

# REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

[www.fairshake.net](http://www.fairshake.net)

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**This Reentry Packet has been customized for: Sam**

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# HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



## Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



## 2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

## Homeless Shelters and Service Organizations:

National list of homeless shelters and other services [homelessshelterdirectory.org/](http://homelessshelterdirectory.org/)

## Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)



## Section 8: Frequently Asked Questions

What is Section 8 Housing?

The actual name of the program commonly known as “Section 8” is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.



How do I apply for Section 8 housing?

Contact your local [Public Housing Authority](#).

For further assistance, contact the Housing and Urban Development office nearest you.

## Does my criminal record ban me from public housing?

There are only 2 convictions for which a PHA must prohibit admission:

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



## Managing Anger

*Flying off the handle sometimes causes hammers and humans to lose their heads...as well as their effectiveness.* ~ William Arthur Ward



Everyone gets angry.

We are all familiar with anger; we see it demonstrated frequently. We see angry people in TV shows and movies; we hear angry politicians and radio hosts. Sometimes we experience anger with others around us, and we also experience anger in ourselves.

People sometimes try to use anger to solve problems or to relieve stress...but that often creates more problems, more stress and even more anger.

We can't eliminate anger, but we can manage it. We can make it a useful tool instead of one that demolishes relationships and other things.

Anger is often glorified as a key to unlock hidden strength and passion. Anger *feels* powerful.

Power alone is not good or bad. We need to feel powerful to feel capable. Feeling powerful is an important element of our American cultural self-image. But power alone...without caring emotions such as reflection, kindness, and humility...can cloud our perception of situations, others, and ourselves.

When we feel painful emotions such as sorrow, or hurt, because we've been rejected, disrespected, offended, forgotten, etc., we can find ourselves feeling like we have a loss of power. To try to reduce our discomfort, sometimes we respond with a powerful emotion like anger.

It's hard for us to feel pain! We are 'wired' to go toward pleasure and away from pain. Anger feels like it stops pain - at least momentarily.

The process of dealing with painful emotions is very hard and requires a great deal of strength and self-control. We become more powerful, capable and intuitive as we develop deeper problem-solving skills and tools for life's constantly challenging situations. Used positively, anger can help us realize deeper feelings about things so we can construct ways to avoid anger in the future.

Processing anger-energy through 'venting' (to ourselves; not others!) can be beneficial for focusing on and clarifying a problem. If we can be critical and clear about what is going wrong, we can then drive ourselves to go deeper to get the picture of what it would look like to go 'right', and then we can make changes to turn the situation around. Once we deeply reflect on the situation, other people's points of view (if applicable), and our deeper feelings, then we can see what we can do to make things better. We can then show others how we'd like to be treated!

Many of us experience a great deal of discomfort when we disagree with others. Many of us were not taught the value of listening or engaging in friendly arguments or debates. We say we believe that another person's opinion can be as valid and 'right' as our own, but do we mean it? For *every* person? Believe it or not, it's possible for people with opposing view points to work together to create the best possible solutions!

Anger needs to be expressed, yet aggressive displays of anger can result in violent eruptions that further hurt us socially, mentally, and physically. We need to find ways to process our emotions effectively. An out-of-control outburst could cost us a job. Or worse.

A hammer is a great symbol for anger because hammers can demolish....and they can build!

When we feel our anger building we need to stop and recognize triggers that can seize control of our power.

**When you feel anger building, try to remember to:**

- Take a breath (or many!)
- Identify
  - o your TRIGGER (what upset you? And then look again...was it something deeper?)
  - o your FEELING (how do you feel about what is upsetting you?)
  - o your REASON (why does it bother you and what is the best way to resolve this?)

Then ask yourself some questions about how and when you get angry. Questions like:

- Do I always get angry about this issue?
- Could I have seen this coming?
- Could I have avoided feeling angry by taking a different approach to this situation?
- What is my goal here? What do I hope to achieve?

Blaming others for our anger or frustration seems like an easy way to solve our problem: we want to say that someone or something “did this to me”. But blaming leaves us powerless and ineffective! How can we expect a situation to improve - in the way we would like to see it improve - if we put the task on someone else?

Did you know that no one else can *make* us feel angry? We choose to respond with blame and/or anger...and we can choose a different response. We are FREE to improve our relationships and live without rage when we decide to deal with our feelings in effective and purposeful ways.

**Consider deeply what makes you angry and why. DIG for the answer that will transform anger!**

Here are a few examples:

Why do I feel angry when others try to tell me what to do?

- Do I feel disrespected? As if they think I haven't thought about something carefully?

Why do I feel angry when it feels like others don't listen to or acknowledge me?

- Do I believe they think that my opinion is not valid or important?

