Pizza with the Professionals, and Breakfast with Career Partners.

Manage daily office operations including supervising work-study students in Career Services' professional student-centered office. Experience in Symplicity University-wide system to gather data and reports of PSU Lehigh Valley Campus regarding services provided.

01 -04/14 Career Readiness Coach (Temporary Seasonal Position)

Penn State Overlook Park

- Provided career readiness training to 20 Bethlehem Area High School Students
- Outlined program specifics, workshop on resume writing, did mock interviews, administered career assessments, accompanied student to local job sites for shadowing
- Responsible for getting all 20 students hired for 4-week work experiences

2010/2013 Youth Education Coordinator

Lehigh Valley Health Network, Allentown PA

- Created and Implemented 7 Youth Educational Healthcare programs
- Build strong ties with community leaders and organizations to fund youth programs
- Program manager for the Research Scholar Program, pipeline for Medical Students
- Team member to assist with development of hospital Career/ Student Services office joint-venture with USF Health Morsani College of Medicine (SELECT Program)

2008/2010 Continuing Education Coordinator

Lehigh Valley Health Network, Allentown PA

- Created and Implemented workshops and programs that provided CEUs for staff and medical professionals
- Co-organize Career Fairs and Conferences for Network
- Provided records and data analysis for Leadership Organizational Development

2003/2008 Recruitment Manager of Nursing Support Hiring – Human Resources

Lehigh Valley Health Network, Allentown PA

- Recruited candidates for five major hospital positions
- Oriented new hires to hospital benefit packages
- Performed career assessments to potential new hires
- Review applications, resumes, cover letters, and all hires background check document, schedule candidate interviews