Why do I feel angry when others are not respectful of an agreement we made?

- Do I feel like they think I am less important than they are?

Why do I feel angry when I stub my toe?

- Am I embarrassed because I missed something right in front of me?

Why do I feel angry when other drivers make travel difficult?

- Do I feel they are selfish, dangerous, disrespectful, and not paying attention?

Can you find the solutions you are looking for in your answers?

**Be aware of your temper: your 'anger energy'.**

Here are some ideas to help you keep your temper under control:

- **Try the Thermometer Technique** - Imagine your temper is red mercury in a large thermometer. When you're HOT, don't react! Wait until you are 'cool' to respond.
- **Count to 10, or 100!** – Count...and think of a time when you were calm and relaxed....to take your mind out of the immediate situation. Counting is an anger management tip that has worked for centuries! The Roman poet Horace (65 - 8 BCE) said, "When angry, count ten before you speak; if very angry, one hundred."
- **Inhale deeply** - Can you breathe so deeply that you get clean air deep down into your belly? Walk outdoors if possible! Your brain and your body work better with fresh air and plenty of water. Be sure to communicate with anyone you might be in a confrontation with that you are not leaving the problem; you're just clearing your head.
- **Exercise!** - Daily exercise allows you to work out stress. When you have less stress, you will feel angry less often. Regular exercise, including yoga and meditation, help you stay centered and keep things in perspective.
- **Vent** - Finding a safe spot to articulate your feelings...and maybe even yell (I find this particularly effective when I hammer my finger) can relieve enough stress to see the problem - and the solution - more clearly. Do not 'blow off steam' when anyone is nearby. Instead, go to the basement alone, or ride your bike and talk to the wind, or even stomp on a few aluminum cans to relieve frustration.

Our best way of dealing with anger is to find ways to make it useful. A powerful example is when someone uses the energy from anger to find the courage they need to protect someone who is being harmed!

**Be Careful - When anger turns into poison:** Sometimes we think that being angry and bitter all the time means we are smart, savvy and aware of the ways in which people and the media want to persuade us; as if it shows we are 'on to them'. Soon we are cynical, crabby people and, although people may think we are smart, they also think we are 'haters' and don't want to hang out with us. It's hard to have fun with angry people.

**Sue's Anger Story**

I live in a small town. We see our neighbors out and about and everyone knows I frequently ride my bike on the nearby bike trail. My dentist has an office just across the street from our bike trail and sees me on it all the time. He also likes to exercise outdoors; he runs.

One day I went to see my dentist for a routine check up. I enjoy talking with the staff when I'm there. When he checks my teeth we often 'catch up' for a minute, too.

After one of these friendly little chats, my dentist stood up and told me that his white coat identifies him as a health authority and said: "in the interest of health I have to tell you that I think you should wear a helmet".

I told him that I consider wearing a helmet sometimes, but most of the time I am comfortable - and prefer riding - without one.

I wish our discussion would have stopped right there.

Instead, he continued by saying "It's not like you're going to find a date out there." *WHAT?* I sat there, stunned, and thought: *Did you just say that? To a paying customer??? Is that sexist, or just stupid?*

Apparently he did not think that was enough because he went on to say: "My wife just broke her pelvis riding her bike. Of course, the helmet did not protect her, but if she would have hit her head it would have." *REALLY???* Well, now I was outraged!!! I yelled at him in my mind: *Your wife's injury has NOTHING to do with wearing a helmet! You don't even know what kind of a rider I am! You don't know that I have fallen a lot and I know HOW to fall!*

Out loud I said "I know that you think you are showing me that you care..." but in my mind I thought: *but I will never sacrifice my ability, confidence or strength to pander to your controlling and unjustified fears.*

Even though I was piping mad, I held my tongue and went out for a bike ride. I talked sternly to myself - out loud - in to the wind. I may have cussed. I talked and talked ...to him...to me...to really work through my frustrations to understand WHY I was so angry and upset.

It all came flooding in: I was disrespected! I was treated like I was stupid! Like somehow being a dentist makes him a 'health authority' over me? Like I've never considered wearing a helmet before. Looking for a date? Really? He did not ask what I thought, he just told what he thought and expected me to comply.

So...what did I do? Well, it took me until my next appointment to decide.

I considered going in and talking with him. I also considered sending a letter stating that I was so offended that I will no longer be a patient. I considered making a point to have a talk with him the next time I go in for a check up. And then I considered saying nothing and just letting it go.

But wait! That answer was clearly *not* an option. I realized I needed to tell him that I want to be respected.

I mean, if I really want to resolve my anger - to eliminate this frustration of disrespect - well, then I must talk with him; to help him realize how to understand that 'caring' can feel an awful lot like 'controlling'. How could he know if he didn't hear my point of view? I realized he needed to hear how thin and lame his arguments were so he could see things differently, *and* respect that I am also a health authority...of me! I have been healthy for nearly all of my 50 years. So I resolved to discuss this with him during my next appointment.

I have also realized that the *KA-BAM* burst of 'anger energy' from my frustration would be best reserved for bike rides, walks and other forms of physical release.

I've been working on using my "angry energy" appropriately for most of my life. Every year my new year's goals are 'be kinder and more patient'. I will not need another resolution; I still have a long way to go. This is big, tough, complicated work!

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The first step to managing your anger is to decide that your anger will no longer be used for demolition; that your feelings of anger will only be used to construct new, better alternatives to challenges! Then you're ready to fully utilize the many great anger management resources available to you.

I wonder if my dentist would have told me I needed a helmet if I rode to his office on a Harley.





## Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

## Accomplishments and Skills Worksheet

Use this worksheet as a spring board to organize your work history and personal interests for your resume. Include all successes in your life! You have valuable talent, skills and traits to share. Remember: there are no wrong answers.

Examples--

- Shipped an average of 40 packages per day for 4 years with fewer than 3% damage in shipping.
- Volunteered at the Humane Society every Tuesday evening for 2.5 years. Walked, bathed and groomed dogs.
- Organized a fund-raising event for Fair Shake, generating over \$8300. Organized silent auction donations, secured entertainment and food and assembled volunteers.
- Managed a household of four on \$900 per month.
- Restored a 1961 Volkswagen Beetle to original condition.
- Successfully planted, nurtured and harvested an annual garden (8 years running!) and canned, froze or dried the harvest to provide nearly half of our family's dietary requirements.

### Occupational Titles

Job titles to start your brainstorming when considering job goals.

Accountant  
Assembler  
Carpenter  
Cashier  
Chef / Cook  
Clerk  
Data Entry  
Director  
Editor  
Engineer  
Firefighter

Graphic Designer  
Grounds Keeper  
Inspector  
Lab Technician  
Librarian  
Machine Operator  
Mail Carrier  
Maintenance  
Massage Therapist  
Manager  
Mason

Manufacturer  
Operations Manager  
Painter  
Programmer  
Salesperson  
Secretary  
Snow-maker  
Teacher  
Tree Trimmer  
Veterinarian  
Welder

### Job Skills

The following is a short list of job skills. (There are literally thousands of job-specific skills.) You will have to research the job skills specific to your occupation

Accounting  
Advertising  
Auditing  
Brake Alignments  
Building Maintenance  
Carpet Laying  
Cleaning  
Cooking  
Correspondence  
Counseling  
Customer Service  
Detailing

Drill Press Operation  
Driving  
Editing  
Electronic Repair  
Filing  
Hammering  
Interviewing  
Keyboarding  
Management  
Marketing  
Mechanical Drafting  
Metal Fabrication

Payroll / Accounting  
Planning  
Public Speaking  
Researching  
Sign Language  
Scheduling  
Soldering  
Technical Writing  
Telemarketing  
Typing  
Welding  
Writing

## Self-Management Skills

Follow instructions  
Get along well

Get things done  
Honest

Punctual  
Responsible

## Personality traits

Articulate  
Assertive  
Assume responsibility  
Communicative  
Competitive  
Creative  
Decisive  
Dependable  
Detail-oriented  
Diplomatic

Enthusiastic  
Emotionally strong  
Flexible  
Friendly  
Highly motivated  
Integrity  
Quick thinker  
Self-motivated  
Sense of direction  
Sense of humor

Sensitive  
Sincere  
Sociable  
Tactful  
Tolerant  
Tough  
Trusting  
Understanding  
Willing to learn

## Physical skills

Agile  
Assembling  
Balancing, juggling  
Crafts  
Counting  
Drawing, painting  
Driving (CDL?)  
Endurance  
Finishing, refinishing

Flexible  
Grinding  
Hammering  
Keyboarding, Typing  
Manual dexterity  
Mechanical  
Modeling, remodeling  
Observing, inspecting  
Operating machines

Precise  
Set standards  
Strong  
Thorough  
Restoring  
Sandblasting  
Sewing  
Sorting  
Weaving

## People Skills

Caring  
Comforting  
Communicating  
Conflict Management  
Conflict Resolution  
Counseling  
Consulting  
Developing Rapport  
Diplomacy  
Diversity

Empathy  
Encouraging  
Group Facilitating  
Helping Others  
Inspiring Trust  
Inquiry  
Instructing  
Interviewing  
Listening  
Mediating

Mentoring  
Motivating  
Negotiating  
Outgoing  
Problem Solving  
Respect  
Responsive  
Sensitive  
Sympathy  
Tolerance

## Data Sorting Skills

Analyzing  
Auditing  
Averaging  
Budgeting  
Calculating, Computing  
Checking for accuracy  
Classifying  
Comparing  
Compiling

Cost Analysis  
Counting  
Detail-oriented  
Evaluating  
Examining  
Financial or fiscal  
Analysis  
Financial management  
Financial records

Following instructions  
Investigating  
Inventory  
Interrelate  
Logical  
Organizing  
Recording facts  
Research  
Surveying

## Leadership Skills

Brainstorm  
 Competitive  
 Coordinating  
 Decisive  
 Delegate  
 Direct others  
 Evaluate  
 Goal setter  
 Influential  
 Initiate new tasks

Integrity  
 Judgment  
 Manage, Direct Others  
 Mediate Problems  
 Motivate People  
 Multitasking  
 Negotiate Agreements  
 Organization  
 Planning  
 Results-Oriented

Risk Taker  
 Run Meetings  
 Self-Confident  
 Self-Directed  
 Self-Motivated  
 Sets an Example  
 Solve Problems  
 Strategic Planning  
 Supervision  
 Work Schedules

## Artistic Skills

Artistic ideas  
 Dance, Aerobic  
 Designing  
 Drawing, Painting  
 Handicrafts  
 Illustrating, Sketching

Imaginative  
 Inventive  
 Mechanical drawing  
 Model-making  
 Perform  
 Photography

Play an instrument  
 Rendering  
 Singing  
 Visualize shapes  
 Visualizing  
 Writer / Editor

## Descriptive Words to Use in Your Resume

Able  
 Accurate  
 Active  
 Adaptable  
 Adept  
 Administrative  
 Advantageous  
 Aggressive  
 Alert  
 Ambitious  
 Analytical  
 Articulate  
 Assertive  
 Astute  
 Attentive  
 Authoritative  
 Bilingual  
 Broad minded  
 Calm  
 Candid  
 Capable  
 Cheerful  
 Committed  
 Competent  
 Comprehensive  
 Confident  
 Conscientious

Considerate  
 Consistent  
 Constructive  
 Continuous  
 Contributions  
 Cooperative  
 Creative  
 Curious  
 Decisive  
 Dedicated  
 Deliberate  
 Dependable  
 Detailed  
 Detail-oriented  
 Determined  
 Diligent  
 Diplomatic  
 Disciplined  
 Discreet  
 Diversified  
 Driven  
 Dynamic  
 Eager  
 Easily  
 Easygoing  
 Economical  
 Effective

Efficient  
 Effortlessly  
 Empathetic  
 Energetic  
 Enterprising  
 Enthusiastic  
 Excellent  
 Exceptional  
 Experienced  
 Expert  
 Expertly  
 Extensive  
 Fair  
 Farsighted  
 Fast learner  
 Flexible  
 Forceful  
 Friendly  
 Generalist  
 Hard-working  
 Honest  
 Imaginative  
 Increasingly  
 Independent  
 In-depth  
 Initiative  
 Innovative

## Descriptive Words (Continued)

Insightful  
 Instrumental  
 Inventive  
 Knowledgeable  
 Leadership  
 Logical  
 Loyal  
 Major  
 Mature  
 Meaningful  
 Methodical  
 Meticulous  
 Motivated  
 Multilingual  
 Objective  
 Open-minded  
 Optimistic  
 Orderly  
 Organized  
 Outstanding  
 Patient  
 Perceptive  
 Persistent  
 Personable  
 Personally  
 Persuasive  
 Pertinent  
 Pleasant  
 Positive  
 Practical

Precise  
 Problem-solver  
 Productive  
 Professional  
 Proficient  
 Profitable  
 Progressive  
 Proven  
 Punctual  
 Qualified  
 Quality conscious  
 Quick learner  
 Realistic  
 Recent  
 Reliable  
 Repeatedly  
 Resilient  
 Resourceful  
 Respectful  
 Responsible  
 Responsive  
 Risk-taker  
 Routinely  
 Satisfactorily  
 Scope  
 Self-confident  
 Self-controlled  
 Self-reliant  
 Self-starter  
 Sharp

Significantly  
 Sincere  
 Skilled  
 Skillful  
 Solid  
 Sound  
 Specialized  
 Specialist  
 Stable  
 Strategically  
 Strong  
 Substantial  
 Successful  
 Superior  
 Systematic  
 Tactful  
 Talented  
 Team player  
 Technical  
 Thorough  
 Timely  
 Uniform  
 Universal  
 Up-to-date  
 Valuable  
 Varied  
 Versatile  
 Vigorous  
 Well-educated  
 Well-rounded